



北美真道浸信會神學院
Truth Theological Seminary

141 East Duarte Road, Arcadia, CA 91006

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**STUDENT ENROLLMENT AGREEMENT
and REGISTRATION FORM**

學號 Student ID	學生正楷英文名 Student Name (Print)	學業課程 Educational Program Master of Church Music	學季 Quarter/年份 Year
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此表格為北美真道浸信會神學院與簽約學生兩者間成立之合同。學生應依學業目錄所列之費用繳付各種費用。所列費用變更時，院方不必先行通知。簽約學生在本學季註冊選修之科目及應繳之費用如下：This agreement is entered between Truth Theological Seminary (TTS) and the undersigned student (You). You are responsible for payments of applicable fees listed on TTS catalog. All fees are subject to change without prior notice. Below-listed are the fees you are obligated to pay for the classes you have enrolled for this registration:

課號 Course Code	估計課程費用 ESTIMATED CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$7,200.00	該學季應付金額總數 TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	
Program Start Date:	Scheduled Completion Date:		
上課總時 QCH	學分 Unit	上課總時 QCH	學分 Units
學費 Tuition	個別授課費 Private Lesson	學費 Tuition	\$ Refundable
個別課指導教授 Private Lesson Instructor	講義費 Handout Fee	個別授課費 P/L Fee	\$ Refundable
學生學費歸還基金 STRF	OFFICE USE 付款日期 Payment Date	註冊費 Registration	\$ Non-Refundable
	付款金額 Amount Paid	講義費 Handout Fee	\$ Non-Refundable
	付款方式 Check / Cash	學費歸還基金 STRF	\$ Non-Refundable
收據號碼 Receipt #		逾期付款費 Late Fee	\$ Non-Refundable
		加退選費 Add-Drop Fee	\$ Non-Refundable
		TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$

本院除了在校本部開課之外，也得到 BPPE 批准可在以下各衛星地點開課：In addition to offering classes at TTS, the following BPPE-approved satellite locations are also available to TTS for educational instructions: 1)洛杉磯國語浸信會 Mandarin Baptist Church of Los Angeles (Alhambra), 2)谷區國語浸信會 Mandarin Baptist Church of San Fernando Valley (Northridge), 3)羅蘭崗基督徒禮拜堂 Rowland Heights Community Christian Church (Rowland Heights), 4)培城國語浸信會(現更名為亞凱迪亞華人浸信會) Mandarin Baptist Church of Pasadena (now Arcadia Chinese Baptist Church), 5)東洛杉磯中華浸信會 Covina First Southern Baptist Church (Covina), 6)橙縣華人浸信會 Chinese Baptist Church of Orange County (Anaheim)。

本院會交一份學業目錄給學生，內含退款辦法、學業課程、教育服務及學校介紹等資料，這些資料關係該生的入學決定。學業目錄僅作提供資料用，不應視作合同。故本院保留權利不事先通知學生而更改學業目錄內有關學位計劃、規定、學雜費、及課程說明。You have been given a TTS Catalog, including a written refund provision, a description of the course or educational service, including all material facts concerning TTS and the programs or courses of instruction, which are likely to affect your decision to enroll. The Catalog provides information and does not constitute a contract. TTS reserves the right to make changes in the programs, regulations, tuition fees, and courses described in the Catalog without notice.

取消合同 STUDENT'S RIGHT TO CANCEL: 學生有權取消合同，並在上完第一堂課之後，或在入學第七天後，獲得退款，以較遲日期為準。The student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

法律效力 LEGALLY BINDING: 此合同在學生本人簽名及院方接受後，立即生效；且簽約學生應即保存一份副本。簽約學生在簽名時應已細閱並充分瞭解這份合同的內容，同意本身的權利和責任，且院方亦已清楚向簽約學生解釋[退款條例]。This agreement is a legally binding instrument when signed by you and accepted by TTS. Immediately upon signing this agreement, you will be given a copy of it to retain. **Your signature below certifies that you have read and understood, and agreed to your rights and responsibilities, and that TTS cancellation and refund provisions have been clearly explained to you.**

在簽署此註冊協定之前，本院必須給予你一份學業目錄或學業簡章及學校成果報告，院方鼓勵你在簽定前審查。這些文件包含本院重要的政策和成果資料。本院需要你在簽署這份合約之前，在上述之文件上簽名並具日期，這些文件是有關本院的完成率、就業率、許可考試通過率、和薪金或工資，並最近三年的佇列違約率。Prior to signing this Enrollment Agreement, you must be given a Catalog or Brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

本人證明收到上述學業目錄、成果報告、及相關資料，並在學校成果報告簽名。I certify that I have received the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, including in the School Performance Fact Sheet, and have signed, initialed and dated the information provided in the School Performance Fact Sheet. **學生簽名 Initial:**

本人明白這份合同是具有法律約束力。我下面的簽名證明我已閱讀、理解，並同意我的權利和責任，院方也已清楚地向我解釋合同取消和退款政策。I understand that this is a legally binding contract. 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.

