



1211 S. Glenstone Avenue, Springfield, MO 65804 USA
 Phone: 417-862-9533 | Phone: 1-800-443-1083 | Fax: 417-863-9621
 Web site: www.globaluniversity.edu E-mail: sec@globaluniversity.edu

Subject Enrollment for a Group

Signature and Refund Policy

The student must sign that he/she has read the refund policy (see back of this form) and understands his/her responsibility to verify applicability of Global University credits toward any education goals.

Please Print or Type

School Name: _____

Street or Physical Location: _____ P.O. Box: _____

City: _____ State/Province: _____ Country: _____

Postal Code: _____

Course Number: _____ Edition: _____ Exam Form: _____

Course Name: _____ Language: _____

	Student's Number and Office Code	Student's Name (Family/First/Middle)	Birth Date	Student's Signature = Agreement with Refund Policy
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

National Office Use Only	Official Enrollment Date:
Director's Name:	
Date: _____ Office Code: _____	
NOTE: All students listed above have agreed to the Global University Enrollment Refund Policy as indicated by my initials as National Director: _____	



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Cancellation and Refund Policy For Enrolled Students

Global University (GU) strives to develop instructional materials and programs that will be completely satisfactory to the students who enroll with us. However, if it is necessary for a student to discontinue studying a GU course, the following refund policy will apply.

1. You may cancel your enrollment within five (5) days after midnight of the day on which you signed the enrollment agreement (Subject Enrollment Card [SEC]). If you cancel your enrollment during this time, you will be given a complete refund of all money paid, excluding shipping and handling fees.
2. From five (5) calendar days after midnight of the day on which you signed the SEC until sixty (60) days, GU will be entitled to retain a registration fee from the amount you have paid. The registration fee (converted to local currency) will be calculated as follows:
 - a. For courses costing less than \$300 US, GU may retain up to \$50 US.
 - b. For courses costing \$300 U.S. or more, GU may retain 15 percent of the total paid but not more than \$150 US.
3. If you request cancellation after two (2) months of your dated SEC, GU shall be entitled to the registration fee plus a percentage of the total cost of the course. The percentage will be calculated as follows: The registration fee will be deducted from the total of the course. Then, in addition to the registration fee, GU will retain a percentage of any amount that remains. The percentage retained will depend on how much of the course you have completed, therefore:
 - a. Up to and including your completion of the first 10 percent of the course, GU may retain 10 percent of any remainder.
 - b. After you have completed more than 10 percent of the course and up to and including completion of 25 percent of the course, GU may retain 25 percent of any remainder.
 - c. After you have completed more than 25 percent of the course and up to and including completion of 50 percent of the course, GU may retain 50 percent of any remainder.
 - d. If you complete more than half of the course, GU shall be entitled to the full cost of the course.