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Phone: 417-862-9533 | 1-800-443-1083 | Fax: 417-863-9621

Website: www.globaluniversity.edu E-mail: studentservices@globaluniversity.edu

Subject Enrollment Form for an Individual

Student Number: _____
Birthdate: Day ____ Month ____ Year ____
Family Name: _____
First Name: _____
Middle Name: _____
Address: Old ____ New ____
Address: _____
Country: _____
Course Number: _____
Course Name: _____
I agree that it is my responsibility to verify the applicability of GU's credits toward any educational goals I may have.
Agreed to on Day: ____ Month: ____ Year: ____
My Signature: _____
Note: Enrollment is official when the GU-ICI International Office processes your Subject Enrollment Form.
National Office Use Only [Below]
Date: _____
Subject Edition: _____
Language: _____
Office Stamp: _____
OR
Representative's Signature: _____
International Office Use Only – Enrollment Stamp _____
Sending Instructions Scan/E-mail: studentservices@globaluniversity.edu Fax: 417-863-9621

Cancellation and Refund Policy for Enrolled Students

GU strives to develop instructional materials and programs that will be completely satisfactory to the students who enroll with us. However, if it is necessary for a student to discontinue studying a GU course, the following refund policy will apply.

1. No refund will be made after five (5) business days for an Application Fee.
2. You may withdraw from a course as long as the course status is "In Progress."
 - a. You may cancel a course enrollment within five (5) business days after the date on which your order was placed. If you cancel a course enrollment during this time, you will be given a complete refund of all tuition paid. Communication of cancellation may be made online (go to "Documents and Forms" on the undergraduate page of GU's website).
 - b. From five (5) business days and up to three (3) months from the date the order was placed, you may request to withdraw from a course and be refunded 50 percent of the tuition paid.
 - c. If you request a course withdrawal after three (3) months, no refunds will be given.
3. Refunds will be given on textbooks returned in "resalable" condition, less a 20 percent restocking fee. No refunds will be given for GU Independent-Study Textbooks or Study Guides.

Please report any discrepancies with the order within thirty (30) days of the invoice date.

NOTE: You must indicate your agreement with this Enrollment Refund Policy.

Student's Initials: _____