

LINCOLN UNIVERSITY
401 FIFTEENTH STREET, OAKLAND, CA 94612
phone: (510) 628-8010 fax: (510) 628-8012

**ENROLLMENT AGREEMENT FOR THE DOCTOR OF BUSINESS ADMINISTRATION
DEGREE PROGRAM**

STUDENT'S NAME	I.D. NUMBER
ADDRESS	CITY STATE ZIP CODE

- A. Lincoln University (hereafter called “the University”) is a private, nonprofit educational institution. All instructions will be held in the main campus located at 401 15th Street, Oakland, CA 94612 and two additional facilities located within the vicinity of the main campus at 1446 Franklin Street and 420 15th Street.
- B. This agreement is a legally binding instrument when signed by the student and accepted by the University. Your signature on this agreement acknowledges that you have been provided with reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies, (b) a catalog including description of courses, educational services, and other materials and facts concerning the University and the program which are likely to influence your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.
- C. This agreement is for the Doctor of Business Administration (D.B.A.) degree program.
- CONCENTRATION: () INTERNATIONAL BUSINESS
 () FINANCE AND INVESTMENTS
 () HUMAN RESOURCES MANAGEMENT

In order to complete the D.B.A. degree program, students must complete a minimum of **93 graduate units** of academic credit, including 54 required core courses units, 20 concentration courses units, 4 internship units, a qualifying examination, and 15 research seminars and dissertation units, as described in the University’s official catalog. Additional units may be required of students who have not fulfilled the foundation requirement.

Students admitted to the D.B.A. program with undergraduate degrees can elect to complete an M.B.A. degree at the University while pursuing their doctorate.

In the spring and fall semesters, full-time graduate students are required to register for nine (9) units.

Start Date: _____ 08/20/2025 _____ Scheduled Completion Date: _____ 08/20/2030 _____

Period of Agreement: _____ 5 Years _____

- D. The estimated time for degree completion (ETDC) for a full-time student to complete the D.B.A. program at Lincoln University is five and a half (5.5) years.

If there are transfer units applicable, the ETDC will be calculated as the following formula.

For the D.B.A. program (as a full-time student):
 ETDC (in semesters) = 11 – (the number of transferred credit units) / 18

A total of _____ units of credit are transferable, and the full-time ETDC is _____ semesters.

E. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION

The transferability of credits students earn at Lincoln University is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the degree or certificate students earn in the D.B.A. degree program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificates that students 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 their course works at that institution. For this reason, the students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which you may seek to transfer after attending Lincoln University to determine if your credits or certificate will transfer.

The University does not imply, promise, or guarantee that any credit earned at the University will be transferable or accepted by any other institution. Students are advised that a decision on the transfer of credit is at the discretion of the receiving institution.

F. WITHDRAWAL FROM THE UNIVERSITY

Students who wish to withdraw after registration should submit a withdrawal form to the Admissions and Records Office. Students, who withdraw without permission, or after the final withdrawal date as indicated in the academic calendar, will receive a permanent "NC" (No Credit) in each course dropped. All foreign students withdrawing from the university will be reported to the United States Department of Homeland Security. Refunds to students withdrawing from courses will be made in accordance with the refund policy stated below (H).

G. STUDENT'S RIGHT TO CANCEL

Students have the right to cancel this enrollment agreement until _____09/08/2025_____ (mm/dd/yyyy) and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later. The University will retain a non-refundable application fee of \$95 in addition to other non-refundable fees, as applicable, and will calculate refunds in accordance with the refund policy below (H).

