



# GRADUATE APPLICATION FOR ADMISSION

National University, Orlando Online Information Center

25 West Crystal Lake Street, Suite 157, Orlando, FL 32806

Phone: (407) 254-1230 • (800) NAT-UNIV (1 [800] 628-8648) • Website: www.nu.edu • E-mail: orlando@nu.edu

## Personal Data

Mr. Mrs. Dr.				Social Security Number	
Miss Ms. Last Name		First	Middle	Suffix	
Home Address				Home Phone	
Street		City	State	Zip	Area
Mailing Address (if different from above)				Cell Phone	
Street		City	State	Zip	Area
Gender (circle) M F	Date of Birth / / mo. day year	Place of Birth City State Country		Citizenship Do you hold a U.S. Permanent Resident Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preferred First Name			Your Former Last Names (if any)		E-mail Address(es) Primary: Secondary:
Ethnicity / Race: Do you consider yourself to be Hispanic / Latin? <input type="checkbox"/> Yes <input type="checkbox"/> No In addition, select one or more of the following racial categories to describe yourself: <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander					
Emergency Contact Information					
Name		Street	City	State	Zip
Relationship		Phone(s)	Cell Phone		
Marital Status (check one)					
<input type="checkbox"/> Divorced <input type="checkbox"/> Domestic Partner <input type="checkbox"/> Head of Household <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Widowed					
Interested in Financial Aid? <input type="checkbox"/> Yes <input type="checkbox"/> No					
How did you hear about National University?					

## Employment

Employer/Company Name		Job Title/Occupation	
Employer Address			
Street		City	State Zip
Country (if foreign)	Office Phone ( ) Area Ext.	Approximate date you began your employment with this company	

## Military

Current Military Status (check one)			
<input type="checkbox"/> Active Duty	<input type="checkbox"/> Active Reserve	<input type="checkbox"/> Dependent Active Duty	<input type="checkbox"/> Retired Military
<input type="checkbox"/> Inactive Reserve	<input type="checkbox"/> Civilian Contractor (on base)	<input type="checkbox"/> Department of Defense Employee	<input type="checkbox"/> Homeland Security Employee
Military Rank: _____ Military Branch: <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy			
Military Base Name, City, and State: _____			
Check if Applicable: <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> VA Benefit			

<input type="checkbox"/> New Applicant <input type="checkbox"/> Returning Student <input type="checkbox"/> Adding a Plan  STUDENT NUMBER:
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I certify that the information provided in this application is accurate and complete. If I am accepted as a student I agree to abide by all the rules of the University. I understand that for my new or returning student application to be complete, I must remit a \$60 non-refundable application fee.  X Applicant's Signature _____ Date _____
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I hereby certify that I have received a copy of National University's Drug and Alcohol Abuse Prevention Policy.  X Applicant's Signature _____ Date _____
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**GRADUATE/CREDENTIAL DOCUMENT RECORD AND PRELIMINARY PROGRAM OF STUDY**

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**Name**

Last Name First Middle Suffix

**Postsecondary Institutions Attended**

Institution	Start Date – End Date	City	State	GPA	Degree Awarded	Degree Date
Example: XYZ university	9/1/88- 9/1/99-	Anytown	CA	3.0	BA	5/5/05
1.						
2.						
3.						
4.						
5.						
6.						

NOTE: FOREIGN TRANSCRIPTS REQUIRE EVALUATION BY A FOREIGN CREDENTIAL SPECIALIST

**Exams (not required)** GRE  Miller's Analogy Test  GMAT**Educational Goals**

What is your area of academic interest?

How do you prefer to take your classes?  Onsite  Online  Combination**POSTPONED TUITION AGREEMENT FOR FINANCIAL AID APPLICANTS**

I hereby request a one-time postponement of my tuition obligation while my application for financial aid is processed. I understand that my tuition payments will be postponed until financial aid is posted to my student account, unless it is previously determined that I am ineligible to receive Financial Aid. I understand that in order to keep my postponed tuition status I must comply with all four of the following:

1. I must submit a Free Application for Federal Student Aid (FAFSA) to the Department of Education (DE) with National University (011460) identified as the institution of attendance within 30 days of admission to National University.
2. I must return my Financial Aid Verification Packet to National University within 30 days of receipt.
3. I must submit all required official transcripts to the National University Registrar's Office within 90 days from date of admission to the University.
4. I must attend classes so that there is never more than a consecutive two-month break in attendance at any point during my postponement, as per the published financial aid refund policy.

If I break any condition of this agreement, I understand that all tuition, fees, and other charges will be due and payable immediately.

