



Starr King School for the Ministry  
 414 13<sup>th</sup> St. Suite 700 Oakland, CA 94612  
 (510) 440-3350 | sksm.edu

## ENROLLMENT AGREEMENT

Enrollment Period: \_\_\_\_\_

### STUDENT INFORMATION

LEGAL NAME		
PREFERRED NAME		STUDENT ID #
ADDRESS		
CITY	STATE/PROVINCE	ZIP/POSTAL CODE
PHONE	EMAIL ADDRESS	

### PROGRAM INFORMATION

Select degree or certificate program of enrollment:

#### Degrees

Master of Divinity  
90 units

M.A. in Social Change  
48 units

MDiv/MASC Dual  
114 units

#### Certificates

Chaplaincy Studies  
18 units

Multi-Religious Studies  
12 units

Psychedelic Justice and Companionship  
12-15 units

Unitarian Universalist Studies  
12 units

*Instruction is provided online through both synchronous and asynchronous course work. There is no physical attendance requirement.*

Program Start Date: \_\_\_\_\_

Estimated Program Finish Date: \_\_\_\_\_



**FEE INFORMATION**

The following is the total amount that the student is obligated for the course of instruction and all other services and facilities furnished or made available to the student by the school.

Tuition: A per-unit fee of \$960 is charged to each SKSM student of any degree or certificate program.

Est. Tuition for Enrollment Period: \$ \_\_\_\_\_

Student Body Fee (degree students only): \$ \_\_\_\_\_

*Non-refundable*

Student Tuition Recovery Fund Fee \$ \_\_\_\_\_

*Assessed to California students and non-refundable. Currently set by the State of California as \$0.00 per \$1,000 of institutional charges.*

**TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE:** \$ \_\_\_\_\_

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:** \$ \_\_\_\_\_

**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:** \$ \_\_\_\_\_

**SIGNATURES**

*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.*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of School Official

This enrollment agreement is a legally binding contract when signed by the student and accepted by Starr King School for the Ministry. It is the sole means of enrolling as a degree or certificate program student.



### ***Student Tuition Recovery Fund Disclosure***

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

### **STUDENT LOAN INFORMATION**

SKSM students are eligible to apply for Title IV assistance (federal student loans). Should you receive a student loan, you are responsible for repaying the loan plus interest, less the amount of any refund. If you default on the loan, both of the following may occur:

- The federal government or a loan guarantee agency may take action against you, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- You may not be eligible for any other federal student aid at another institution or other government assistance until the loan is repaid.

### **STUDENT'S RIGHT TO CANCEL AND REFUND POLICY**

By California law, you have the right to cancel the enrollment agreement and obtain a refund of charges paid, less any application fee not to exceed two hundred fifty dollars (\$250), through attendance at the first class session, or the seventh day after enrollment agreement is signed, whichever is later. A student wishing to cancel enrollment at the school and receive a refund should send their notice of cancellation or withdrawal by email to the registrar (registrar@sksm.edu) to be officially cancelled or withdrawn and receive a refund of unused tuition within 45 days. For students who begin coursework in the spring or fall, Starr King extends this right to cancel and full refund through Late Registration, or the first two weeks of the semester.

Date by which the student must exercise their right to cancel the enrollment agreement:

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Students who have matriculated at SKSM and begun their coursework may, after Late Registration, cancel courses or withdraw from the school using the following forms:

- The Change of Enrollment form to drop individual course enrollments.
- The Withdrawal form to withdraw from the academic program entirely.

Students who fail to attend a course by the end of Late Registration will be dropped from that course and their tuition charge will be entirely refunded.

Upon change of enrollment or withdrawal, SKSM students are subject to the following financial refund conditions:

#### Tuition Refund Calculation (California Residents)

For all tuition paid by or on behalf of a resident of California, SKSM will calculate a refund of unearned tuition according to a pro rata refund up to 60% of a given period of enrollment. The calculation is based on the total tuition paid, minus the daily charge (which equals term tuition divided by the number of days in the period of enrollment), multiplied by the number of days the student attended prior to course drop or withdrawal, and minus any non-refundable charges. Any days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation. The weeklong spring and fall breaks are not considered a portion of the period of enrollment are not considered for the calculation. All refunds will be made within 45 days of a student's cancellation or withdrawal.

For semester-length courses, the period of enrollment equals the fourteen weeks of the spring or fall semester. For January and summer intensive courses, the period of enrollment equals the time from the first to the last days of instruction.

#### Tuition Refund Schedule (Students Outside California)

For tuition paid by the student and/or supported by SKSM or external scholarships, the refund schedule will be as follows:

*For semester-length courses (14 weeks):*

1. Prior to the end of Late Registration (1<sup>st</sup>-2<sup>nd</sup> weeks): full refund of tuition due for the semester.
2. During the 3<sup>rd</sup> week of classes: 80% of tuition paid that term.
3. During the 4<sup>th</sup> and 5<sup>th</sup> week of classes: 50% of tuition billed that term.
4. During 6<sup>th</sup> and 7<sup>th</sup> weeks of classes: 25%.
5. From the 8<sup>th</sup> week to the end of term: no refund.



