



Study Group Academic Records Release Form

Please Print Legibly

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ (Home) _____ Ext. _____ (Work)

E-mail: _____

Birthdate: ____/____/____ Male Female

Social Security Number: _____

(Note: These records are kept confidential. You will receive a Student ID number different than your Social Security Number for your protection. However, your SS# is used as verification when checking on grades.)

Refund/Cancellation Policy

1. You may cancel your enrollment within five (5) days, exclusive of Saturday, Sunday and USA holidays, after midnight of the day on which you signed the enrollment agreement (Subject Enrollment Card or Order Form). If you cancel your enrollment during this time, you will be given a complete refund of all money paid, excluding postage fees.
2. From five (5) calendar days, exclusive of Saturday, Sunday and USA holidays, after midnight of the day on which you signed the SEC or order form until nine (9) months from the day on which you signed the order form, Global University will be entitled to retain a registration fee from the amount you have paid. The registration fee (converted to local currency) will be calculated as follows.
 - a. For courses costing less than \$300 U.S., Global University may retain up to \$75 U.S.
 - b. For courses costing \$300 U.S. or more, Global University may retain 20% of the total paid but not more than \$200 U.S.
3. If you request cancellation after two months of your dated SEC or order form, Global University shall be entitled to the registration fee plus a percentage of the total cost of the courses. The percentage will be calculated as follows: The registration fee will be deducted from the total cost of the course. Then, in addition to the registration fee, Global University will retain a percentage of the amount that remains. The percentage retained will depend on how much of the course you have completed. Therefore:
 - a. Up to and including your completion of the first 10% of the course, Global University may retain 10% of any remainder. After you have completed more than 10% of the course and up to and including completion of 25% of the course, Global University may retain 25% of any remainder.
 - b. After completion of more than 25% of the course, and up to and including completion of 50% of the course, Global University may retain 50% of any remainder.
 - c. If you complete more than half of the course, Global University shall be entitled to the full cost of the course.
 - d. Refunds will only be given on materials that are in resalable condition.

Academic Release Authorization

I authorize Study Group Leadership from:

(Church or Organization Name)

(City)

(State)

To request academic information from my official student record which is kept with Global University in Springfield, Missouri until I contact the school and withdraw this authorization in writing. My signature below indicates that I have read and agree to the Global University refund/cancellation policy.

(Student's Signature)

(Date)