



## Social Transformation Certificate Program Enrollment Agreement

Congratulations on completing the Wilmette Institute Admissions process and being accepted to the Social Transformation Certificate Program ("Program"). Read this Agreement and sign or initial where required to complete the enrollment process. If there are any corrections to your personal information, please contact the Registrar Nicola Casserly: [learn@wilmetteinstitute.org](mailto:learn@wilmetteinstitute.org)

### Student Information:

Student Name:

Personal Email:

Date of Birth:

Address:

City:

State/Province:

Zip Code:

Country:

Phone Number:

### 1. Enrollment Period

The period covered by the enrollment agreement shall be two years starting from the date on which the Enrollment Agreement is signed.

### 2. Fees and Charges

The Social Transformation Certificate Program is provided at no cost. There are no fees or tuition charges associated with this program.

### 3. Notice of Cancellation

A student has the right to cancel this Agreement at any time. A student's notice of cancellation must be received by the Wilmette Institute (WI) in writing via email to [learn@wilmetteinstitute.org](mailto:learn@wilmetteinstitute.org). Cancellation is effective on the date written notice of cancellation is sent.

Notice of Cancellation is effective if it shows that the student no longer wishes to be bound by this Agreement or to continue their attendance in the Program at WI. If the student cancels this Agreement, the student shall not be liable to WI. Students are not charged fees or tuition. Therefore, cancellation shall have no monetary refund impact.

### 4. Refunds, Loans, and Withdrawals

AS WILMETTE INSTITUTE CURRENTLY DOES NOT CHARGE TUITION OR FEES FOR THIS PROGRAM, REFUNDS ARE NOT APPLICABLE FOR ANY CANCELLATION OR WITHDRAWAL ACTIVITY.

### 5. Governing Law, Mediation, Arbitration, and Venue

This Agreement shall be governed by and construed in accordance with the principles of the Baha'i Faith and the laws of the State of Illinois only. In the event a dispute, controversy, or claim arises in connection with this Agreement, the parties expressly agree that any action, mediation, or arbitration will be conducted in Cook County, Illinois. The parties agree to mediate, in good faith, any dispute, controversy, or claim arising from this agreement. The parties shall mutually agree on the mediator. Should a selected mediator be a Baha'i, such a mediator must be a Baha'i in good standing. Should the mediation process prove unsuccessful, the matter shall be referred to binding arbitration. Each party shall select one arbitrator, and the two selected arbitrators shall mutually agree to the selection of a third

arbitrator. Should a selected arbitrator be a Baha'i, such an arbitrator must be a Baha'i in good standing.

## **6. Termination Date**

This Agreement will terminate after two (2) years starting from the date on which the Enrollment Agreement is signed. Students must have completed their Certificate program prior to the termination date. Failure to do so will result in a student's enrollment termination. Extensions of time under extenuating circumstances will be considered upon request by the WI Program Coordinator on a case-by-case basis upon showing good cause.

## **7. WI Learning Environment**

Wilmette Institute offers a unique, exclusively online learning experience that combines synchronous and asynchronous learning through Moodle, a secure learning platform, and other educational technologies. All learning takes place online, and courses take place over a term of 10 or 16 weeks (for partnering institutions with semester systems). Each course is divided into units and requires the submission of a final paper. The weekly study units are made available one week at a time at the start of each week, and students retain access to the completed units. Via the Learning Management System, students share resources, exchange ideas, discuss weekly topics, submit assignments, and interact with faculty.

## **8. Wilmette Institute Obligations**

To ensure the integrity and academic excellence of Wilmette Institute (WI) and to ensure that students derive maximum benefit from their studies at WI, WI is obliged to:

- A. Implement its mission and institutional goals;
- B. Deliver up-to-date and high-quality academic programs and instructional materials, and ensure that academic standards are maintained;
- C. Provide student services, academic advising, and ancillary support services to help students complete their program studies successfully;
- D. Maintain its technological systems to enable students to access their courses, records, forms, and WI information;
- E. Evaluate and improve its programs, courses, and services;
- F. Provide accurate and truthful information regarding its programs and services;
- G. Uphold all WI policies and procedures and apply these fairly;
- H. Maintain and protect student records and privacy in accordance with WI's Privacy Rights and Responsibilities (see the Student Handbook);
- I. Ensure the engagement of competent and qualified WI directors, officials, faculty, and employees;
- J. Manage WI's affairs ethically, with financial responsibility, and in full compliance with the law;
- K. Award students a Certificate of Completion upon successful completion of the program.