*\*For Oregon residents: During 3rd-7th week of classes: 50% of tuition paid that term. After the 7th week: no refund.*

*\*\*For Washington residents: After the 5th week: no refund*

*For January and summer intensive courses (1-2 weeks):*

1. By the conclusion of the 1st day of instruction: full refund of tuition.
2. By the conclusion of the 2nd day of instruction: 80% of course tuition.
3. By the conclusion of the 3rd day of instruction: 50% of course tuition.
4. After the 3rd day of instruction: no refund.

### Return of Federal Funds

Students who receive federal Title IV financial aid are subject to the return of Title IV funds (R2T4) calculation, in which a pro-rata refund of federal loans is calculated by the number of calendar days up to 60% of the enrollment period. After 60% of the enrollment period is completed by the student, no refund of federal loan monies will be issued. See the SKSM Academic Catalog for the full R2T4 policy.

Students who receive federal financial aid are also entitled to a refund of moneys not paid from federal student financial aid program funds.

### **NOTICE OF TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at Starr King School for the Ministry is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the \_\_\_\_\_ you earn is also at the complete discretion of the institution to which you may seek to transfer. If the \_\_\_\_\_ that you earn at this institution is 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 Starr King School for the Ministry to determine if your \_\_\_\_\_ will transfer.

### **TRANSFER OF CREDITS TO STARR KING SCHOOL FOR THE MINISTRY**

Students admitted to a degree program who within five years prior to their matriculation with Starr King have completed course work in an accredited theological school, or a graduate religious studies program, or who have completed a certified unit of Clinical Pastoral Education may



request that credits be transferred upon their admission to Starr King. Transfer credits count towards the required number of total credits needed to complete a degree program and the amount of tuition required will be reduced accordingly. Tuition credits will be prorated in accordance with the student's projected graduation date.

To request a transfer of credits, entering M.Div. or MASC students must [submit a written request](#) and written documentation (i.e. an official transcript from the other school, or a CPE final evaluation) to the Director of Admissions. Requests may be submitted any time during the admissions process and early submission is encouraged. Requests must be received no later than August 1 or January 15.

The request will be reviewed and acted upon by the Dean of Faculty (or, in their absence, the faculty member of the Admissions Committee). Signed approval of transfer credits will be communicated in writing to the entering student, the SKSM Registrar, the student's Advisor, and the SKSM Student Accounts Manager.

The following criteria will be applied in determining pre-admission transfer credits:

- Transferred course work must be relevant to the degree requirements and learning goals of the M.Div. and/or the MASC.
- Credit-hour equivalency will be determined by SKSM.
- No course work or CPE work that has been counted in the awarding of a completed degree at another institution will be transferrable. However, courses may be eligible for shared credit between the two degrees.
- Limits on allowable transfer credits will be observed.

Allowable limits on transfer credits:

- For M.Div. candidates, no more than 18 credits can be transferred.
- For MASC candidates, no more than 9.5 credits can be transferred.
- For joint M.Div./MASC candidates, no more than 22.5 credits can be transferred.

On behalf of SKSM, the Academic Dean may grant Advanced Standing, and all transfer limits are at the discretion of the Academic Dean.

Steps to apply for transfer of credit:

1. Students must save the [completed form](#) as a PDF with the name as:  
*Term.TransferofCreditsPetition.Your first and last name.*
2. Email form with all documentation to: Director of Admissions, [mwaterman@sksm.edu](mailto:mwaterman@sksm.edu)
3. The Director of Admissions will oversee and review with the Dean of Faculty.



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## BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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 at:

Address: 1747 N. Market Blvd. Ste 225  
Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818

Web Site: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Telephone: (888) 370-7589 or (916) 574-8900  
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 (888) 370-7589 toll-free 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).

## ACCREDITATION

Starr King School for the Ministry is accredited by the [Association of Theological Schools \(ATS\)](#), a Department of Education-recognized accrediting agency.

The ATS Commission on Accrediting has a policy regarding complaints against member schools (see [Policies and Procedures](#), Section IX). Please note that complaints must be filed in writing and must provide evidence that the member school is in violation of a stated policy or accrediting standard or a membership criterion. ATS does not consider complaints that deal with individual grievances not related to the [ATS Commission Standards of Accreditation, Policies,](#) or [membership criteria](#). For more information, including a copy of the complaint form, please contact [accrediting@ats.edu](mailto:accrediting@ats.edu) or call 412-788-6505.



## ACKNOWLEDGMENTS

Prior to signing this enrollment agreement, you must be given a copy of the SKSM Academic Catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. Starr King is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

\_\_\_\_\_ Student's Initials

*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, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.*