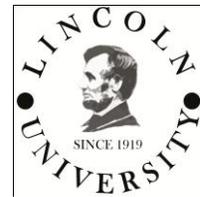


**Western
University College
Ethiopia**

In collaboration with



**Lincoln University
Oakland, CA-USA**

ENROLLMENT AGREEMENT **FOR MBA PROGRAM**

1. Admission Requirements:

Students need to complete a Bachelors degree program or the equivalent from an accredited or nationally recognized college or university in order to be admitted to our MBA program.

2. Submission of Credentials/Educational Documents:

Students can apply and registered **conditionally** by presenting a student copy of transcripts and diploma along with completed application at the time of enrollment. Students can be granted **conditional admission** status. In order to be granted a **formal admission status** however, official transcripts sent directly from the institutions where the applicant completed his/her studies to our University College should be received by our office **within 2 months of** registration. The Dean or program director also has to see and verify the original degree/diploma and retain a copy after signing it off as "True copy of the original".

3. Application Fee:

\$200.00 USD/equivalent amount of birr at the buying rate (**none refundable**) should be paid at the time of application.

4. Tuition Payment:

The total Tuition is: \$10,400 (ten thousand four hundred) USD. Tuition can be paid in advance for the whole program. For those who cannot pay the whole amount in advance, the University College allows installment payment arrangements according to the following:

1st Installment: at least 40% or equivalent birr amount of \$4,160 USD (in the buying exchange rate amount of the payment date) total tuition required to complete the program.(at the beginning of the course).

2nd Installment: at least 30% or equivalent birr amount of \$3,120 USD (in the buying exchange rate amount of the payment date) plus an installment fee of **\$50** (after completion of 1/3 of the class),

3rd Installment: at least 30% or equivalent birr amount of \$3,000USD (in the buying exchange rate amount of the payment) plus installment fee of **\$50** (after completion of 2/3 of the class).

5. Advising Fee 400\$

Graduation fee 300\$

Education materials 5000 ETB

Foundation course 4000 ETB

6. All payments should be made in **cash or CPO and deposit to our bank account. Details of account information will be given to applicants.**

7. Students are required to complete their program within 14 -16 months.

Initial:

Student

School .Official

8. If there are exceptional circumstances that require extension, the student can submit a request for extension and the Administration which reviews the merits of the reasons presented and will either approve or deny the request.
9. The University reserves the right to change instructors, text books, course content, tuition and other payments, payment arrangements at any time if this is needed to keep its educational standards and the interest of the institution.
10. Students are responsible for all additional costs including but not limited to copying text books, advising & graduation fees.
11. The University has the right to dismiss any student at any time for disciplinary reasons that are against the interest of the University, its faculty and students.
12. The student who is dismissed has the right to appeal to the Dean/Program Director who will form a committee for reviewing the case and submit its decision to his office. The Dean/Program Director will then make a final decision based on the appeal and the merits of the report from the committee.
13. **Clearance Conditions:**
After the completion of the program and/or withdrawal due to different circumstances students must submit a clearance form and get appropriate clearances from the respective offices such as Accounting, Library, etc.

Student Affirmation:

I _____(write your name in full in capital letters) have read the above policy and the course catalogue of the University college and all other academic and administrative legislatives and agree to the terms and conditions as stated.

Signature of Student _____ Date: _____

Affirmation by the Dean/Program Director or authorized official of the University College:

I _____have reviewed the above agreement with the student.

Signature _____ Date: _____

