



221 W Hallandale Beach Blvd, Suite 203 Hallandale Beach, FL, 33009, USA

Phone: 7862908380

Email: [info@mackenzie.university](mailto:info@mackenzie.university)

### APPLICATION AND ENROLLMENT AGREEMENT

This application together with the University Catalog constitutes a binding Enrollment Agreement between the student and the University upon acceptance by the University.

I-STUDENT INFORMATION			
Name:		Date:	
SSN / Identification:		Gender:	
Address:			
City / State:	Country:		ZIP Code:
Name of Parent/Guardian (if student is under 18)			
Phone:	Work phone:		FAX:
Email:			Date of Birth:
<p>The following information is required in order to provide statistical data in compliance with federal and state nondiscrimination requirements. Response is voluntary and the information will be kept confidential. Refusal to provide this information will not subject the applicant to any adverse treatment. Please, select your race:</p> <p> <input type="checkbox"/> AFRICAN AMERICAN   <input type="checkbox"/> ASIAN   <input type="checkbox"/> CAUCASIAN   <input type="checkbox"/> HISPANIC   <input type="checkbox"/> NATIVE AMERICAN   <input type="checkbox"/> OTHER  <input type="checkbox"/> CHOOSE NOT TO RESPOND </p>			
II- CHOOSE YOUR PROGRAM / PROGRAM LANGUAGE			

I hereby apply for admission to the Program indicated below. I agree to follow the requirements and upon the successful completion of all courses and the payment of all required tuition and fees, I will receive a:

- Bachelor of Science
- Master of Science
- Doctor of Science

**Textbooks, learning materials and certification exams costs are additional and are paid for by the students. Registration begins 8 weeks prior to the first day of class and ends one week after the first day of class.**

Mackenzie University offers two (2) language tracks: English and Spanish. Please indicate the language in which you desire to take your courses:

- Language Track:  English  
 Spanish

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED**



*Opening the door to your professional dream*

PROGRAMS	Credits hour	Application fee	Tuition Cost Credit	Total Program Cost	Total Cost Per Semester
<input type="checkbox"/> Doctor of Sciences in Business Administration	84	150	150	\$12,600	\$1,800
<input type="checkbox"/> Doctor of Sciences in Education	84	150	150	\$12,600	\$1,800
<input type="checkbox"/> Master of Sciences in Business Administration	51	150	150	\$7,650	\$1,530
<input type="checkbox"/> Master of Sciences in Education	51	150	150	\$7,650	\$1,530
<input type="checkbox"/> Master of Sciences in Political Sciences	51	150	150	\$7,650	\$1,530
<input type="checkbox"/> Master of Sciences in Information Technology	57	150	150	\$8,550	\$1,710
<input type="checkbox"/> Bachelor of Sciences in Business Administration	126	100	100	\$12,600	\$1,145
<input type="checkbox"/> Bachelor of Sciences in Computer Information Technology	120	100	100	\$12,000	\$1,200

**Tuition** is \$100.00 per credit hour for undergraduate level programs, and \$ 150.00 per credit hour for graduate level programs. Tuition is charged by semester depending on the number of credits the student is enrolled in. The total amounts for tuition listed are the cost per credit hour and/or program multiplied by the number of credit hrs.

**Application Fee:** There is a one-time application fee of \$100 for undergraduate programs and \$ 150.00 for graduate programs.

**Other Fees:** A one-time \$ 250.00 Graduation Fee is due in the last semester prior to graduation.

Start Date: \_\_\_/\_\_\_/\_\_\_

Semester Term: \_\_\_A \_\_\_ B \_\_\_C \_\_\_D

Anticipated Date of Graduation: \_\_\_\_\_

\_\_\_ Full Time \_\_\_ Part Time

Registration Fee: \$ \_\_\_\_\_

Tuition: \$ \_\_\_\_\_

Graduation Fee \$ \_\_\_\_\_

Total Program Cost \$ \_\_\_\_\_

**GRADUATION REQUIREMENTS:**

- a) Completion of hours and services as stated in the catalog for the program,
- b) Overall G.P.A. of 2.0 or higher for undergraduate students and an overall G.P.A. of 3.0 or higher for all graduate students,





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c) Full payment of all fees and charges,

### III-ADMISSIONS REQUIRMENTS

#### Undergraduate:

1. Government id (passport, driver's license)
2. Copy of High School Diploma, GED, or proof of secondary education from a state licensed, or a government recognized U.S school, or an equivalent degree from a school outside of the United States.
3. Official transcripts or original high school GED.
4. Payment received (non-refundable application fee).
5. Complete enrollment agreement.

