



ELEVATION LIFE TRANSFORMATION™
*The University of Christ-Centered Coaching,
Leadership, & Change*

APPENDIX

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Appendix

APPENDIX & FORMS	1
ADMISSIONS APPLICATION FORM	4
APPROVAL LETTER & WELCOME (SCHOLARSHIP)	8
WAIVER OF TUITION FORM.....	10
APPROVAL LETTER & WELCOME – (NO SCHOLARSHIP).....	10
RECORD OF PREVIOUS EDUCATION & TRAINING FORM	13
CREDIT FOR PREVIOUS EDUCATION AND TRAINING – EVALUATION APPROVAL - ACTIVE	16
CREDIT FOR PREVIOUS EDUCATION AND TRAINING – EVALUATION APPROVAL - INACTIVE...	22
POLICY ACKNOWLEDGEMENT FORM.....	24
HIGH SCHOOL DIPLOMA/GED ATTAINMENT SELF-ATTESTATION FORM	26
STUDENT ENROLLMENT AGREEMENTS.....	27
PAYMENT PROCESSING FORM	50
STUDENT ADVISORY ROADMAP (FORM)	51
ASSIGNMENT UPLOAD FORM	52
DOCTORAL DISSERTATION PROJECT PROPOSAL IDEA SUBMISSION FORM	53
COURSE LESSON JOURNALS	54
DISSERTATION DEFENSE EVALUATION FORM	56
OTHER CONTENT	63
ELTU COURSE DELIVERY APP.....	64
ONLINE COURSE CATALOG.....	65
How to Search ELTU Online Course Catalog.....	65
INSTRUCTOR’S WEEKLY DISCUSSION QUESTIONS (DQ) FORUM	66
How to Post to Your Instructor’s Weekly Discussion Question (DQ) Forum	66
COACHING ACTION PLAN	67
How to Use the Coaching Action Plan	67
GRADUATION EXPERIENCE HANDOUT.....	68



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This **Appendix & Forms** document helps students understand how and when to complete ELTU forms by explaining some of the ELTU processes used along the way. Once students are enrolled to the University, the Appendix can be helpful with new users of the ELTU Course Delivery App and other ELTU online materials since the document contains not only forms, but other helpful ELTU tools, documents, materials, and content.

The Appendix & Forms document is also helpful for the Texas Workforce Commission Division of Colleges and Careers for review purposes, as the document is a collection of the most recent ELTU Forms and their revision dates.

The enclosed forms show the most recent revision dates for that specific form.



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ADMISSIONS APPLICATION FORM



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ELTU ADMISSIONS APPLICATION

Form ELT APP - Revised 06-10-2023

Complete your application and an ELTU response will be provided within 3 to 5 business days.

For more information, visit:

www.ElevationU.com.

How our Application Process Works:

- STEP 1** - Complete this ELTU Application from your computer desktop or laptop.
- STEP 2** - Complete online automated state-required Attachments that accompany your Application.
- STEP 3** - Submit \$100 Registration Fee and \$150 Processing Fee *(Both Refundable if Application is not approved)*.
- STEP 4** - Receive Approval and Welcome Letter within 3 to 5 business days via email.
- STEP 5** - Start your Program. **EASY. AFFORDABLE. LIFE-CHANGING! ELTU: DESTINY DELIVERED.**

If you need help with this process - please feel free to reach out to us at:

(512) 763-0474



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Name *

John Smith Smith Smith
First Name Middle Name Last Name Suffix

Social Security No. *
Gender *
Male

Address *

111 Pine Street
Street Address

Street Address Line 2

San Francisco Alabama
City State

94111
Zip Code

Date of Birth *
06-07-2023
Date

Religious Affiliation
textbox_sample13

Email *
john@example.com
example@example.com

Phone Number *
312 312
Area Code Phone Number

Select Candidate Type *

Previous College Student
 Not a Previous College Student

Upload a recent photo headshot here for sharing on our portal as your Student Image or Avatar

Browse Files

Admission Application For *

2022 Year
 2023 Year
 2024 Year
 2025 Year

If you have copies of your transcripts, you can upload them here. *(if not, SKIP this section and provide them later).*

High School Diploma or GED

Browse Files

If available, upload here. If not, SKIP and provide later.

College Transcripts


Browse Files

If available, upload here. If not, SKIP and provide later.

ELTU Degree Program or Seminar *

33-Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Management

How did you hear about us?
31-Internet Search Engine



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Reference


Provide a reference (Friend, Family Member, Clergy, Co-worker, Business Associate) with contact information where they can be reached to provide a short candidate review. Only one is needed.

Reference Name *
textbox_sam textbox_sample18
First Name Last Name

Type of Reference *
Friend
Select type of relationship

Phone Number
312 312
Area Code Phone Number

Email Address of Reference *
textbox_sample21



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ALL CANDIDATES ADMISSION QUESTIONS

Writing 100-200 words takes only about 6 minutes for the average person typing on a keyboard, so please don't stress while answering the questions below. Take only a few minutes to answer each question. This helps us to understand your reasons and readiness to achieve your degree at ELTU.

Admissions Question #1

At ELTU, we believe there are six factors students should consider in successfully completing an educational program with us. These are:

1. Emotional Maturity
2. Anxiety Levels
3. God's Love as Priority
4. Independent Learning Style
5. Time Management
6. Relevance to Your Purpose.

Successful achievement of your desired ELTU program will take these six factors working in tandem with each other, so our admissions process requires a brief written response to the following question. **Be sure to hit "Save" button as you go.**

Which of the (6) factors would be most challenging for you in completion of your ELTU degree program and why? Describe as many factors as needed. *

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Admissions Question #2

Luke 14:28 (KJV) says:

"For which of you, intending to build a tower, sitteth not down first, and counteth up the cost, whether he have sufficient to finish it?"

How will you count up the cost of achieving this program overcoming the challenges you listed above? How will you set yourself up for success overcoming those hindrances? *

Admissions Question #3

Many individuals go to college and even seminary only to end up with degrees that are meaningless meaning - **they never make the paper mean anything.** An ELTU degree is meaningful because it is both the ELTU Instructor (as mentor) and ELTU Student (as mentee) who are called in this process of growth. Further, it is the ELTU Instructor (as coach) and ELTU Student (as client) that bear the burden placed upon them, a burden that calls them out to something and someone who is greater.

As a prospective ELTU Student, how ready are you for this season as opposed to another time in your life? How do you plan to use this degree to "level-up" for yourself and others? *

ALL STUDENTS ACKNOWLEDGEMENT

All students must complete this section

**Fees that apply to all students and are part of the Student Enrollment Agreement required with Admissions Application: *

- Registration Fee \$100 (100% refundable if unapproved)
- Processing Fee \$150 required of all programs and seminar series (100% refundable if unapproved)

NEED-BASED ELTU SCHOLARSHIPS

If you are interested in being considered for ELTU scholarship or financial assistance this section is required (offered through 5-31-2023).

Regardless of the outcome of the scholarship decision: Who will be impacted by the change? What will happen if you do not get the scholarship?

111/500

Scholarship Applicants Only - There are 2 categories we consider need-based. The NEARLY FREE FULL-RIDE is a means to those who are at a financial level who without this scholarship would not be able to do the school at all. Everyone else in the Scholarship program deems themselves in financial need of assistance in order to attend the program. The Scholarship recipients depending on the need may pay a minimum of \$107 per month starting the 2nd month in the program. This is the minimum for those who are not financially able to do the regular ELTU tuition rates. Please self-identify the statement that applies to you below. In which category should we evaluate your financial need request? (Please check one category)

- I am in this category: Unemployed or Displaced worker (makes less than minimum wage OR laid off or under-employed) OR: I receive federal or state financial assistance. (NEARLY FREE FULL RIDE SCHOLARSHIP)
- I am in this category: Financially unable to pay regular ELTU tuition rates but I am able to pay the minimum \$107 monthly Scholarship Assistance rate for the ELTU degree program for which I am applying. (REG SCHOLARSHIP)
- None of the above (NO SCHOLARSHIP)

SCHOLARSHIP ACKNOWLEDGEMENT

All students applying for the Scholarship must also complete this section

If approved for ELTU Scholarship, (I) the student understand that I may receive free, nearly free, or reduced tuition or fees based on need. I further understand that ELTU Scholarships are not governed neither provided

by state, federal, or local government so they are not entitlements. ELTU Scholarship recipients will be subject to:

- Matriculation Fees of \$1,288 automatically incurred annually at the beginning of each program year, and may be waived in full or in part on Scholarship depending on the school's financial status, student's financial need, and/or any donor requirements. Matriculation Fees must be paid in advance (or may be set up on installments of \$107 per month) when not waived via Scholarship. Matriculation Fees automatically are charged each program year until program completion or maximum number of months in the program has expired whichever comes first.
- Fees not covered by Scholarship: ELTU Scholarships cover Tuition of ELTU Degree Programs only and do not cover voluntary optional services, add-on programs, or any incidental fees. Expenses like Registration fee, Matriculation fee, Books, Supplies, Dual Degree/Seminar Programs, Graduation Expenses, Materials or Processing fees are not covered by the Scholarship. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission.
- Terms, Conditions, and Limits: Scholarships granted for Bachelor's program will not exceed 24 months. Scholarships granted for Non-Bachelor's programs will not exceed 12 months. Arrangement must be made in advance for any payment obligations that may be incurred or accumulated after the Scholarship term ends. Upon acceptance of the Scholarship, students will be presented with Payment Authorization Process to set up these expected payments in advance to cover any months of program enrollment beyond the term of the Scholarship.
- Change, Cancellation, or Revocation at any time: All ELTU Scholarships are temporary, subject to change, cancellation, withdrawal/deletion or revocation at any time; scholarships may be limited or restricted based upon changes to the financial situation of the school, our students, and/or any donors. Students may be required to update and inform ELTU during the financial assistance program of any changes in the student's financial situation resulting in a change in the student's eligibility for the Scholarship / ELTU financial assistance program.
- Enrollment in the ELTU Degree Program first and a Waiver of Tuition Form will be provided upon approval of the Scholarship. Students must setup Payment Plans to cover these fees if not paid in advance and they must agree to Payment Plan Authorizations with recurring electronically processed payments.
- Approval by the School's Executive Director and/or the School's designated official(s) to approve and administer awards
- All scholarships and financial aid awards are offered and reviewed based on financial need on a case-by-case basis.
- Scholarship Award Letter and documentation become a part of the Student Enrollment Agreement.

Hit "Save" button and continue to Next section.



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ELTU Application for Admission Form is completed online at:

<https://form.jotform.com/221617618201145>



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STUDENT STATEMENT OF CERTIFICATION

I certify that the information I have provided above are true to the best of my knowledge without any malice or any intention to commit acts of misrepresentation. I am aware that any false, misleading, or deceptive information provided that may lead to my withdrawal, expulsion, or any disciplinary action which may be dealt with by the school's authorities. I am signing below electronically to confirm my intended use of my electronic signature on these documents. Electronic signature below is proof of my acceptance and agreement to the contents of this entire Admissions Application and all attached forms, including but not limited to the required attachments in this electronic process:

- Admissions Application (completed)
- Record of Previous Training and Education (next)
- ELTU Policy Acknowledgement (next)
- HS Diploma/GED Self-Attestation Form (next)
- Student Enrollment Agreement (next)

TERMS AND CONDITIONS

I certify that I have read the ELTU School Policies & Catalog, and that should my application be approved, I agree to abide by all of the terms and conditions of the School. I understand that my information will be used for the intended purposes stated in the catalog. I agree to abide by the privacy and confidentiality rights of the University and all of its students and staff, including protecting any data and/or conversations via live interactions or virtual interactions posted on the University's portals and online access channels. I understand that my enrollment, if approved, may be immediately terminated for any infraction of University policies and procedures, including but not limited to any violation of the organization's practices of respect for the privacy and confidentiality of its instructors and students data.

DISCLAIMER & EXCLUSIONS

I further understand that ELTU degree programs and seminars are not regulated or accredited by the United States Department of Education or any other educational institution. Transferability of any credit hours earned at this school may be strictly limited to ELTU or ELTU business alliances. Students may not be able to transfer credits earned at ELTU to any other institutions as ELTU holds no relationship with Department of Education schools, accreditation agencies, or organizations. ELTU is exempt from requirements of the Texas Higher Education Coordinating Board (THECB). This means that ELTU program and seminar content is not designed for any state licensure, occupations, certification, or any other occupational requirements.

ELTU is offered only to enhance and maximize a student's own interests in their personal, professional, or spiritual journey. When considering occupational data, students may find information from the U.S. Bureau of Labor Statistics helpful.

Approved and Regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I agree to the above statements and Terms and Conditions. I understand that I may access any and all updates to these found on organization's website *

Student Initials *

M.T.