學生簽名 Student's Signature	日期 Date	註冊主任簽名/日期 Registrar's Signature / Date	R	A/D
			F	

若以下項目有變更，請填寫 **Complete Items Changed**

地址 Address	社會安全號碼 Social Security No.	
電話 Tel.: 日 Day	手機 Cellular	電郵 E-Mail
所屬教會及牧師 Church Attending / Pastor		

本院會從每位加州居民學生所繳學費中抽一部份出來支付[學生學費歸還基金]。相關內容，請見第三頁。A portion of each Californian student's tuition is paid into the STUDENT TUITION RECOVERY FUND (STRF). See page three for description of STRF.

如果學生獲得貸款來支付其學業，該學生將對貸款加利息，減去任何退款金額，全額承擔。If the student obtains a loan to pay for an educational program, the student will have the responsibility to full amount of the loan plus interest, less the amount of any refund.

如果學生已收到聯邦學生資助資金，學生有權得到退款，但不從聯邦學生資助計劃基金支付的款項。If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

如果學生對聯邦或州政府的貸款違約，以下兩點可能發生：(1)聯邦或州政府或貸款擔保機構可能會向學生採取制裁行動，包括應用該學生之所得稅退款以減低貸款的餘款。(2)學生可能沒有資格申請聯邦學生任何其他在另一機構或其他政府的經濟支援，直到貸款還清。If the student defaults on a federal or state loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

學生對本院招生協定若有問題卻沒獲得滿意的答覆時，可直接向BPPE投訴，地址如下：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; P.O. Box 980818, West Sacramento, CA 95798-0818
www.bppe.ca.gov; (916) 431-6959 or by fax (916) 263-1897

學生或任何人若對本院有不滿之處可透過免費電話(888) 370-7589或以表格向BPPE投訴，表格可由www.bppe.ca.gov下載。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.

北美真道浸信會神學院轉學學分及文憑通知 **NOTICE CONCERNING TRANSFERABILITY OF CREDITS** **AND CREDENTIALS EARNED AT OUR INSTITUTION**

你在本院所獲學分可以轉學的部分全視你希望轉入的學校之裁定。接受你所獲得的證書或文憑，亦全視你希望轉入的學校之裁定。如果你在本院所獲學分或學位不被你希望轉入的學校所接受，你可能被要求在該校重讀部分或全部課程。因此你應確定你在該校上課將符合你受教育的目的。這包括在你入學本院後可能將你的學分或學位轉入的學校在內。The transferability of credits you earn at Truth Theological Seminary is at the complete discretion of an institution to which you may seek to transfer. Acceptance of certificate/degree you earned is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you 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 your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Truth Theological Seminary to determine if your credits or degree will transfer.

退款條例 **REFUND PROVISIONS**

學生入學同意書的取消 Cancellation of Student Enrollment Agreement

學生必須親自或書面通知本院註冊處或用證明信件來申請取消同意書。在本院註冊處收到取消同意書申請後立即生效。註冊處將書面證明取消的有效日期。To cancel, the student must notify Truth Theological Seminary (TTS) with a written notice of cancellation to the Registrar office either in person or by certified mail. The cancellation takes effect when such notice is received. The Registrar will issue a confirmation with the effective cancellation date.

在此情形下學生將獲得所付學費的全部退款。然而\$50申請費及註冊費(至\$45)不在此例。In such case, the student will receive a full refund of all tuition paid. However, the \$50 application fee and the registration fees (up to \$45) are non-refundable.

若學生向本院租借任何設備、圖書或其他資料，學生應在他取消同意書有效期的十天之內，將所借之物件以優良狀況退還本院。若學生沒有在這期間內將所借之物件以優良狀況退還本院，本院得以在退款中扣除有據的費用。在學生支付所借之物件的費用後，他可持有這些物件，本院將不再追究。If TTS has loaned to the student any equipment, books or other materials, the student shall return these on loan items to TTS in good condition within 10 calendar days following the effective date of cancellation. If the student fails to return such loaned items in good condition within the said period, TTS may deduct the documented costs for such items from the refund. Once the student has paid for the loaned items, the student may keep the paid items without further obligation.

學生簽名 Initial:

退選課程 Withdrawal from Course

學生在完成課程 60%時退課，有權獲得退款。當以下任何一種情況發生時，學生得退選課程：The students have the right to obtain refund when withdrawal takes place at any time up to the 60% completion of the course program. Withdrawal from course takes place when any one of the following occurs:

1. 學生填寫申請表 (表格 105)，並親自或用掛號信遞交本院註冊主任親收。退課在註冊主任收到申請表後立即生效。When the student fills out a petition (Form 105) and submits the form to Truth Theological Seminary's Registrar in person or by certified mail. The withdrawal takes effect when the request is received.
2. 本院終止學生的學籍。When TTS terminates the student's enrollment.
3. 學生缺席三週，而又未通知負責點名者或作適當安排。在此情形之下，退課之日得視為缺席的第三天。When the student has failed to attend classes for a three-week period without notifying the attendance officer or making proper arrangements. In this case, the date of withdrawal shall be deemed to be the date of the third absence.
4. 學生轉學：本院所授學位是被大多數在北美洲及東南亞國家之中國基督教神學院、聖經學院、神學院機構所承認。Transferability of students: Degrees conferred by TTS are recognized by most Chinese Christians operated theological seminaries, Bible seminaries, and theological institutes in North America and Southeast Asia countries.