#### Graduate

1. Government id (passport, driver's license)
2. Copy of an undergraduate degree from a state licensed, or a government recognized U.S college or university, or an equivalent degree from college or university outside of the United States for master's degree program, or a copy master degree from a state licensed, or a government recognized U.S college or university, or an equivalent degree from college or university outside of the United States for doctoral degree program.
3. Official transcripts or original undergraduate degree or graduate degree.
4. Payment received (non-refundable application fee).
5. Complete enrollment agreement.

### IV-TUITION, PAYMENT AND TERMS OF PAYMENT

Full payment at time of signing enrollment agreement.

Initial tuition payment at the time of signing enrollment agreement with balance paid prior to program start date.

**NOTE:** For programs offering a payment plan with four or more payments the federal boxes or vertical listing must be included on the contract. (Enter **N/A** or **LINE THROUGH** if not applicable)

#### Your payment schedule will be:

Number of Payments	Amount of Each Payment	When payments are due
	\$	Beginning on ___/___/___ and on the same day each (check one) ___ weekly or ___ bi-weekly thereafter

All prices for program are printed herein. Contracts are not sold to a third party at any time. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs unless stated.



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## V-CANCELLATION AND REFUND POLICY

Our cancellation/withdrawal and termination refund policy is designed according to Fair Consumer Practices. Should a student enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation / withdrawal must be made online through the Registrar's office or by certified mail.
2. The refund will be applied if the applicant is not accepted by the University or if the student cancels within five (5) business days after signing the enrollment agreement and making initial payment.
3. Cancellation / withdrawal after the fifth (5) business day, but before the first class will result in a refund with the exception of the application for admission fee.
4. Students who withdraw before the end of the drop / add period will be refunded all tuition and fees, with the exception of the application for admission fee, as well as any funds paid to Mackenzie University for supplies, books, or equipment that are returned to Mackenzie University.
5. The Drop/Add period is the 1st week of the term. A "Drop / Add" form must be submitted within the first week of the term and be approved by the Registrar's office prior to refunds being released.
6. Cancellation / withdrawal after the drop/add period will result in a prorated refund computed on the number of hours completed to the total program hours. Pro rata refund is according to the chart below.
7. Cancellation after the beginning of the 6th week will result in no refund.
8. Refunds shall be paid within 30 days after approval by the Registrar's office.
9. The termination date for the refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received by the Registrar.
10. A student can be dismissed at the discretion of the Registrar for insufficient progress, non-payment of tuition and / or fees, or failure to comply with the rules and regulations of the University.
11. Mackenzie University will keep records on file for any student who is dismissed or denied entry for at least two (2) years.
12. No Fees are refundable except as identified in this section.



**VI-APPLICATION VERIFICATION**

I certify that the information contained in this enrollment agreement is complete and accurate and that I have read and agree to the admission requirements and refund policies above.

I understand that the submission of inaccurate or incomplete information can be considered sufficient cause for terminating my enrollment at Mackenzie University.

**Disclaimer:**

Graduates of the Spanish-speaking program may encounter employment limitations in the U.S. due to the fact that most businesses require fluency in the English language. While Mackenzie university offers placement assistance, there is no guarantee of employment upon completion of any program.

**Grounds for Termination:**

I agree to comply with the rules and policies and understand that the University shall have the right to terminate this contract and my enrollment at any time for violation of the rules and policies as outlined in the catalog. I understand that the University reserves the right to modify the rules and regulation, and that I will be advised of any and all modifications.

**Graduation Requirements:**

I understand that in order to graduate from the program, I must successfully complete the required number of scheduled credit hours, as specified in page 12 of the catalog and satisfy all financial obligations to the University.

**DO NOT SIGN THIS CONTRACT BEFORE YOU HAVE READ THIS AGREEMENT OR IF IT CONTAINS ANY BLANK SPACES. ALL SIGNERS HAVE RECEIVED AND READ A COPY OF THIS BINDING DOCUMENT AND CATALOG.**

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Mackenzie University Official \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Parent / Guardian's signature if applicant is under 18 years old.

Once your admission has been approved, you will receive an acceptance letter, and indication of the number of credits approved, and a study plan.

