

(This policy is subject to change.)

Withdrawal Procedure for Ottawa University Courses

Once registered, you will be considered actively enrolled for a course(s) unless you have officially withdrawn from the course(s), or have been administratively withdrawn by the University. Any refunds are based on the date of withdrawal notification, in accordance with the Refund Policy printed below; therefore, please submit your request before your course(s) start. Also include a letter of explanation. A \$20 fee will be charged to you for each withdrawal.

Send all withdrawal materials to the Ottawa University Office of the Registrar, 10020 North 25th Avenue, Phoenix, AZ 85021.

Withdrawal/Drop Fee for Ottawa University Courses

A \$20 fee (transfer of class) is assessed to all drops and ads. Please contact the Office of the Registrar, at (602) 749-5137.

Refund Policy for Professional Education Courses

The institutional refund policy for withdrawals from scheduled courses is as follows. The percentages calculated are based on the number of class meetings. Classes that do not meet are treated as those with standard schedules.

Zero, up to and including 20% of class meetings.....	100% refund
After 20% of class meetings, up to and including 35% of class meetings.....	75% refund
After 35% of class meetings, up to and including 50% of class meetings.....	50% refund
After 50% of class time.....	NO REFUND

Additional state and federal refund policies may apply. Contact the Business Office with any questions regarding refunds at (602) 749-5113.

Checks/Credit Cards

These will be deposited upon receipt. Only Visa, MasterCard, Discover, and American Express are accepted. Fax registration with credit card payment to (602) 749-3181.

Please Sign Forms

This enrollment agreement must bear your Signature and date. All students taking PEP courses must have their enrollment form signed.

Enrollment

Insufficient enrollment may cause cancellation of courses.

Disclaimer

Information contained in the Arizona Professional Education Program schedule is subject to change at the discretion of Ottawa University without prior notification. For the most accurate current version view it online at www.ottawa.edu/index.php/content/view/291 or contact your faculty advisor.

Nondiscrimination Policy

The University is committed to equal opportunities for students and does not unlawfully discriminate in the recruitment of students on basis of race, age, sex, color, religion, disability, national or ethnic, or any other characteristic protected by law.

FTC Cancellation Notice

The applicant may cancel and receive a full refund of all monies paid to date if cancellation is made in writing to the Registrar and mailed/delivered to the institution at the address stated herein within tree (3) business days after the date of the signature.

Holder in Due Courses Statement

Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could asset against the seller of goods of services, obtained 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).

Ottawa University Catalog

I acknowledge that I have access to the Ottawa University catalog available online at www.ottawa.edu. I also understand that my program of study is governed by the year of my initial enrollment at Ottawa University.

General Information

This institution does not guarantee job placement to graduate upon program/course completion or upon graduation.