## **9. Student Obligations**

To ensure the integrity and academic excellence of WI and to ensure that each student derives maximum benefit from their studies at WI, students are obliged to:

- A. Read and comply with the Code of Conduct (set out in the WI Student Handbook and Course Catalog) and other provisions, including those in relation to the matters restated here;
- B. Comply with all other WI policies, requirements, and procedures;
- C. Conduct coursework with integrity, including submitting their own original work;
- D. Conduct themselves in a professional manner, treat all other students, faculty, volunteers, and administrators with respect, and refrain from any behavior that may be deemed to be offensive, discriminatory, threatening, bullying, deliberate embarrassment, or harassment of others;
- E. Refrain from engaging in deceptive, dishonest, or fraudulent behavior, including encouraging or inducing another applicant or student to engage in such behavior;
- F. Comply with the instructions in the course syllabus and the reasonable directions of instructors;
- G. Participate actively in class, course, and discussion forums;
- H. Submit assignments and coursework on time and as required;
- I. Fulfill peer assessor responsibilities fairly, non-competitively, and professionally; and
- J. Maintain Satisfactory Academic Progress as described in the WI Student Handbook.

## **10. Privacy Rights and Responsibilities**

Wilmette Institute uses Moodle for its Student Learning Management System. As a system user, students must comply with the WI Privacy Rights and Responsibilities. WI uses Populi as its Student Information System. Access to Populi is limited to authorized WI Staff only. The Wilmette Institute is committed to maintaining the privacy of all Personally Identifiable Information (PII) it collects from its students. Accordingly, students must ensure that their Moodle account privileges are restricted to their own use, and must take reasonable precautions to prevent unauthorized use of their accounts. Only the person whose Moodle username was used to enter this portal may conduct business on this site. Any other use is unlawful and violates the WI Privacy Rights and Responsibilities Policy.

**Note:** Identity verification is required for applications. [Student Identity Verification Policy](#). Current photo student ID, Date of birth, and Driver's License must be accurate to ensure the integrity of student permanent records.

### **11. Complaints and Grievances**

For internal grievances, grade appeals, and complaints about academic issues, students should refer to procedures, including the Grievance Policy and procedure in the WI Student Handbook. Nothing in the Grievance Policy should be taken as precluding any right that the student may have to seek any contractual or other legal remedies.

A student or any member of the public may file a complaint about this institution with the Illinois Board of Higher Education, 1 North Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701-1377, by calling (217) 782-2551 or by completing a complaint form, which can be obtained on the IBHE Web site (<https://complaints.ibhe.org/register.aspx>).

NOTE: All Wilmette Institute Admissions recruitment is conducted in English, and the language of instruction is English. All new students who do not speak English as their first language are required to demonstrate English language proficiency upon admission.

IF ENGLISH IS NOT YOUR PRIMARY LANGUAGE, AND YOU ARE UNABLE TO UNDERSTAND THE TERMS AND CONDITIONS OF THIS ENROLLMENT AGREEMENT, YOU HAVE THE RIGHT TO OBTAIN A CLEAR EXPLANATION OF THE TERMS, CONDITIONS, CANCELLATION AND REFUND POLICIES IN YOUR PRIMARY LANGUAGE. Contact Student Queries <https://wilmetteinstitute.org/contact-us/> or write directly to [learn@wilmetteinstitute.org](mailto:learn@wilmetteinstitute.org)

### **12. False Statements, Misrepresentation, Fraud**

The WI reserves the right to deny admission or take any other disciplinary action, including terminating enrollment, if an applicant makes any false or misleading statements or encourages another applicant to make false or misleading statements, including with respect to obtaining a WI scholarship, regardless of whether such scholarship is awarded.

### **13. Copyright**

Course enrollees agree that all Information within the institution's courses, texts and resources, accompanying workbooks, websites, etc., are protected by intellectual property rights, including copyrights, trademarks, and other proprietary rights, which are valid and protected in all media existing now or later developed, and contractually agree not to create derivative works based on the information and not to use the information for the purpose of enhancing competing works. Course enrollees are granted a limited license to use, search, display, or print the Information on the institution's websites for their own personal, noncommercial use only, provided the Information is not modified and a copy of this agreement is attached to any copies made. Any other use of the Information is strictly prohibited. None of the Information may be otherwise reproduced, republished, or re-disseminated in any manner or form without the prior written consent of the institution. All rights, including copyright, in any information linked to but not hosted on the Site continue to be owned by their respective owners. Note that using the institution's websites signifies your agreement to this and future Copyright Notices. Your continued use of the institution's websites subsequent to changes to this Copyright Notice will mean that you accept the changes.

### **14. Mandatory Disclosures and Signatures:**

WI does not accept transfer credits from other institutions.

#### **NOTICE CONCERNING TRANSFERABILITY OF CLOCK HOURS AND CERTIFICATE EARNED AT WILMETTE INSTITUTE.**

The transferability to an institution of higher learning of the certificate and/or clock hours students earned at Wilmette Institute is at the complete discretion of the institution to which students may seek to transfer. If the clock hours and/or certificates earned at WI are not accepted at the institution where a student seeks to transfer, the student may be required to repeat some or all of the coursework there. For this reason, students should ensure that their attendance at WI meets their educational goals. Those requiring an official transcript from WI before completing the program will be charged a \$25 fee.

#### **NOTICE CONCERNING CERTIFICATE PROGRAM STUDENTS**

Wilmette Institute's Social Transformation Certificate Program consists of completing three courses in two years or less. A student will only be enrolled in the WI if they complete an application for admission, meet all the requirements for admission, are accepted and enrolled, successfully complete the Introductory Course (self-study course that takes 4 to 6 hours of coursework), and sign an Enrollment

Agreement. There is no guarantee that a student who successfully completes the Certificate will thereafter be able to enroll in further WI courses in the Program. Students must contact WI admissions staff to pursue further enrollment opportunities, post-program completion and will be subject to the terms and conditions in place at the time.

**NOTICE CONCERNING WILMETTE INSTITUTE POLICIES AND PERFORMANCE DATA.**

Prior to signing this Agreement, you are encouraged to review the current WI policies and handbooks on the WI website <https://wilmetteinstitute.org/policies-handbooks/>, which includes the current Student Handbook and Course Catalog. These documents contain important policies and performance data for Wilmette Institute. WI requires you to initial your review of these documents as part of your enrollment.

**Note:** To enroll and remain in the WI certificate program, applicants and students must confirm that they are not taking more than twelve units per quarter or semester in another institution of higher learning. A copy of the current transcript may be requested to confirm compliance. If non-compliant, the applicant/student will not be allowed to enroll or continue until compliance is verified by the Registrar.

I certify that I have received and read the following documents from the [Policies and Handbooks web page](#):

- Consumer Information Disclosure
- Course Catalog
- Distance Education Disclosure
- Grading Policies
- History of the Wilmette Institute
- Privacy Rights and Responsibilities
- Student Handbook

Student Signature (Initials):

Date:

I UNDERSTAND THAT THIS AGREEMENT BECOMES LEGALLY BINDING WHEN SIGNED BY ME AND ACCEPTED BY WILMETTE INSTITUTE.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$0

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$0

I am over eighteen years old or meet WI Minors (Under 18 years old) Enrollment Policy disclosed in the Student Handbook.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to the rights and responsibilities written in this Agreement.

Student Name

Student Signature

Today's Date

**Institution Acceptance of Agreement:**

Institution Representative Name

Institution Representative Signature

Today's Date

**Registered Address:**

Wilmette Institute  
1233 Central Street

Evanston, IL 60201-2886

847-733-3466 | [wilmetteinstitute.org/](https://wilmetteinstitute.org/)