



Student Enrollment Agreement

Please read carefully and complete fully.

2075 East Madison Avenue • El Cajon • California • 92019-1108 | (619) 201-8951 • Fax (619) 201-8975 | registrar@socalsem.edu • www.socalsem.edu

Student ID # Last Name First Name Initial Best Phone [ ] Check here if new number

Street [ ] Check here if new address City State Zip Emergency Phone [ ] Check here if new number

Please complete the following 7 questions which are required for reporting purposes. Thank you.

- 1. Program [ ] AABS [ ] BABS [ ] MRS [ ] MACM [ ] MABS [ ] MACP [ ] MFT [ ] MDIV [ ] THM [ ] PSYD [ ] Non-Degree [ ] Audit
2. Load [ ] Full-time [ ] Part-time 3. Status [ ] American citizen/resident alien [ ] F1/International Student [ ] Not an American citizen
4. Gender [ ] Male [ ] Female 5. Age \_\_\_ 6. Ethnicity [ ] I am Hispanic/Latino [ ] I am not Hispanic/Latino 7. Race [ ] American Indian/Alaska Native
[ ] Asian [ ] Black/African American [ ] Native Hawaiian/Pacific Islander [ ] White [ ] Two or more races [ ] Unknown

Table with columns: Module, Code, Section, Course Title, Start, End, Site\*, Credit?, Units, Charges. Includes rows for Tuition Subtotal, FEES, Non-refundable STRF Fee, Fees Subtotal, and TOTAL CHARGES.

Notice to student to read and initial prior to signing the Student Enrollment Agreement. Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet. (student's initials) [CA Ed Code §94911(i)(1),(2)]

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. Notice of cancellation shall be in writing. [CA Ed Code §94911(e); §94919(b)]

THIS AGREEMENT IS A LEGALLY BINDING CONTRACT WHEN SIGNED BY YOU AND ACCEPTED BY SCS

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me. You will be given a copy of this SEA for your records. [CA Ed Code §94911(k)]

Student Signature Date Student Advisor Signature Date
Program Dean Signature Date Student Accounts Officer Date

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# Student Enrollment Agreement

## NOTICE

**SCS Email Contact Policy.** SCS will only use our students' on-campus email addresses (socalsem.edu) to initiate email contact.

**SCS Withdraw Policy.** For module courses, dropping a course prior to the first session or during the first session/week will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for modular courses that are properly dropped in sessions/weeks 2 through 6. For trimester courses, dropping a course prior to or during the first two sessions/weeks will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for trimester courses that are properly dropped in weeks 3 through 13. For two-trimester courses, dropping a course prior to or during the first two sessions will remove the course from showing on the student transcript. The grade notation of W (Withdrawal) will show on the student transcript for two-trimester courses that are properly dropped in weeks 5 through 27. Dropping a course in the last session/week will result in the grade notation of F.

**SCS Policy on Add/Drop Fee Charged.** All courses added after the close of open registration for the term are subject to the add fee. Students may drop a course with no charge if it is done prior to or at the first session of the course. Courses dropped after the first session will be charged a drop fee.

**SCS Refund of Tuition Policy.** A student officially dropping a course through the Registrar will receive prorated tuition and course fee refunds. If a student officially drops prior to the first session of the course, the Seminary will refund full tuition. Students who officially drop after the first session but before completing 60% of the course will receive a prorated refund of the unused portion of tuition and other refundable charges. No refund will be made if a student drops after completing 60% of the course. 60% of a course equals the following: Completing session 4 of a 7 week course, no refund; completing session 8 of a 14 week course, no refund; completing session 16 of a 28 week course, no refund. *If the student is receiving Financial Aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.*

**SCS Program Termination or Withdrawal Policy.** Program termination must be done correctly to prevent adverse financial and academic consequences. Students choosing to withdraw completely from the Seminary (quit the school) must notify the Registrar's Office by completing a Complete Withdrawal form. The Registrar will process the form and note the withdrawal in the student's record as of a specific date. The withdrawing student must settle his or her financial account at the time of withdrawal. The termination procedure has added importance for international students. International students who do not properly terminate their program of study will be out of status and required to leave the US immediately. Please see the International Admission Officer for details.

**SCS Leave of Absence Policy.** A student may petition the Registrar for permission to take a leave of absence from attending courses for a period of up to one year (365 consecutive days or 12 months, counted from the end date of the last course attended before the petition was approved) while retaining his or her admission status and governing catalog. The following rules apply. A leave of absence may not be extended beyond 365 days.

- A student's first leave of absence may not be taken before the completion of at least one course, and one leave of absence may not follow another without the completion of at least one course in between.
- A student whose leave of absence has expired must resume course attendance during the trimester current at the expiration date of the leave of absence or suffer loss of the benefits brought by the approved leave of absence and become subject to the SCS Admission Policy.
- If a student who holds an approved petition for leave of absence attends a course before the expiration date of the leave of absence, then the leave of absence will automatically expire on the start date of the course.

**Notice to students who use private loans to pay for courses.** Students who obtain a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. [CA Ed Code §94911(f)]

**Notice to students who default on a federal or state loan.** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. [CA Ed Code §94911(g)]

**Notice to students who choose to transfer out of the SCS degree programs.**

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT SOUTHERN CALIFORNIA SEMINARY

The transferability of credits you earn at Southern California Seminary is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in (name of educational program) is also at the complete discretion of the institution to which you may seek to transfer. If the (credits or degree, diploma, or certificate) that you earn at this institution 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Southern California Seminary to determine if your (credits or degree, diploma or certificate) will transfer. [CA Ed Code §94909(a)(15)]

**Notice to Students about the BPPE and how to file a complaint against Southern California Seminary.** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). [CA Ed Code §94911(j)(1),(2)]

**Notice to Students about the payment of the Student Tuition Recovery Fund (STRF).** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1. You are not a California resident, or are not enrolled in a residency program, or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party. [CA CCR §76215(a)]



Southern California Seminary is pleased to provide the following information pursuant to the California Private Postsecondary Education Act (CPPEA), which requires that a school provide certain information for each program offered in regard to completion rates, licensure exam passage rates, and salary/wage information.

Degree Program	Expected to Graduate	Completion Rate		Placement Rate		Licensure / Exam Passage Rate		Annual Wages	Acknowledgment
AABS	0	0	0	NA	NA	NA	NA	NA	I have read and understand the completion rates, which are calculated pursuant to state law ( <a href="http://www.bppe.ca.gov/lawsregs/ppe_act.shtml#94929">www.bppe.ca.gov/lawsregs/ppe_act.shtml#94929</a> ). I have read and understand that the annual wages are not available for publication until data collection occurs as required by the CPPEA. Initials _____ Date _____
BABS	11	6	55%	NA	NA	NA	NA	Not Reported	
MRS	26	13	50%	NA	NA	NA	NA	Not Reported	
MABS	3	1	33%	NA	NA	NA	NA	Not Reported	
MDIV	7	6	86%	NA	NA	NA	NA	Not Reported	
MACP	9	8	89%	5	63%	3/5	60%	Not Reported	
PSYD	3	3	100%	1	33%	1/2	50%	Not Reported	

### New Programs

The Master of Arts in Christian Ministry and the Master of Theology programs are new. Therefore, the number of students who graduate, the number of students who are placed, or the starting salary that you can earn after finishing either program are unknown at this time. Information regarding general salary and placement statistics may be available from government sources or from the institution, but is not equivalent to actual performance data.

I understand that the Master of Arts in Christian Ministry and the Master of Theology programs are new and that completion, placement, and salary information is not available. Initials \_\_\_\_\_ Date \_\_\_\_\_

### Salary and Wage Information

Southern California Seminary does not express or imply that you will make a certain income after graduating. However, the California Employment Development Department presents data that may be of interest. The following information was found at [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov) on February 1, 2012.

Degree Program	Related Occupation	SOC Code	Hourly Wages by Percentile			Acknowledgment
			25th	Median	75th	
AABS	Religious Workers, All Others	21-2099	\$9.34	\$12.65	\$18.04	The wages listed for the occupations do not reflect earnings of self-employed or freelance employees. Southern California Seminary graduates who obtain employment after graduation are likely to start out in entry level positions. Employment, career advancement, and the success or satisfaction of an individual graduate are not guaranteed and are dependent upon various factors, including abilities and diligence, attitude, and experience level, as well as the economy and local job market. The salary and wage information provided by EDD are not necessarily indicative of what SCS graduates make upon initial employment. I have read and understand the EDD salary and wage information. Initials _____ Date _____
BABS	Clergy	21-2011	\$20.41	\$26.98	\$35.50	
MACM	Directors, Religious Activities and Education	21-2021	\$13.59	\$18.44	\$25.04	
MABS	Religious Workers, All Others	21-2099	\$9.34	\$12.65	\$18.04	
MDIV THM	Clergy	21-2011	\$20.41	\$26.98	\$35.50	
	Directors, Religious Activities and Education	21-2021	\$13.59	\$18.44	\$25.04	
	Religious Workers, All Others	21-2099	\$9.34	\$12.65	\$18.04	
	Philosophy and Religion Teachers, Postsecondary	25-1126	\$63,201*	\$81,694*	\$102,668*	
MACP PSYD	Substance Abuse and Behavioral Disorder Counselors	21-1011	\$12.79	\$15.78	\$20.41	
	Marriage and Family Therapists	21-1013	\$16.72	\$21.98	\$28.06	
	Mental Health Counselors	21-1014	\$14.62	\$19.51	\$27.85	
	Psychology Teachers (PSYD only)	25-1066	\$65,850*	\$86,929*	\$113,549*	

\*Annual wages; rounded to nearest dollar. Data for California not available; substitute data provided by EDD. The 25th percentile may be useful as a proxy for entry-level wages and the 75th percentile for experienced-level wages.