當學生在學費許可退費期內從註冊的課程中退出時，該學生必須按照下列日期之十天內以優良狀況退還向本院所借之一切物件，包括為受教育目的所用之物件及應還而尚未退還之物件。When a student withdraws from an enrolled course during the period allowed for tuition refund, the student is obligated to return TTS the on loan items in good condition within 10 calendar days following the effective date and to pay only for educational services rendered and for the unreturned on loan items.

退課準則 Guidelines

1. 本院將在有效退課／退學日期三十天之內給予學生退款。TTS will issue a refund to the student within 30 calendar days following the effective cancellation / withdrawal date.
2. 本院的政策是不退款給任何第三者付款者。It is the policy of TTS not to pay the refund to any third party payers.
3. 下列表可用來決定應退款金額：To determine the amount to be refunded, the following formulas will be applied:
(退款應付金額 The Amount To Be Refunded) = (學生所支付總金額 Total Amount The Student Paid) – (A) – (B) – (C)
(A) = 不退款項的總額 Total of applicable non-refundable fees
(B) = 未退還所借物件的價格 Costs of unreturned on loan items
(C) = (所退課程學費總額 Total tuition amount of the withdrawn course) / (課程總授課節數(小時) Total instruction hours of the course) *
(完成教學總時數 Total hours the instruction completed)

下列表說明學費退款比例 The following table illustrates the tuition refund scale:

時段的結束 Until the End of	第一週 1 st Week	第二週 2 nd Week	第三週 3 rd Week	第四週 4 th Week	第五週 5 th Week	第六週 6 th Week	第七週 7 th Week
教導完成部分 % of Completed Instruction	10%	20%	30%	40%	50%	60%	70%
退款部分 Refund Portion	100%	80%	70%	60%	50%	40%	0%

4. 在上列計算後，若應退款項是負數，則表示學生尚欠款項。本院會計部將通知該學生應付數額，並對於付款該做之準備。When the amount to be refund is a negative figure after the above calculation, the figure is the amount the student owes TTS. The Accounting Office will notify the student for such amount due and set arrangement to pay off.
5. 向本院付清學生該付之任何款項是學生的責任。It is the student's obligation to pay off any amounts due TTS.

學生簽名 Initial:

學生學費歸還基金
STUDENT TUITION RECOVERY FUND (STRF)

如果下列所提均適用於你，你就必須繳付州政府付施的【學生學費歸還基金】：You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all the following applies to you:

1. 你是學業課程中的一名學生，是加州居民或是登記的常駐民，你以現金、有保證的學生貸款或私人貸款來預付全部或部份學費。You are a student in an educational program, who is a California resident, or are enrolled in a residency program and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. 你的總費用不由任何第三者，如雇主、政府計劃或其他付款人來支付，除非你有一份單獨的協定以償還該付款者。Your total charges are not paid by any third-party payer such as an employer, government program or any other payer unless you have a separate agreement to repay the third party.

【學生學費歸還基金】目前暫時減少到每\$1,000 學費收\$0.00。The STRF fee has temporarily been reduced to \$0.00 for every \$1,000 in tuition.

如果下列任何一項適用於你，你就沒有資格從【學生學費歸還基金】受到保護，但也不需要繳付【學生學費歸還基金】鑒定費 You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. 你不是加州居民，也非登記的常駐民 You are not a California resident, or are not enrolled in a residency program, or
2. 你的總費用是由第三者，如雇主、政府計劃或其他付款人來支付，而且你沒有單獨的協定以償還該付款者。Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

加州政府設立了【學生學費歸還基金】以緩解或減輕學生，無論他是居民或是登記的常駐民，在 BPPE 規管的學校上課，在學業課程中的經濟損失。The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

如果你是加州居民或是登記的常駐民，你預付了學費，支付了【學生學費歸還基金】鑒定費，因以下任何一個原因受到經濟損失，你可能有資格獲得【學生學費歸還基金】：You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. 學校在教學課程未完成當中關閉。The school closed before the course of instruction was completed.
2. 學校未能在學校關閉之 180 天內完成退款或替學生向第三者支付許可費或其他費用，或提供設備或材料。The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. 學校未能在學校關閉之前，按法律規定下，支付或償還聯邦政府擔保的學生貸款資金，或償還過剩的學費和學校收到的其他費用。The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. 在學校關閉 30 天之內有實質上的疏忽未能符合本法或本部，或此實質上的疏忽是在學校關閉 30 日之前開始，時段由 BPPE 決定。There was a material failure to comply with this Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. 在努力起訴、證明、並收集對該機構違法行為的判決後仍舊無能為力。An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

然而，如果沒有社會安全號碼或納稅者識別號碼，沒有賠償可以支付給任何學生。However, no claim can be paid to any student without a social security number or a taxpayer identification number.

學生簽名 Initial: