



**SAN FRANCISCO INTERNATIONAL  
UNIVERSITY COLLEGE OF LAW**

**ENROLLMENT AGREEMENT**

# ENROLLMENT AGREEMENT

Name\*:

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Address\*:

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City, State and Zip\*:

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Email\*:

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Phone\*:

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\*All fields are required.

1. This *Enrollment Agreement* is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it. You have been provided two copies of this *Enrollment Agreement*; the second copy is for your records.
2. This agreement is for the Juris Doctorate Program at San Francisco International University School of Law. A total of 864 hours of preparation per year and study of four (4) years equaling to 78 credits is required to complete the program.

## **DEGREE PROGRAM:**

The method of instruction at this law school for the Juris Doctor (J.D.) degree program is principally by correspondence.

Students enrolled in the J.D. degree program at this law school who successfully complete the first year of law study must pass the First-Year Law Students' Examination required by Business and Professions Code § 6060(h) and Rule VIII of the Rules Regulating Admission to Practice Law in California as part of the requirements to qualify to take the California Bar Examination. A student who passes the First-Year Law Students' Examination within three (3) administrations of the examination after first becoming eligible to take it will receive credit for all legal studies completed to the time the examination is passed. A student who does not pass the examination within three (3) administrations of the examination after first becoming eligible to take it must be promptly disqualified from the law school's J.D. degree program. If the dismissed student subsequently passes the examination, the student is eligible for reenrollment in this law school's J.D. degree program, but will receive credit for only one year of legal study.

Study at, or graduation from, this law school may not qualify a student to take the bar examination or to satisfy the requirements for admission to practice in jurisdictions other than California. A student intending to seek admission to practice law in a jurisdiction other than California should contact the admitting authority in that jurisdiction for information regarding the legal education requirements in that jurisdiction for admission to the practice of law.

For more detailed disclosure as required by Rule 4.241 of the Unaccredited Law School Rules and Guidelines 2.3 (D) of the Guidelines for Unaccredited Law School Rules.

Students enrolled in J.D. program may petition the Registrar for graduation, under the condition that they:

1. Completed a course of study requiring a minimum of 864 hours of preparation per year and study of four(4) years equaling to 78 credits;
2. Successfully passed First Year Law Student Examination;
3. Have a minimum cumulative GPA of 2.00;
4. Satisfied all financial obligations towards the San Francisco International University and the Committee of Bar Examiners.

## **LAW STUDY ENROLLMENT PERIOD**

This Enrollment Agreement is for a year of law study:

**Start Date:** \_\_\_\_\_ **Completion Date:** \_\_\_\_\_

**COURSES, QUARTER UNIT HOURS:**

Courses for J.D. Program	Quarter Units	Pass/Fail
100 An Introduction to Law	3	Yes
110 Contracts	6	No
120 Torts	6	No
130 Criminal Law	3	No
140 Legal Analysis and Writing	3	No
200 Civil Procedure	6	No
210 Evidence	6	No
220 Criminal Procedure	3	No
230 Constitutional Law	6	No
300 Property Law	6	No
310 Remedies	6	No
320 Business Organizations	6	No
330 Trusts	3	No
440 Wills	3	No
410 Community Property	3	No
420 Professional Responsibility	6	No
Elective Course	3	No

**Transfer Students Only:** Applicants who have previously attended another law school must disclose that information on the application for admission as well as whether the Applicant was in good standing at that school. Applicant shall also submit official transcript from that law school.

**Technological Requirements:** Students must provide their own computer with printer, Internet access, operating system, Microsoft® Office, and other related functionality.

**Tuition and Fees:** San Francisco International University College of Law admits students on a rolling basis. The Juris Doctor (J.D.) Degree Program can be completed in four years.

The student is responsible for the following tuition and fees:

**Tuition and fees:**

1. \$12,000.00 per year for a total of four years= \$48,000.00
2. Application Fee: \$100.00
3. Transcripts: \$10 per official copy; \$5 per unofficial copy

**Best Estimate Cost of Textbook and Study Materials:** Tuition and fees does not include cost for books and study materials. Books and study materials for courses are the responsibility of the student. The best effort estimate cost of textbooks and other materials per year of study is \$750; therefore, the best effort estimate cost of books for four years of study in the JD program is \$3,000.

**Tuition and Fees for this Enrollment Agreement:**

Year:

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Tuition:

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Registration Fee:

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Total Tuition and Fees:

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## **Payment Terms for tuition and fees**

Student agrees to pay San Francisco International University College of Law the total amount for tuition and fees stated in this Enrollment Agreement.

## **Cancellation, Withdrawal, and Refund Policy**

Enrolled students will be refunded all (100%) tuition paid (except an application registration fee not to exceed \$100) by the student upon written notice requesting cancellation of enrollment within three (3) days after student is first given access to the online course site and material following enrollment. Such notice should be delivered to the school either in person, by written cancellation sent to San Francisco International University College of Law, Office of Dean, 400 Oyster Point Blvd. Ste. 422, South San Francisco, CA 94080, or by email to dean@sfiulaw.com.

Refund will be provided to the student within thirty (30) days after student cancels enrollment from course or program or within thirty days of the Law School discontinuing a course or educational program in which student is enrolled.

If the student withdraws from a course more than three (3) days have passed since student is first given access to the online course site and material, the Student will receive a pro rata refund up to eleven (11) weeks for the unused portion of the tuition and other refundable monies, if the period of enrollment didn't exceed 50% of planned instructions. The refund will be provided within thirty (30) days after student cancels enrollment from course / J.D. program.

The period of given instruction is counted on a weekly basis, regardless of the actual day that a particular course begins. Each week starts every Sunday at 12:00am and ends on Saturday at 11:59pm (Eastern Time). For purposes of refunds, one year on instruction begins when student is enrolled and given access to course site material and ends one year later.

If the student withdraws from course after period of instruction exceeded 50% on planned instruction, SFIU will not provide any refund.

## **Student Formal Grievance Procedures**

San Francisco International University College of Law promotes honesty and respect inherent to the educational work of students and faculty. SFIU is committed to resolving any issues that may arise during the course of a student's enrollment. A grievance may involve a complaint that includes administrative issues, financial issues, technical issues, faculty performance, grading, program content, program effectiveness/expectations, or library services.

SFIU will review all grievances in a timely, fair, and equitable manner. If the complaint concerns a faculty member or administrator, SFIU will consult with the faculty member regarding the complaint.

For third party complaints, students are encouraged to visit the website of the California State Bar at, [www.calbar.ca.gov](http://www.calbar.ca.gov) and the website for the Distance Education and Training Council is [www.detc.org](http://www.detc.org).

If a grievance has not been satisfactorily resolved by informal procedures, the student or interested party may file written grievance with the Dean of San Francisco International University College of Law within 60 days of the act or event which is the subject of the grievance.

The Dean shall conduct any necessary investigation and meet or call with the student or interested party in an effort to resolve the grievance. The Dean shall present all concerned parties with a written answer to the grievance within ten working days after the meeting or calls.

If a grievance has not been satisfactorily resolved, the student may file a written appeal to the Dean within five working days of receiving the answer.

The Dean shall make a decision within 30 days of the written appeal and shall mail the decision to all concerned parties. The Dean's decision shall be final.

**Notice Concerning transferability of Units and Degrees earned at San Francisco International University College of Law**

The transferability of credits you earn at SFIU is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or degree you earn at SFIU is also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma 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 course-work at the 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 SFIU to determine if your credits, diploma or degree will transfer.

**Total Charges:**

Total Charges for this Enrollment Agreement: \$\_\_\_\_\_.

Total Charges for this degree are \$\_\_\_\_\_.

## Legally Binding Contract

This agreement is a legally binding instrument when signed by the student and accepted by the University. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given:

- (a) a written statement of the University's cancellation, withdrawal and refund policy;
- (b) a University catalog that includes a description of the educational services, including all material facts concerning the University and the program, which are likely to affect your decision to enroll. San Francisco International University School of Law reserves the right at its discretion to change course titles, content and requirements during a student's term of enrollment.

**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 University's cancellation, withdrawal and refund policies are clear to me. I understand that I am financially responsible for any and all charges incurred.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Official: \_\_\_\_\_ Date: \_\_\_\_\_

Title of School Official: \_\_\_\_\_

Accepted by \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Addendum to Enrollment Agreement

The purpose of this form is to certify that the student has read the following information contained in the San Francisco International University College of Law Catalog. Please initial each line and sign.

Initial (\*)

1. Description of the instruction provided under each course offered by the institution including the length of programs offered.  
\_\_\_\_\_
2. The number of credit hours or clock hours of instruction or training per unit or units required for completion of the educational degree program.  
\_\_\_\_\_
3. The attendance, dropout, and leave of absence policies.  
\_\_\_\_\_



4. The faculty and their qualifications.  
\_\_\_\_\_
5. The schedule of tuition payments, fees, and all other charges and expenses necessary for the term of instruction and the completion of the program.  
\_\_\_\_\_
6. The cancellation and refund policy.  
\_\_\_\_\_
7. For institutions that participate in federal and state financial aid programs, all consumer information that the institution is required to disclose to the student.  
\_\_\_\_\_
8. All other material facts concerning the institution and the program that are reasonably likely to affect the decision of the student to enroll.  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The educational background, qualifications, and experience of the faculty and the names of any faculty or administrators who are members of the State Bar of California or who are admitted in another jurisdiction are:

**Matus Varga, Dean, First-Year Law Professor**

- Juris Doctor Equivalent, Comenius University, School of Law.
- Diploma in Introduction to UK and EU Law, University of Cambridge.
- Master of Laws, Cum Laude, Florida State University.
- Licensed New York attorney and legal educator 2012-2016.
- Member of the Bar – State of New York.
- Adjunct Professor of Law, Florida State University College of Law

**Daniel Ricciulli, Professor, Registrar**

- Juris Doctor, Nova Southeastern University, School of Law.
- Bachelor of Arts, Magna Cum Laude, International Relations/ Comparative Politics; University of Central Florida, Orlando.
- Member of the Bar – State of Florida

**James Gipson, Professor**

- Juris Doctor, St. Thomas School of Law.
- Bachelor of Arts, University of Texas.
- Linguist, Department of Homeland Security, Immigration & Customs Enforcement, 2005-2006. • Linguist, Drug and Enforcement Administration, 2006-2008.
- Member of the Bar – State of Florida
- Asylum Officer, New Orleans Asylum Office, LA, 2015-Present.

