



Charisma University  
Office of Admissions  
30 Sandcastle Rd, Unit 214  
Neptune CT, Grace Bay  
Providenciales, Turks and Caicos Islands  
British West Indies  
Phone: (649) 946-4653| Fax: (649) 946-4981  
E-mail: info@charismauniversity.org

## Application for Admission

### PERSONAL DATA

Legal Name \_\_\_\_\_

*Last Name First Middle Gender*

Father \_\_\_\_\_

*Name Address*

Mother \_\_\_\_\_

*Name Address*

Permanent Home

Address \_\_\_\_\_

*Number and Street*

*City State Zip Code County*

Permanent Home Number (\_\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cell Phone Number (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_

*If different from above, please give your mailing address for all admissions correspondence.*

Mailing Address \_\_\_\_\_

*Number and Street*

*City State Zip Code County*

Emergency

Contact \_\_\_\_\_

*Name Phone Relation*

Citizen: \_\_\_\_\_

Ethnicity: \_\_\_ Black (non-Hispanic) \_\_\_ Caucasian \_\_\_ Hispanic \_\_\_ Asian/Pacific Islander \_\_\_ Other \_\_\_\_\_

Have you ever been convicted of a criminal offence? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain:

Program you wish to study at Charisma University (CU): \_\_\_\_\_

Religion: \_\_\_\_\_ Church \_\_\_\_\_

Name: \_\_\_\_\_

Did either parent attend college? \_\_\_ Yes \_\_\_ No Name of

college: \_\_\_\_\_

If CU alumni: Father : ( Class of \_\_\_\_\_ ) Mother: (Class of \_\_\_\_\_)

APPLYING FOR: \_\_\_\_\_ (start date)  
 STATUS: Check one \_\_\_ Freshman \_\_\_ Transfer \_\_\_ Readmission \_\_\_\_\_ Graduate \_\_\_\_\_  
 School you currently attend (or from which you graduated) \_\_\_\_\_  
 Address \_\_\_\_\_  
*Number and Street*

\_\_\_\_\_  
*City State Zip Code County*  
 Date of graduation \_\_\_\_\_ Guidance Counselor's Name \_\_\_\_\_  
 Did you earn a GED? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, name of issuing agency: \_\_\_\_\_  
 College Entrance Exam Score: \_\_\_\_\_ SAT \_\_\_\_\_ ACT  
 List academic honors you have earned (awards, honor roll, honor societies, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List all colleges/ universities at which you have taken courses for credit. Please have an official transcript sent from each institution as soon as possible.

Name of College/University	Location (City, State Zip Code)	Dates Attended
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list your extracurricular, community and family activities and hobbies in the order of interest to you. Include specific events and/or major accomplishments such as musical instrument played, varsity letters earned, etc. Activity Positions held, honors won or letters earned

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EDUCATIONAL DATA**

**EXTRACURRICULAR, PERSONAL, AND VOLUNTEER ACTIVITIES**

I have completed the application and I have included:

\_\_\_\_\_ two (2) letters of recommendation (if applicable)  
 \_\_\_\_\_ official high school transcripts or official GED scores

**I LEARNED ABOUT CHARISMA UNIVERSITY SYSTEM THROUGH:**

\_\_\_\_\_ My guidance counselor  
 \_\_\_\_\_ An alumnus  
 \_\_\_\_\_ My Charisma University System Admissions Representative  
 \_\_\_\_\_ My church  
 \_\_\_\_\_ www.charismauniversity.org  
 \_\_\_\_\_ Other \_\_\_\_\_

**CHECKLIST**

The submission of fraudulent records or omission of college history constitutes grounds for denial of admission to Charisma University, or dismissal from the institution. I hereby certify that the information given by me on this application is complete and accurate to the best of my knowledge. If accepted, I agree that my conduct at Charisma University will adhere to the codes of good conduct and other regulations established to ensure orderly operation of the institution. I further agree to meet all obligations, financial, academic and otherwise as set forth in the appropriate University literature.

\_\_\_\_\_  
*Signature of Applicant Date*

\_\_\_\_\_  
*Signature of Parent or Guardian if applicant is under 18 years of age Date*

*Charisma University does not discriminate against any person on the basis of age, sex, religion, race, color, disability, national or ethnic origin or political affiliation in its admission policies, its employment opportunities or other policies or practices.*

## **Enrollment Agreement Contract**

Student's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (        ) \_\_\_\_\_ Email address: \_\_\_\_\_

Charisma University agrees to provide the following educational program:

### **This Course/program will cost**

#### **Tuition & Fees for non-Turks and Caicos Islands Residents**

**Application fee for admission (Online Students).....	\$25.00
**Application fee for admission (On-Campus Students).....	\$30.00
ID Card for On-Campus Students only.....	\$15.00
**Re-admission evaluation fee.....	\$150.00
**Transfer Credit Evaluation Fee.....	\$45.00
**Program Change Processing Fee.....	\$25.00
Library fee per session.....	\$20.00
*Graduation Application fee.....	\$500.00
Transcript processing fee.....	\$15.00
Bachelor's Degree Course Fee per Credit (Online Course).....	\$175.00
Bachelor's Degree Course Fee per Credit (On-campus Course).....	\$200.00
Master's Degree Course Fee per Credit (Online Course).....	\$205.00
Master's Degree Course Fee per Credit (On-Campus Course).....	\$235.00
Doctorate Course Fee per Credit.....	\$310.00
Technology Fee per Course (Online Course only).....	\$45.00
***Exam Proctor Fee per Course (online course only).....	\$20.00
*Dissertation Fee (Doctorate's Program).....	\$2500.00
*Thesis Fee (Master's Program).....	\$1200.00
Return check charge.....	\$35.00

*\*One-time payment only*

*\*\* Non-refundable*

*\*\*\* If applicable*

#### **Tuition & Fees for Turks and Caicos Islands Residents**

**Application fee for admission (Online Students).....	\$0.00
**Application fee for admission (On-Campus Students).....	\$30.00
ID Card for On-Campus Students only.....	\$15.00
**Re-admission evaluation fee.....	\$150.00
**Transfer Credit Evaluation Fee.....	\$0.00
**Program Change Processing Fee.....	\$10.00
Library fee per session.....	\$0.00
*Graduation Application fee.....	\$250.00
Transcript processing fee.....	\$5.00
Bachelor's Degree Course Fee per Credit.....	\$86.00
Bachelor's Degree Course Fee per Credit (On-campus Course).....	\$258.00
Master's Degree Course Fee per Credit.....	\$271.00
Master's Degree Course Fee per Credit (On-Campus Course).....	\$289.00
Doctorate Course Fee per Credit.....	\$310.00
Technology Fee per Course.....	\$45.00
***Exam Proctor Fee per Course.....	\$20.00
*Dissertation Fee (Doctorate's Program).....	\$2500.00
*Thesis Fee (Master's Program).....	\$1200.00
Return check charge.....	\$35.00

\* One-time payment only

\*\* Non-refundable

\*\*\* If applicable

### **Agreement is Binding:**

This agreement will be binding only when it has been fully completed, signed, and dated by the student and an authorized representative of the Charisma University prior to the time instruction begins.

### **Changes in the Agreement:**

Any changes in the agreement will not be binding on either the student or the Charisma University System unless such changes are acknowledged in writing by an authorized representative of the Charisma University and by the student or the student's parent or guardian if he/she is a minor.

### **Effective Date of Acceptance:**

I certify that I have read and understand the cancellation and refund policy and the complaint procedure; I have received a copy of the school catalog or brochure; and I am entitled to an exact copy of this Enrollment Agreement, school catalog, and any other papers I sign. I hereby agree to abide by the conditions set forth herein.

### **Cancellation and Refund Policy:**

1. The Charisma University must refund all money paid if the applicant is not accepted. This includes instances where a starting class is canceled by Charisma University.
2. The Charisma University must refund all money paid if the applicant cancels within five business days (excluding Sundays and holidays) after the day the contract is signed or an initial payment is made, as long as the applicant has not begun studies.
3. The Charisma University may retain an established registration fee equal to ten percent of the total tuition cost, or two hundred dollars, whichever is less, if the applicant cancels after the fifth business day after signing the contract or making an initial payment. A "registration fee" is any fee charged by Charisma University to process student applications and establish a student record system.
4. If program is terminated after the student enters classes, the Charisma University may retain the registration fee established under (c) of this subsection, plus a percentage of the total tuition as

described in the following table:

During first week	100% Refund is issued
During second week	80% Refund is issued
During third week	60% Refund is issued
During fourth week	50% Refund is issued
During fifth week	20% Refund is issued
After fifth week	0% Refund is issued

5. When calculating refunds, the official date of a student's termination is the last day of recorded attendance:
  - (a) When the Charisma University receives notice of the student's intention to discontinue the program; or,
  - (b) When the student is terminated for a violation of a published Charisma University policy which provides for termination; or,
  - (c) When a student, without notice, fails to complete the mandatory first week of class participation.
6. All refunds must be paid within thirty calendar days of the student's official termination date.

**Discontinued Programs:**

If the Charisma University discontinues instruction in any program after students enter classes, including circumstances where the Charisma University changes its location, students must be notified in writing of such events and are entitled to a pro-rata refund of all tuition and fees paid unless comparable program is arranged for by the University and agreed upon, in writing, by the student. A written request for such a refund must be made within 90 days From the date the program was discontinued or relocated and the refund must be paid within 30 days after receipt of such a request.

**Termination by the Charisma University:**

A student who fails to maintain satisfactory progress, violates safety regulations, interferes with other students' work, is disruptive, obscene, under the influence of alcohol or drugs, or does not make timely tuition payments, is subject to immediate termination.

**Cancellation of Classes:**

The Charisma University reserves the right to cancel a starting class if the number of students enrolling is insufficient. Such a cancellation will be considered a rejection by the University and will entitle the student to a full refund of all money paid.

**Notice to Buyer:**

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal document. All pages of this agreement are binding. Read both sides of all pages before signing. You are entitled to an exact copy of the agreement, school catalog, and any other papers you may sign and are required to sign a statement acknowledging receipt of those.

**Cancellation of contract:**

If you have not started classes, you may cancel this contract by submitting written notice of such cancellation to the Charisma University at its address shown on the contract, which notice shall be submitted not later than midnight of the fifth business day (excluding Sundays and holidays) following your signing this contract or the written notice may be personally or otherwise delivered to the Charisma University within that time. In event of dispute over timely notice, the burden to prove service rests on the sender.

**Unfair business practices:**

It is an unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or his/her parent or guardian if he/she is a minor and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Student's Name

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(Please print)

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Signature

Parent or Guardian's Name

---

(Please print)

---

Signature

As the authorized representative of the Charisma University System, I hereby agree to the conditions set forth herein:

Authorized Representative

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(Please print name)

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Signature