H. REFUND POLICY

Students who withdraw from a course or a program before 75% of a term is completed may be eligible to receive refunds for a part of the tuition. To cancel a registration or enrollment agreement and obtain a refund, students should submit a Withdrawal Form and/or Notice of Cancellation Form to the Admissions and Records Office. Only when the completed withdrawal form has been submitted, the withdrawal become official. Students, who simply absent themselves from classes without filing the withdrawal form, may receive the failing grade (F) or other appropriate non-credit grades or symbols. The effective date to determine a refund of fees will be based on and calculated from the last day of attending classes. This determination is based on the instructor's attendance form. A student granted a leave of absence is refunded in the same way as withdrawn from the University. If the student drops out without officially withdrawing, the University will designate the student's withdrawal date at the end of the enrollment period for which the student has been charged, at the end of the current academic year, or the end of the educational program, whichever is earliest. The University may accept medical or legal records in lieu of timely withdrawal paperwork in determining an earlier withdrawal date, as established on a case-by-case basis. There are no monetary refunds for LU scholarships, waivers, or discounts.

Refunds are made within 30 days of official withdrawal, or 30 days of the date of the last day of attendance as reflected in the instructor's attendance records, or the end of the term in which the withdrawal occurred, whichever is sooner. The refund distribution will be handled as prescribed by federal and state laws and accrediting body regulations. The refund procedure is uniformly applied to all students regardless of the form of tuition payment. In case of conflicting laws and/or regulations, Federal and/or State regulations will take precedence in that order. Students may receive refund checks only if the refund amount exceeds the balance, he/she owes to the University. The formulas for refunds are as follows:

Students who cancel the registration and withdraw from the University before the first course session or the seventh day after enrollment, whichever is later are eligible for the full refund of the term charges.

$$\text{All Term Charges} = \text{Refund Amount}$$

Students who withdraw from the University after the second-course session or the fourteenth day after the classes begin, whichever is later but before completion of 75% of the term are entitled to a refund on a prorated basis.

$$\text{Tuition} \times (\text{Hours Left to be Completed} / \text{Total Term Hours}) = \text{Refund Amount}$$

In case of program changes, students who dropped or withdrew some course units must be compared to added course units to determine if a refund is due. If due, the refund amount would then be determined on a prorated basis.

$$(\text{Net Change of Program}) \times (\text{Hours Left to be Completed} / \text{Total Term Hours}) = \text{Refund Amount}$$

If the University cancels or discontinues a course, students will receive a full refund of all tuition and applicable fees for that course. Refunds will be paid within 30 days from the date of cancellation. Students whose checks are returned due to insufficient funds or whose credit card payments failed are subject to cancellation of their registration and the Returned Payment Fee per transaction.

Example 1: Student A.A. was a full-time graduate student. He had paid only regular tuition and fees and had registered for 9 units. Then he withdrew from the University during the second week of the class sessions. He attended a total of 15 hours of instruction.

Semester tuition for Student A.A.: $\$625 \times 9 \text{ units} = \$5,625$

Student A.A. had paid: $\$5,625 + \$275 \text{ (non-refundable fee)} = \$5,900$

Total hours of instruction: $9 \text{ units} \times 15 \text{ weeks} = 135 \text{ hours}$

Remaining scheduled hours to complete the courses for which he had registered in this semester:

$$135 \text{ hours} - 15 \text{ hours} = 120 \text{ hours}$$

The amount refunded to Student A.A.:

$$\frac{\$5,900 \times 120}{135} = \$5,000.00$$

Example 2: Student B.B. was a full-time graduate student. He had paid only regular tuition and fees and had registered for 9 units. Then he withdrew from the University during the eighth week of the class sessions. He attended a total of 90 hours of instruction.

Semester tuition for Student B.B.: $\$625 \times 9 \text{ units} = \$5,625$

Student B.B. had paid: $\$5,625 + \$275 \text{ (non-refundable fee)} = \$5,900$

Total hours of instruction: $9 \text{ units} \times 15 \text{ weeks} = 135 \text{ hours}$

Remaining scheduled hours to complete the courses for which he had registered in this semester:

$$135 \text{ hours} - 90 \text{ hours} = 45 \text{ hours}$$

The amount refunded to Student B.B.:

$$\frac{\$5,900 \times 45}{135} = \$1,966.67$$

Note 1: The above-mentioned are simplified examples based upon a regular semester's tuition rate and fee schedule. **Actual calculations and refund amounts may vary** with the number of units which each student takes in a specific term, as well as with other individual conditions and future changes in the fee schedule and regulations.

Note 2: The following fees are nonrefundable: application fee, semester registration fee, student ID card fee, late registration fee, returned payment fee, change in registration fee/late fee, deferred payment fee, deferred payment adjustment fee/late payment fee, diploma and transcript fee, diploma replacement fee, commencement ceremony fee, verification letter fee, testing fee, pre-application transcripts evaluation fee, airport pickup fee, housing placement fee, past due balance interest, wire transfer fee, international credit card convenience fee, foreign bank check fee, withdrawal processing fee, and enrollment cancellation fee. Details are in the fee schedule (K).

I. UNPAID BALANCE

Students who have an unpaid balance with the University may not be allowed to register for subsequent terms and may not receive grades.

Students with unpaid balances will not be allowed to register for their final term until the balance is paid in full. Students can apply for a repayment promissory note in the amount of the unpaid balance, which would allow a student to register for courses in the final term. The Chief Financial Officer (CFO) or President determines if the applicant is eligible for a promissory note.

J. CANCELLATION OF COURSE(S) OR DEGREE PROGRAM(S)

If the University cancels or discontinues a course, students will receive a full refund of all tuition and applicable fees for that course. If the University cancels or discontinues a degree program, students will receive a full refund of all tuition and fees for that program (nonrefundable fees included). Refunds will be paid within thirty (30) days from the determination of the last day of class attendance or within thirty (30) days of the date of cancellation or withdrawal.

Example 3: Student C.C. was a full-time graduate student. He had paid only regular tuition and fees and had registered for 9 units. One of his 3-unit classes was canceled during the second week of the class sessions. He attended a total of 6 hours of instruction for this canceled course.

Semester tuition for the cancelled course, for Student C.C.:

$$\$625 \times 3 \text{ units} = \$1,875$$

The amount refunded to Student C.C.:

The full tuition amount of **\$1,875** for the canceled course would be refunded to Student C.C., no matter how many hours he attended.

Note: If a student is receiving a scholarship, funds must be returned to the appropriate program account(s). The student will receive a refund check only when the refund amount exceeds the balance that she/he owes to the University. The refund distribution will be handled as prescribed by federal and state laws and accrediting body regulations. In case of conflicting laws and/or regulations, federal and/or state laws and regulations will take precedence in that order.

K. FEE SCHEDULE*

APPLICATION FEE (non-refundable) on campus / distant \$95/\$50

TUITION

MATH 5, SOC SCI 5, and ENG 2-9	\$300	per unit*
BA 10-290, DI 10-199, and general education courses..	\$565	per unit*
BA 298-299 and DI 200-290	\$595	per unit*
BA 300-396, BA 400-480, BA 490, and DI 291-295.....	\$625	per unit*
BA 397-399 and BA 481-484	\$675	per unit*
BA 500-599	\$690	per unit*

SEMESTER REGISTRATION FEE.....\$275 (non-refundable)

SUMMER SESSION REGISTRATION FEE.....\$175 (non-refundable)

SPECIAL FEES

Athletic Activities Fee	\$500	per semester
Student Identification Card.....	\$25	first and for each replacement
Late Registration Fee (charged after the first day of classes)		
a) Returning Students	\$60	per term
b) New Students	\$20	per term
Diagnostic Imaging Lab Use Fee	\$50	per lab unit
Returned Check Payment Fee	\$40	per transaction
Change in Registration Fee**/Late Fee (after add/drop date)..	\$20/\$50	per transaction
Deferred Payment Fee.....	\$50	per note
Deferred Payment Adjustment Fee/Late Payment Fee.....	\$25/\$35	per transaction
Externship Insurance Fee	\$30	per unit
Diploma Replacement Fee / Additional Transcripts Fee	\$75/\$8	per application
Commencement Ceremony Fee: Before/After the Deadline	\$150/\$250	per application
Verification Letters	\$20	per letter
English Placement Test Fee	\$20	per test
MBA Comprehensive Exam Retake Fee	\$675	per retake
DBA Qualifying Exam Retake Fee	\$690	per retake
DBA Dissertation Defense Retake Fee.....	\$690	per retake
Pre-application Transcripts Evaluation Fee***	\$95	per evaluation
Airport Pickup Fee	\$95	per trip
Housing Placement Fee.....	\$95	per placement
Health Insurance Plan (estimate).....	\$700 – \$1,200	per year
Past Due Balance Interest	0.05%	of the balance per day
Wire Transfer Fee: In/Out	\$15/\$40	per transaction
International Credit Card Convenience Fee.....	\$10	per transaction

Students are responsible for all bank charges and fees related to their payments.

* *Fee Schedule, including tuition rates, is effective Fall Semester 2025. Term is a semester or a summer session.*

** *Non-refundable after the first-class session or seventh day after the classes begin, whichever is later.*

*** *The fee is waived if the student later applies to Lincoln University.*

PERSONAL EXPENSES (conservative estimates, not including miscellaneous personal expenses)

Room and board: \$900 per month, transportation: \$60 per month, textbooks: \$200 per term.

L. GRIEVANCES

All grievances with regard to academic issues should be submitted to the related Department Chair or Program Director (details are in the University’s official catalog on page 29). 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897 or may address grievances to the may address grievances to the WASC Senior College and University Commission, 1001 Marina Village Parkway, Suite 402, Alameda, CA 94501, tel. 510-748-9001.

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 website www.bppe.ca.gov.

M. INDIVIDUAL RESPONSIBILITY

Lincoln University relies upon the individual responsibility and a cooperative spirit of the members of our community. The University assumes that our students will follow the standards of maturity, responsibility, and ethics.

The University reserves the right to reject giving a credit, degree, or diploma to students whose dishonesty, violation of the law, or unethical behavior in any form has been confirmed. Any form of dishonesty, irresponsible behavior, or violation of the law will result in punitive action.

The types of action may include **probation, suspension, and dismissal**. The office of the Registrar imposes an academic probation and then the office of Admissions and Records imposes a suspension if necessary. The Registrar uses the same punitive actions by a request from an instructor for inappropriate student behavior in class. The Administrative Vice-President approves dismissals. All these actions may be appealed by the procedure described on page 29.

N. TUITION AND CHARGES

Estimated charges for tuition, fees, and services which a full-time student is obligated to pay for the M.B.A. degree program per semester is estimated to be at least \$5,900 (= 9 units × \$625 + fees \$275). It may vary each term.

The total amount of all charges for tuition, fees, and services that the student is obligated to pay for the D.B.A. degree program over the entire period of study is estimated as follows:

If there is no transfer credit, and if foundation courses are not required, the total amount of tuition for the D.B.A. degree program is estimated at \$59,300 (= 74 units × \$625 + 4 units × \$675 + 15 units × \$690).

If there is transfer credit, 74 units minus (-) _____ transferred semester units of credit* which are accepted as equivalent equals (=) _____ required core and concentration (except doctoral research seminar) semester units of credit in residence for the student, RC.

RC times (×) \$625 tuition rate per unit for BA 300-480 courses plus (+) \$675 tuition rate per unit for BA 481-484 courses (+) \$690 tuition rate per unit for BA 500-599 courses, plus (+) \$565 tuition rate for undergraduate-level foundation courses times (×) _____ units (if required), equals (=) \$ _____ total amount of tuition for the student.

Total amount of tuition plus (+) \$ _____ total estimated fees equals (=) \$ _____ total charges.

*A maximum of 33 master-level (300 and 400 courses) units from a different educational institution with a grade of “B” or better may be accepted as a transfer for the DBA degree. Academic credit received ten (10) years or more before the program completion will be deemed “no longer applicable”.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:

\$ 5,900

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

\$ 62,325

TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:

\$ 5,900

NOTICE:

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note

O. ACKNOWLEDGEMENT

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. I acknowledge that I have received the Lincoln University academic catalog free of charge.

Student’s Signature

Date

Printed Name of Student

Signature of School Official

Date

Printed Name and Title of School Official