**Hassan Mirza, Professor**

- Master of Business Administration, The George Washington University, August 2012.
- Doctorate, Healthcare Law and Public Policy. Dissertation: Unconscious Physician Bias and Disconcordance in the Physician-Patient Relationship: A Participatory Approach to Reducing Healthcare Disparities, Northeastern University, MA, August 2012.
- Juris Doctor, University of the Pacific, McGeorge School of Law, May 2000.
- Bachelor of Business Administration, California State University, June 1997.
- Law Professor, Golden Gate University, San Francisco, CA, 2012-Present.
- Law Professor, De Anza College, Cupertino, CA 2008-2008.
- Law Professor, California State University East Bay, Hayward, CA, 2001-2006
- Law Professor, The George Washington University, Washington D.C., 2002-2003.

I am aware of the fact that the Committee of Bar Examiners of the State Bar of California requires 60 semester units (or the equivalent) of undergraduate education, transferable to a bachelor's degree from a regionally accredited institution, for law school studies to commence.

If the Committee of Bar Examiners of the State Bar of California does not find my records sufficient when I attempt to register as a law school student, I understand that I will be required to withdraw from school at that time. I will be able to apply for readmission as soon as all required credits are completed.

I also understand that I will be responsible for all tuition and fees for the weeks I attended school before my withdrawal. All monies paid in excess of the fees and earned tuition will be returned to me by San Francisco International University College of Law.

Signature:

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Print Name:

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Date:

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**Arbitration Agreement:** Any dispute, controversy or claim arising out of or relating in any way to this contract including without limitation any dispute concerning the construction, validity, interpretation, enforceability or breach of the agreement, shall be exclusively resolved by binding arbitration upon a Party's submission of the dispute to arbitration. In the event of a dispute, controversy or claim arising out of or relating in any way to this agreement, the complaining Party shall notify the other Party in writing thereof. Within thirty (30) days of such notice, management level representatives of both Parties shall meet at an agreed location to attempt to resolve the dispute in good faith. Should the dispute not be resolved within thirty (30) days after such notice, the complaining Party shall seek remedies exclusively through arbitration. **The demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after two years from when the aggrieved party knew or should have known of the controversy, claim, dispute or breach.**

- a) This agreement to arbitrate shall be specifically enforceable. A Party may apply to any court with jurisdiction for interim or conservatory relief, including without limitation a proceeding to compel arbitration.
- b) The arbitration shall be conducted by three (3) arbitrator[s]. If the Parties are not able to agree upon the selection of an arbitrator, within five (5) days of commencement of an arbitration proceeding by service of a demand for arbitration, the arbitrator shall be selected by the American Arbitration Association.
- c) The arbitration shall be conducted in accordance with the Federal Rules of Civil Procedure.
- d) The arbitration shall be conducted in San Francisco, CA.

- e) The laws of the State of California shall be applied in any arbitration proceedings, without regard to principles of conflict of laws.
- f) It is the intent of the parties that, barring extraordinary circumstances, arbitration proceedings will be concluded within one hundred and twenty days from the date the arbitrator[s] are appointed. The arbitrator[s] may extend this time limit in the interests of justice. Failure to adhere to this time limit shall not constitute a basis for challenging the award.
- g) Except as may be required by law, neither a party nor its representatives may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of all parties.
- h) The Parties shall exchange a copy of all exhibits for the arbitration hearing and shall identify each witness who will testify at the arbitration, with a summary of the anticipated testimony of such witness ten days before the arbitration hearing.
- i) The cost of the arbitration proceeding and any proceeding in court to confirm or to vacate any arbitration award, as applicable (including, without limitation, reasonable attorneys' fees and costs), shall be borne by the unsuccessful party, as determined by the arbitrators, and shall be awarded as part of the arbitrator's award. It is specifically understood and agreed that any party may enforce any award rendered pursuant to the arbitration provisions of this Section by bringing suit in any court of competent jurisdiction. The parties agree that the arbitrator shall have authority to grant injunctive or other forms of equitable relief to any party. This Section shall survive the termination or cancellation of this Agreement.
- j) Each party shall pay its own proportionate share of arbitrator fees and expenses [plus the fees and expenses of the arbitrator it designated and the arbitration fees and expenses of the American Arbitration Association. The arbitrator[s] shall be entitled to award the foregoing arbitration and administrative fees and expenses as damages in his/her discretion.

Signature:

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Date:

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