

# Viridis Graduate Institute

## Ecopsychology and Environmental Humanities

3345 South Rural Rd., Tempe, AZ 85282

(011) 805-889-0169 [www.viridis.edu](http://www.viridis.edu)

### DOCTOR OF ARTS ENROLLMENT AGREEMENT

Welcome to the Viridis Graduate Institute community. Viridis Graduate Institute is a Distance Education provider. All program courses are held online in synchronous ZOOM sessions. Please complete this agreement and submit to Office of the Registrar: [vgi.registrar@viridis.edu](mailto:vgi.registrar@viridis.edu)

#### STUDENT INFORMATION

First Name

Last Name

Address

City

Zip / Postal Code

Country

State

Email Address

Date of Birth

Social Security (US Citizen)

Passport Number (International Student)

Main Contact Phone:

#### AGREEMENT INFORMATION

Viridis Graduate Institute (VGI) and \_\_\_\_\_ (the applicant) hereby enter into a legal agreement governing the student's and VGI's obligations in accordance with the laws of the state of Arizona. This agreement does not contain all the policies, procedures, rules, regulations, and academic requirements applicable to Viridis Graduate Institute, and its programs. Additional provisions governing the relationship between the student and Viridis Graduate Institute are contained in the Catalog, available at [www.viridis.edu](http://www.viridis.edu) sent to all students, both before and during a student's enrollment at Viridis Graduate Institute (both are subject to periodic change).

#### ACCREDITATION

Viridis Graduate Institute is accredited by the Distance Education Accrediting Commission (DEAC) [www.deac.org](http://www.deac.org). The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA - <http://chea.org>).

#### STATE AUTHORIZATION

Viridis Graduate Institute is authorized by the Arizona State Board for Private Postsecondary Education ([www.azppse.gov](http://www.azppse.gov)). Student Initial \_\_\_\_\_

**PROGRAM INFORMATION**

**This agreement governs the student's enrollment in the following degree program:**

**Doctor of Arts in Ecological Psychology and Environmental Humanities**

Quarter Credits: 90

Program Length: 3 years

**Time Commitment for Degree**

Doctor of Arts students must complete three (3) quarters of coursework in no less than nine (9) months (Year 1); three (3) quarters of coursework in no less than nine (9) months (Year 2); one (1) quarter of coursework in Year 3 and the Doctoral Capstone Project. The maximum time to complete the program is 3 years (36 months).

**Start date:** Fall: 2023

Expected Completion: Fall 2026

**TERMS OF ENROLLMENT AGREEMENT**

The term of this agreement is thirty-six (36) months from the date of the contract acceptance as indicated by the institutional signature and date.

**TUITION & FEES**

Tuition and Fee rates are set annually and based on a scheduled start date and continuous enrollment. Program tuition and fee rates remain the same for duration of the program with continuous enrollment. A cancellation or withdrawal in enrollment may result in a change to the tuition and fee rates. Tuition and fees cover access to all elements required in an educational offering.

**Total Tuition: \$20,700****Technology Fee: \$750 (\$250 per year) (Nonrefundable after after 72 hours from program start date)****Doctoral Capstone Project Fee: \$3,500 (Nonrefundable after 72 hours from program start date)****TOTAL TUITION & FEES: \$24,950****TUITION PAYMENT SCHEDULE**

The student agrees to make twenty-seven (27) monthly payments of \$740.00 dollars and one (1) final payment of \$720.00. Payments begin September 1.

**FEE PAYMENT SCHEDULE****Technology Fee: Year 1** - The student agrees to make one payment of \$250 due September 1.**Technology Fee: Year 2** - The student agrees to make one payment of \$250 due September 1.**Technology Fee: Year 3** - The student agrees to make one payment of \$250 due September 1.**Doctoral Capstone Project Fee: \$3,500 Year 3** - The student agrees to make (4) four payments of \$875 due July 1, August 1, September 1, and November 1.

*Student Initial* \_\_\_\_\_

Your first monthly tuition and fee payment will be September 1. Subsequent monthly payments will be due on the 1st day of the month. You will be assessed a \$5 late charge for any payment more than ten (10) days past due. This is a Retail Installment Contract and Truth in Lending Disclosures apply. Upon receipt and review of this enrollment agreement, you will receive written notification of the Institute’s acceptance or rejection of this agreement. If this agreement is accepted, Viridis Graduate Institute will email you an endorsed copy.

