STARDOM UNIVERSITY

Enrollment Agreement and Student Disclosures

Enrollment Agreement and Student Disclosures Policy

1. Purpose

To ensure that prospective and enrolled students receive accurate, consistent, timely, and understandable information before making enrollment decisions and throughout their studies.

2. Scope

Applies to admissions and enrollment communications, enrollment agreements, catalogs, student disclosures, tuition and fee information, cancellation and refund information, and changes communicated to students.

3. Policy requirements

Accurate and consistent information

Program names, award titles, delivery mode, language of instruction, duration, admission requirements, curriculum, total tuition, fees, payment arrangements, and refund terms must match the current approved catalog and applicable enrollment agreement.

Information about legal status, approvals, accreditation, recognition, transferability, employment outcomes, or partnerships must be precise, current, and supported by evidence. An application or pending process must not be described as an approval already granted.

Where a material inconsistency is identified, the University must refer it for correction and provide affected students with accurate information through an appropriate official channel.

Enrollment agreement and disclosures

Students must receive the enrollment agreement and required disclosures in the form and at the time required by applicable law before being bound by the relevant enrollment terms.

The agreement and disclosures must clearly identify the responsible legal entity, program, total charges and payment schedule, cancellation and refund terms, and any other information required by applicable law.

A website policy does not replace a required contract term or mandatory disclosure. Where applicable rules require direct disclosure, a hyperlink alone is not sufficient.

Changes, records and student questions

Material changes to fees, program requirements, delivery, or student rights must be reviewed by the responsible departments and communicated in accordance with applicable law and the enrollment agreement.

The University must retain version-controlled copies of enrollment agreements and disclosures supplied to each student, together with required acknowledgements and records of material communications.

Admissions and Registration & Student Affairs must direct unresolved questions about legal wording, refunds, or regulatory disclosures to the authorized institutional reviewer before issuing a definitive answer.

Publication control

The current catalog and approved student-facing documents must be easy to locate on the official website. Superseded versions must be removed from general circulation or clearly marked as archived.

The policy owner must verify that published links, contact details, and downloadable documents function correctly and match the approved versions.

4. Responsibilities

Admissions and Registration & Student Affairs is responsible for maintaining this policy, coordinating implementation, retaining evidence, and proposing revisions. The President of the University is the final approving authority.

5. Review and document control

At least annually and whenever program, fee, legal-entity, enrollment, or disclosure requirements materially change.

The approved version must be version-controlled, published in an accessible format, and reconciled with the current catalog, enrollment agreement, applicable academic documents, and other policies. Superseded copies must be archived or clearly marked.

6. Regulatory and publication note

This policy does not itself establish BPPE approval, accreditation, government recognition, or authorization to operate. Statements about the University's legal or regulatory status must reflect current, independently verified evidence. Before publication, confirm the policy's applicability to the relevant legal entity, programs, and student population.

Approval / Effective Date: January 2026 | Next Review: January 2027

This policy must be interpreted consistently with applicable law, the current University Catalog, and the relevant enrollment agreement.