Student Signature **accepting** this postponement: X \_\_\_\_\_ Date: \_\_\_\_\_Student Signature **declining** this postponement: X \_\_\_\_\_ Date: \_\_\_\_\_



# STATEMENT OF ACKNOWLEDGEMENT

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**Congratulations on your decision to become a student at National University. This agreement covers your obligation to pay tuition and fees. By signing this agreement, you agree to the following terms:**

I understand the following policy is in effect for all applicants to a graduate or credential program at National University:

An applicant for admission to a master's degree program must hold or be within six months of completing a bachelor's degree from a regionally accredited college or university with a grade point average of 2.5 or better. Provisional admission may be granted to an applicant whose grade point average is 2.0 to 2.49, pending receipt of a satisfactory score on the Graduate Management Admissions Test, the Graduate Record Examination, the Miller's Analogy Test, or successful completion of 13.5 quarter units of graduate coursework with grades of "B" or better at a regionally accredited college or university. Students with an undergraduate grade point average of 2.0 to 2.49 may be accepted to National University on probation. Students who receive a grade below "B" during the first 4.5 quarter units while on probation are disqualified and must apply to the Committee on the Application of Standards to be considered for reinstatement. Individual degree programs may have other admission requirements.

I further understand and agree to abide by the decision of the University that, if allowed probationary admission, I am not thereby guaranteed full admission to a graduate degree program. I understand that I am not eligible for financial aid until I have taken my first course for 4.5 quarter units with a grade of "B" or better. I understand that graduate courses taken prior to the completion of a bachelor's degree will not count as graduate credit and cannot apply to the degree I am pursuing.

I acknowledge receipt of the National University General Catalog, Volume \_\_\_\_\_, and agree to abide by the regulations contained therein.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student I.D.#: \_\_\_\_\_ Date: \_\_\_\_\_

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



# ENROLLMENT AGREEMENT

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Congratulations on your decision to become a student at National University. This agreement covers your obligation to pay tuition and fees. By signing this agreement, you agree to the following terms:

**TUITION AND FEES.** You agree to pay to the University tuition and fees for each course in which you enroll at the amount then being charged. You understand and agree that the University has the right to change the amount of the tuition and fees at any time.

**MONTHLY BILLING.** A billing statement will be sent to you by the University approximately two weeks before the first class session of each course. The full amount of tuition is due and must be paid by you before the first class session. If you fail to pay tuition when it is due, you will be billed a late charge and may be required to pay collection costs including reasonable attorney's fees and court costs which are described in this agreement.

**FINANCIAL ASSISTANCE.** You are responsible for the full amount of tuition and fees charged by the University even though you may be eligible for a Stafford Loan, Veterans benefits, or other government or company sponsored financial assistance. You agree that eligibility for financial assistance under these programs is not controlled by the University and the University makes no promise or representation that you will be eligible to receive financial assistance or the amount of financial assistance. You are responsible for ALL tuition, fees and other charges regardless of whether financial aid is received or employers or other third parties pay as agreed. However, if you are eligible and apply for financial assistance through a financial assistance program approved by the University, you may request a one-time postponement of your tuition obligation while your aid is being processed (see Postponed Tuition Agreement for Financial Aid Applicants). When your financial assistance is received by the University, you agree, as a condition of your enrollment, to pay your total tuition and fees for the current payment period and receive a refund on any overpayment within ten working days.

**LATE CHARGE.** If tuition is not paid by you when it is due, you agree that the University will incur administrative costs and other expenses in an amount that is difficult and impractical to determine. You further agree that a late charge or **\$25.00** is a reasonable amount for the University to charge for the costs and expenses incurred by the University as a result of your failure to pay tuition when due, and for each course for which you enroll and fail to pay tuition when due, and for each course for which you make only minimum tuition payments. Each tuition payment received from you will be first applied to the oldest tuition obligation.

**COLLECTION COSTS.** If you do not pay your tuition and fees as required by this agreement, the University may incur collection costs. You promise to pay all collection costs, including reasonable attorney's fees and court costs.

**BAR FROM CLASS ATTENDANCE.** If you fail to pay your tuition when it is due or break any of your promises in this agreement, the University may bar you from attending

additional courses until your tuition is fully paid or satisfactory arrangements have been made with the University's Student Accounts Office.

**YOU UNDERSTAND AND AGREE THAT THE UNIVERSITY WILL WITHHOLD GRADES, TRANSCRIPTS, DIPLOMAS, AND OTHER SERVICES IF YOU FAIL TO PAY TUITION OR BREAK ANY OF YOUR PROMISES TO THIS AGREEMENT.**

**OFFICIAL ENROLLMENT.** Official enrollment in a class requires registration with an Admissions Advisor or self-registration through the student portal prior to the first night of class. Late registration requires instructor approval. **Instructors are not authorized** to allow non-registered students to receive grades or to attend class.