TUITION & FEES		Cost per credit	Tuition	Fees	Tuition & Fees
Year 1 Credit Hours	32 credits	\$ 230.00	\$ 7,360.00		\$ 7,360.00
Year 2 Credit Hours	34 credits	\$ 230.00	\$ 7,820.00		\$ 7,820.00
Year 3 Credit Hours	24 credits	\$ 230.00	\$ 5,520.00		\$ 5,520.00
Tech Fees Year 1, 2, 3				\$ 750.00	\$ 750.00
Doctoral Capstone Project Fee Year 3				\$ 3,500.00	\$ 3,500.00
<b>TOTALS</b>			<b>\$ 20,700.00</b>	<b>\$ 4,250.00</b>	<b>\$ 24,950.00</b>
<b>PAYMENT SCHEDULE</b>					
<b>TUITION FEE</b>			<b>27 Payments of \$740.00</b>		
			<b>1 Final Payment \$720.00</b>		
<b>Fees</b>					
<b>Tech Fee Year 1</b>		Due 9/1 Year 1		\$ 250.00	
<b>Tech Fee Year 2</b>		Due 9/1 Year 2		\$ 250.00	
<b>Tech Fee Year 3</b>		Due 9/1 Year 3		\$ 250.00	
<b>Doctoral Capstone Project Fee</b>				\$ 875.00	
Made in 4 payments				\$ 875.00	
				\$ 875.00	
				\$ 875.00	
<b>TOTAL TUITION &amp; FEES</b>			<b>\$ 20,700.00</b>	<b>\$ 4,250.00</b>	<b>\$ 24,950.00</b>

**TRUTH & LENDING DISCLOSURE**

*A degree will not be granted until the tuition plan is paid in full.*

1. Sale Price (Tuition & Fees) .....\$24,950
2. Enrollment Fee (due with Online Application).....\$100
3. Technology Fee..... \$750
4. Doctoral Capstone Project Fee.....\$3,500
5. Twenty-seven (27) payments of \$740 one final payment of \$720 ..... \$20,700
6. Annual Percentage Rate ..... 0%
7. Finance Charge ..... \$0
8. Total of Payments..... \$24,950
9. Total Sales Price ..... \$24,950
10. STRIPE Credit Card Convenience Fee..... 2.9%
11. ACH STRIPE Fee..... \$5.00

*Student Initial* \_\_\_\_\_

**Application Fee**

Nonrefundable Application Fee of \$100.00. Due with the **Online Application** via Populi. The Application fee is nonrefundable after 72 hours.

**Textbook Costs**

The cost of textbooks is not included in the quoted tuition and are based on *new* book prices. You may purchase them from a vendor of your choice. Estimated Costs for textbooks: \$600.

<b>General Service Fees Not Included in Degree Program Tuition</b>	
Independent Study Course Fee	\$ 350.00
Graduation Fee (due 30 days before graduation)	\$ 50.00
Late Fee (on monthly payments)	\$ 5.00
Official Transcript Fee	\$ 10.00
Reactivation Fee	\$ 50.00
Returned Check Fee	\$ 30.00
Diploma Replacement	\$ 75.00
Stripe Credit Card Convenience Fee	2.90%
Stripe ACH Fee	\$ 5.00
Master Capstone Time Limit Fee (Year 3)	\$ 500.00
For every three months that the student goes beyond the MA Capstone Project deadline and does not submit a completed Project and final, edited Project Report, a five-hundred-dollar fee will be assessed.	
Doctoral Project Time Limit Fee (Year 4)	\$ 2,000.00
For every three months that the student goes beyond the DA Capstone Project deadline and does not submit a completed Project and final, edited Project Report, a two-thousand-dollar fee will be assessed. After the second late project fee assessment, the doctoral committee will be dissolved and the student will be required to restart their clock, form a new committee, and pay the additional Doctoral Project Fee of \$3500.	

**METHOD OF PAYMENT**

Payment is due upon the applicant's acceptance into the degree program and in conjunction with the endorsed payment plan. Tuition must be paid by ACH check or credit card. Secure online payment can be made through Viridis Graduate Institute's secure Stripe platform in Populi. **VGI encourages students to set up the ACH on Populi.**

**Financial Aid**

Viridis Graduate Institute does not participate in state or federal financial aid funded programs. Though the primary responsibility for education financing rests with the student, we encourage applicants to explore any of the following avenues of financial assistance:

- Viridis Graduate Institute's Interest-Free Tuition Payment Plan
- Employer Tuition Reimbursement Programs. Consult your employer for assistance.

**Federal Trade Commission Cancellation Notice**

Student Initial \_\_\_\_\_

**CANCELLATION & REFUND POLICY**

**Satisfaction Policy:** If for any reason you choose to discontinue your studies, Viridis Graduate Institute has established this cancellation and refund policy for your protection. Viridis Graduate Institute's refund and cancellation policies conform to the requirements of the Arizona State Board for Private Postsecondary Education (R4-39-404), with the institution's accrediting body, the Distance Education Accrediting Commission (DEAC).

**CANCELLATION**

**Five-Day Cancellation:** An applicant who provides written notice of cancellation within **five (5) days** (excluding Saturday, Sunday and federal and state holidays) of signing this enrollment agreement is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, the school shall provide the 100% refund.

**Other Cancellations:** An applicant requesting cancellation more than **five (5) days** after signing an enrollment agreement and making an initial payment, but prior to entering the school, is entitled to a refund of all monies paid, minus the online Application Fee of \$100.00.

**TIME BASED REFUND: Refund after the commencement of classes:**

1. Procedure for withdrawal/withdrawal date:
  - A. A student choosing to withdraw from the school after the commencement of classes is to provide written notice to the Office of the Registrar ([vgi.registrar@viridis.edu](mailto:vgi.registrar@viridis.edu)). The notice is to indicate the expected last date of attendance and be signed and dated by the student.
  - B. For a student who is on authorized Leave of Absence, the withdraw date is the date the student was scheduled to return from the Leave and failed to do so.
  - C. A student will be determined to be withdrawn from the institution if the student has not attended any class for three (3) weeks out of the ten (10) week program.
  - D. All applicable refunds will be issued within 30 days of the determination of the withdrawal date.
  
2. Tuition charges/refunds:
  - A. Before the beginning of classes, the student is entitled to a refund of 100% of the tuition, minus the online Application Fee of \$100.00.
  - B. After the commencement of classes, the tuition refund, minus the online Application Fee of \$100.00 will be determined as follows:

**Sample Refund Calculation**

In the first quarter, each course is 3 credits at \$230 per credit = \$690 per course. All refund examples below assume that the student has paid course in full prior to beginning of the class start.

Quarter Term 10 weeks	Percentage of Tuition Returned to the Student Minus the Application Fee AFTER	
	1 <sup>st</sup> week	80% of \$690 = \$552
	2 <sup>nd</sup> week	60% of \$690 = \$414
	3 <sup>rd</sup> week	40% of \$690 = \$276
	4 <sup>th</sup> week	20% of \$690 = \$138
	5-10 <sup>th</sup> week	0% No Refund.

Student Initial \_\_\_\_\_

A student may submit notice of cancellation or withdrawal in writing or by email. Enrollment cancellation may be conveyed to the Institute by email or post mail.

**Email:** vgi.registrar@viridis.edu

**Mail:** Viridis Graduate Institute, 3345 South Rural Rd., Tempe, AZ 85282

### **Refunds**

Students will receive a refund within 30 days of notification of cancellation.

### **Holder in Due Course Statement:**

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds, hereof Recovery hereunder by the debtor shall not exceed amounts paid by the debtor (FTC Rule effective 5-14-76).

### **Viridis Graduate Institute Right to Cancel**

Prior to the Scheduled Start Date, Viridis Graduate Institute may terminate this agreement if the student has failed to meet application and admissions requirements, including, but not limited to, paying required online application fee, submission of all previous college transcripts, proof of completion of relevant degrees, or making arrangements for tuition payment, and any specific pre-enrollment requirements that apply to the above program. Failure to complete the above will constitute grounds for an automatic termination of this agreement if not corrected within 30 days of the Scheduled Start Date. After the Scheduled Start Date, the Institute may terminate this agreement if the student fails to meet Satisfactory Academic Progress, if the student violates VGI's policies for academic authenticity or its code of conduct for student behavior, a lack of academic activity, failure to establish academic verification at the beginning of a new term, or failure to pay tuition.

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### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT VIRIDIS GRADUATE INSTITUTE**

The transferability of credits you earn at Viridis Graduate Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree or diploma) you earn at Viridis Graduate Institute is also at the complete discretion of the institution to which you may seek to transfer. If the (credits, degree, diploma) that you earn at Viridis Graduate Institute are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at Viridis Graduate Institute will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Viridis Graduate Institute to determine if your (credits, degree, diploma) will transfer. Viridis Graduate Institute has not entered into an articulation or transfer agreement with any other college or university. Viridis Graduate Institute does not accept credit for prior experiential learning, including assessment, challenge examinations, and achievement tests due to the specialization of our programs. Viridis Graduate Institute will accept credits from an outside accredited institution subject to the course(s) accepted for transfer credit must be relevant to the program of study and equivalent in both content and degree level.

*Student Initial* \_\_\_\_\_

**Grievance Procedure**

Any questions regarding this enrollment agreement or if a student feels that he or she has been treated unfairly or unjustly by staff or faculty the student must submit a written statement of the grievance to the Office of the Registrar (vgi.registrar@viridis.edu). A student or any member of the public may file a complaint about this institution with the Arizona State Board for Private Postsecondary Education at 1740 W Adams St., Suite 3008, Phoenix, Arizona, 85007, Tel: (602) 542-5709. Website: <https://ppse.az.gov/>. Students may also file a grievance or complaint with the Distance Education Accrediting Commission (DEAC) through their Online Complaint System. Website: [www.deac.org](http://www.deac.org).

**STATEMENT OF OBLIGATION**

Viridis Graduate Institute will provide the student curriculum and instruction in English and with every effort toward reasonable care and skill. Viridis Graduate Institute will make all reasonable efforts to deliver the program as described in the Institute's Catalog, however, the Institute shall be entitled: to alter the course schedule provided; to make reasonable variations to the content and syllabi of the program; Viridis Graduate Institute will make available to the student such learning support facilities and other services it considers appropriate for student success.

**Non-Discrimination**

Viridis Graduate Institute does not discriminate because of race, religion, age, gender, and national origin, physical or mental disability, in any of its academic programs or in any of its employment practices.

**Honor Code**

I affirm that I have read and do pledge to abide by the Honor Code and all other rules and regulations of Viridis Graduate Institute as set forth in the Institute's current Catalog. I commit to satisfactorily completing all coursework within the required two-year (maximum) program timeframe. This includes actively pursuing my studies and regularly submitting coursework. I understand and recognize my legal responsibilities in regard to this contract.

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**STUDENT ACKNOWLEDGEMENTS & PROMISE TO PAY**

I hereby acknowledge receipt of the Viridis Graduate Institute's 2022 Catalog, which contains information describing programs offered, and technology and equipment required. The School's catalog is included as a part of this enrollment agreement, and I acknowledge that I have received a copy of this catalog.

I have carefully read, understand, and received an exact copy of this enrollment agreement.

I understand that when I apply for enrollment at Viridis Graduate Institute I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services by the published or assigned due date.

*Student Initial* \_\_\_\_\_

I understand that Viridis Graduate Institute may terminate my enrollment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School.

While enrolled in the School, I understand that I must maintain Satisfactory Academic Progress as described in the School catalog and that my financial obligation to the School must be paid in full before a degree and diploma may be awarded.

I understand and agree that if I drop or withdraw from VGI, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule per the current Catalog available on Viridis Graduate Institute website. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference.

I understand that this institution does not guarantee job placement to graduates upon program/course completion or upon graduation.

**CONTRACT ACCEPTANCE:**

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE**

Total Tuition: \$20,700

Technology Fee: \$750 (\$250 per year) (Nonrefundable after 72 hours from program start date)

Doctoral Capstone Project Fee: \$3,500 (Nonrefundable after 72 hours from program start date)

TOTAL TUITION & FEES: \$24,950

I, \_\_\_\_\_ the undersigned, have read and understand this agreement and acknowledge receipt of a copy. It is further understood and agreed that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of Viridis Graduate Institute and the School Official. I also understand that if I default upon this agreement I will be responsible for payment of any collection fees or attorney fees incurred by Viridis Graduate Institute.

My signature below signifies that I have read and understand all aspects of this agreement and do recognize my legal responsibilities in regard to this contract.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Viridis Graduate Institute Official

\_\_\_\_\_  
Date

Representative's certification: I hereby certify that \_\_\_\_\_ has been interviewed by me and in my judgment, meets all requirements for acceptance as a student. I further certify that there have been no verbal or written agreements or promises other than those appearing on this agreement.

By: \_\_\_\_\_

Date: \_\_\_\_\_