

## **Standard Tuition Agreement Akamai University**

The student and Akamai University enter into the following tuition agreement, upon the student's signing and submitting the formal registration at the University:

Subject to the student's payment of the tuition installments by the agreed upon plan and subject to the student satisfying the requirements for the degree, the University agrees to award the degree earned for the program completed, as defined in the approved Study Plan.

The student understands that tuition payments submitted according to an installment arrangement are due by the last business day of the month in which the installment is scheduled. A payment received after the tenth day of the month following the month in which it is due is considered late. Late payments will be subject to a late fee of \$20.00 per month.

Tuition payments more than 60 days delinquent may result in the suspension of the student's program, until such time as the student brings the account current. Should this occur, the outstanding balance and interest of 1% per month from the time of suspension is due and payable in full before re-enrollment can take place. The application fee, the graduation fee and other incidental fees and charges are not included in the student tuition.

### **Notification concerning Late Payments**

Students who expect to face difficulties in meeting payment arrangements should communicate with the University headquarters with ample time before the payments are due. Communications concerning tuition and fee payments and installment arrangement should be sent to the following address:

Akamai University  
187 Kino`ole Street  
Hilo, HI 96720 USA  
Tel: 1 (808) 934-8793  
Fax: (808) 443-0445  
[bursar@akamaiuniversity.us](mailto:bursar@akamaiuniversity.us)

### **Tuition Refund Policy**

Students discontinuing their University registration may receive a full refund of all tuition and fees paid (with the exception of the nonrefundable application fee) if their written request to dropout is received before the actual start of any instructional activities and before payments are issued on behalf of the student. Requests may be sent by fax or email to meet the deadline but afterward should also be sent by post and signed in ink by the student.

A partial reimbursement of tuition and fees will be paid if the student's written notification of withdrawing from the University is received within four weeks following formal registration. The refund will be reduced by the total amount paid to contract with faculty related to the degree program and any other funds disbursed on behalf of the student. The student will be provided a clear itemization of all reductions to the refund. Courses officially dropped within this four-week period will not be included on the official transcript.

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Students that discontinue their programs after the initial four-week period but before the end of 13 weeks from their initial date of registration may receive a 50% refund of all tuition and fees paid (with the exception of the nonrefundable application fee). The 50% refund will be reduced by the total amount paid to contract with faculty related to the degree program and any other funds disbursed on behalf of the student. Courses officially dropped before the end of the 13th week period show on the transcript as "Withdrawal".

Students that discontinue their University registration beyond the end of 13 weeks from their initial date of registration will receive no refund of tuition and fees paid. Courses officially dropped after the 13th week will show on the transcript as "Incomplete" and will be governed by the rules related to that designation. Petitions are accepted for review relative to special circumstances and should a petition be granted the final grade would show as "Withdrawal".

**Official Date of Registration**

The official date of student registration is that date the University receives and finalizes the processing of the University registration materials including the first installment of tuition. This is the date indicated in the permanent records as the date registration was finalized and it is that date upon which the tuition refund period is based. The date showing on the receipt for the registration fee is the official date of registration.

**Binding Arbitration**

Any controversy or claim arising out of or relating to this Agreement, or breach thereof, shall be settled by binding arbitration, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction. This agreement constitutes the complete contract between the University and student, and no oral statement or promises will be recognized. This agreement is a legally binding instrument when signed by the student and accepted by the University. Signatures below indicate that the parties have read, understood, and agreed to the terms herein.