**ATTENDANCE.** If you are enrolled in a course which you are unable to attend, you agree to notify an Admissions Advisor as soon as possible. Adding, dropping, or substituting courses may affect your Veterans benefits or other financial assistance. You should contact the University's Veterans Office or a Financial Aid Advisor if you have any questions.

**VETERANS.** If you are a veteran, you promise that you will not enroll in any course at the University which you have previously taken at another college or university for which you received benefits from the Veterans Administration. You understand and agree that you will be liable for any overpayment of Veterans benefits if you break this promise.

**REFUNDS.** If you drop or withdraw from a course after the first day of class, you are entitled to a refund according to the following refund schedule:

**For all online classes or onsite classes in California:**

Before midnight of the ninth (9th) day of the session, 100% is refundable.

Before midnight of the tenth (10th) day, 50% is refundable.

After midnight of the tenth (10th) day of the session, 0% is refundable

**For onsite classes taken in Nevada:**

Before midnight on the ninth (9th) day of the session, 100% is refundable

Before midnight of the tenth (10th) day, 64% is refundable

Before midnight of the eleventh (11th) day, 60% is refundable

Before midnight of the twelfth (12th) day, 57% is refundable

Before midnight of the thirteenth (13th) day, 54% is refundable

Before midnight of the fourteenth (14th) day, 50% is refundable

Before midnight of the fifteenth (15th) day, 46% is refundable

Before midnight of the sixteenth (16th) day, 43% is refundable

Before midnight of the seventeenth (17th) day, 40% is refundable

After midnight of the seventeenth (17th) day of the session, 0% is refunded.

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You will not receive a refund unless you withdraw from the course through an Admissions Advisor. Non-attendance or non-participation does not entitle you to a refund; you must officially withdraw from a course within the stated deadlines to receive a refund. You must then mail or deliver a written request for the refund to the University's Student Accounts Office.

The University will mail your refund approximately ten working days from the date your written request is received, but no refund will be made unless you have a credit balance with the University.

If you are receiving government sponsored financial assistance, your right to receive a refund and the amount of the refund is established by the United States Department of Education. However, the admission fee charged by the University is nonrefundable. Refer to the Catalog.

**COPYRIGHT PROTECTION.** You understand that the course materials that you will receive during the academic program are protected by copyright, trademark, and unfair competition laws. Any unauthorized use or copying of those materials, without the written consent of the University, could subject you to civil and criminal penalties.

**ENTIRE AGREEMENT.** This agreement and the Catalog that is incorporated contain the entire agreement between you and the University governing the enrollment, attendance, and other contractual relationships between you and the University. If any part of this agreement is found to be unenforceable, the remaining parts will remain valid and enforceable. In the event of a conflict between this agreement and the Catalog, this agreement will govern.

**GOVERNING LAW.** This agreement is governed by the laws of the state of California.

By signing this agreement you specifically represent and warrant that:

- (a) no guarantees or inducements have been made to you;
- (b) you have not been promised anything other than what is contained in this agreement or in the Catalog;
- (c) you understand that institution is relying on this representation in agreeing to enter into this agreement with you;
- (d) you have carefully read and understand the terms in this agreement;
- (e) you have read, understand, and agree that the University's cancellation and refund policies have been clearly explained to you and the University has answered any questions about these policies; and
- (f) you agree to comply with the University's policies and regulations in the Catalog and any additional policies and regulations that the University may adopt in the future and publish in the Catalog.

**Applicant:**

Name: \_\_\_\_\_

Signature: X \_\_\_\_\_

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

**National University:**

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

Title: \_\_\_\_\_

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

Student ID: \_\_\_\_\_

**University Information**

I was given the following:

- NU Catalog
- Credential Orientation Information (if applicable)
- Estimate of Courses
- Financial Aid Scholarship Information
- Information for New Students
- Other: \_\_\_\_\_

Student Signature: X \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Student ID Number: \_\_\_\_\_ Academic Plan: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Sub Plan: \_\_\_\_\_

College or School:  COLS  SOBM  SOE  SOET  SHHS  SOMC

Catalog Volume Number: \_\_\_\_\_

Application Center: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_



**RELEASE OF OFFICIAL TRANSCRIPT**

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To Whom It May Concern:

I have applied for admission to National University and I hereby authorize you to furnish them with an official transcript of my academic record while I was a student at your institution. Mail my transcript to:

Records Office  
National University  
11355 North Torrey Pines Road  
La Jolla, CA 92037-1011

A photocopy of this authorization will be as valid as the original, even though the photocopy does not contain an original of my signature. This authorization is valid for one year from the date below.

Full Name: X  
(Signature)

Full Name: \_\_\_\_\_  
(Print) Last First MI.

Address: \_\_\_\_\_  
Street No. Apt  
\_\_\_\_\_  
City State Zip

Social Security No: \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Area Code) Number

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