### Disclosure

To obtain a description of how the statistics were gathered, or to obtain a list of employment positions determined to be within the field with regards to job placement of graduates, please ask your admissions counselor. Wage and salary data is from the California Employment Development Department ([www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)).

The fact sheet is filed with the Bureaus for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or (916) 431-6959, fax (916) 263-1897.

### Acknowledgement

I certify that I have read and understand the information provided in this Southern California Seminary Performance Fact Sheet, that I reviewed this document and discussed it with a school official before signing any enrollment agreement, and that I have received a copy of this document.

STUDENT NAME – PRINT \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

COUNSELOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

#### **What is the Performance Fact Sheet?**

The School Performance Fact Sheet is a document that private postsecondary and vocational schools in California are required to provide to each prospective student. The underlying data is updated and reported to the Bureau for Private Postsecondary Education each year.

#### **Why do I see the MRS program listed only in the first table and MACM only in the second table?**

The Master of Religious Studies program was replaced by the Master of Arts in Christian Ministry during 2011. As a result, data for the MRS program is properly included in the first table but not in the second, and vice-versa. The first table is historical and the second current.

#### **How does SCS define placement for the purposes of the fact sheet?**

SCS considers graduates to be placed if, after graduation, they obtained a paid position in their fields of study taken at SCS (or related fields), whether employment is full or part-time.

#### **How does SCS define employment?**

For the purposes of this fact sheet, SCS defines employment:

- Full-time—employment after graduation lasting more than one workweek and totaling at least 32 hours per workweek.
- Part-time—employment after graduation lasting more than one workweek and totaling at least 16 hours per workweek.

Employment in a related field means that a student must be using in their job duties at least 20 percent of their core program skills obtained in their program of study, as perceived by the graduate. Employment at an educational institution, including SCS, may qualify as placement.

#### **Is documentation needed to establish that a graduate has obtained employment?**

Yes, SCS must be able to substantiate its statistics. SCS will not count a graduate for whom it does not have a record of employment on file. Such employment must be for an occupation within the scope of the reason SCS offers the program of instruction. Only the initial employment of graduates needed for fact sheet purposes although SCS may record ongoing employment data for its own purposes.

#### **What is meant by “Completion Rate” in the first table?**

The completion rate is the number of students in a given program who graduated within the expected timeframe. In other words, for each program, column 2 shows the number of students *expected* to graduate in the given year and column 3 shows how many did so. Column 4 expresses that number as a percentage. The completion rate is calculated according to the CPPEA commencing with Section 94928.

The expected timeframe is based on the ideal situation where the student begins, continues, and then finishes the program “on time.” This requires taking a full load at all times without any interruptions. Of course, this may not be possible for every student.

#### **What is meant by “Placement Rate” in the first table?**

The placement rate states how many graduates in a given program found employment as defined above. Column 5 shows how many of the graduates did so and column 6 expresses that number as a percentage. The placement rate is calculated according to the CPPEA commencing with Section 94928.

#### **Why aren't licensure and examination passage rates for Bible programs included in the first table?**

The data in columns 7 and 8 of the first table are the license examination passage rates for programs leading to employment for which passage of a state licensing examination is required, as calculated according to the CPPEA commencing with Section 94928. Because licensure of religious workers and examination of religious credentials is not the province of government and because various religious denominations and local churches have differing criteria for employment, such data is not appropriate for inclusion in the fact sheet.

#### **What is a SOC Code?**

The Standard Occupational Classification (SOC) system is used by federal and state statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of 840 detailed occupations according to their occupational definition. To facilitate classification, detailed occupations are combined to form 461 broad occupations, 97 minor groups, and 23 major groups. Detailed occupations in the SOC with similar job duties, and in some cases skills, education, and/or training, are grouped together.

#### **Where do I go for more information about this fact sheet?**

For more information about the statistics presented in this fact sheet, please contact the admissions counselor at (619) 201-8959 or via email at [admissions@socalsem.edu](mailto:admissions@socalsem.edu).