Clear

Student Electronic Signature *

my sign

Clear

Printed Name of Applicant *

textbox_sam textbox_sample23

First Name Last Name

Date Signed by Applicant *

06-07-2023

Date



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APPROVAL LETTER & WELCOME (SCHOLARSHIP)



SAMPLE

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Page 1 of 3

May 30, 2023 (Program Approval Date)

STUDENT ID NO / PIN: [REDACTED]

[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

- Enclosures:**
- University Handbook
 - BCL Courses Syllabi
 - BCL Course Content Outlines
 - Student Advisory Roadmap
 - Login to ELTU Student Portal

Dear [REDACTED]:

ELEVATION LIFE TRANSFORMATION: *The University of Christ-Centered Coaching, Leadership, and Change* is delighted to welcome you into the **Bachelor of Science Degree Program in Christ-Centered Leadership, Coaching, and Change** effective on the date highlighted and shown above.

Your Scholarship request is also approved! We are excited to co-partner with you in your pursuit of personal, professional, and spiritual transformation. In this journey, we see people motivated, inspired, and empowered to become their best in every area of life through Christ-Centered leadership, coaching, and change management education, training, and best-practices.

What's Next:

1. Waiver of Tuition Form (required for Scholarship recipients)
2. Student Advisory Roadmap (recommended)
3. Onboarding Orientation (recommended)

Waiver of Tuition Form (required for Scholarship recipients)

*This chart is for review purposes only. You have already set these fees up during your Admissions process. Simply sign the **Waiver of Tuition form at the end of this letter** which will allow this information to be attached to your Student Enrollment Agreement and emailed to you for recordkeeping purposes.*

	PAID ALREADY DURING ADMISSION PROCESS	PAYING IN MONTHLY INSTALLMENTS	100% REFUNDABLE (WITHIN 72-HOUR CANCELLATION PRIVILEGE)
Registration Fee \$100	✓	X	✓
Processing Fee \$150	✓	X	✓
Matriculation Fee \$107 monthly <small>(or \$1,288 if paying in advance) Matriculation Fee each year up to maximum # of program years.</small>	X	✓	✓



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Page 2 of 3

In approximately 30 days, your Matriculation Fee of **\$107 per month** will begin. This amount will be deducted via Paypal or debit/credit card payment for the next **24-months**. You will need to authorize your payment installment process when you complete your **Waiver of Tuition** form next.

Student Advisory Roadmap *(recommended)*

Your degree program or seminar work at ELTU is predominantly asynchronous study which means it's generally self-paced as the course allows for students to complete the materials at their own pace and move to the next course when they are ready. Students must complete the course no later than the maximum established timeline for the program that they selected, or they may incur Extended Program Fees. Self-paced does not mean that students can complete courses outside of the maximum time established in the University's policies and your Instructor's syllabus. We encourage students to use the Student Advisory Roadmap (attached) for your convenience. The Student Advisory Roadmap is a time management tool to help you finish the program according to your timeline and goals. Should you desire assistance in customizing your Student Advisory Roadmap, my office will be happy to assist you. Keep reading and I'll share more about this below.



Destiny Delivered.

Onboarding Orientation *(required)*

You are required to login to the **ELTU Course Delivery App** within the next 7 calendar days to become familiar with the tools available. This interaction will demonstrate how easy it is to access your courses in the catalog, download materials, complete the instructor's weekly discussion question (DQ) forum and upload completed assignments.

Be on the lookout for an invitation to a Live Onboarding session, where we will also show you how to customize your Student Advisory Roadmap to a timeline that meets your needs for graduation. Set aside about 45 minutes for the Onboarding Orientation. Be sure to login to the ELTU Course Delivery App within the next 7 calendar days to browse around. If you wish to speak with me directly before the live Onboarding demonstration, this opportunity will appear on screen once you complete the [Waiver of Tuition Form](#).

Again, I am excited to work with you and your passion to pursue God's glory for your life, and I extend my most enthusiastic welcome and congratulations on this achievement!

Now - let's do destiny! [Click this link to activate your Waiver of Tuition](#)

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WAIVER OF TUITION FORM

SAMPLE

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Destiny Delivered.

ELTU Waiver of Tuition Form-3 NON-BACHELOR 12-MON NF FR SCHOLARSHIP

CONGRATULATIONS!

Your Scholarship application for **ELEVATION LIFE TRANSFORMATION UNIVERSITY: *The University of Christ-Centered Coaching, Leadership, and Change*** has been accepted. You are now a part of an elite group of leaders selected for entrance into the innovative Bachelor's, Master's, or Doctoral degree program at ELTU tuition-free.

Established in 2023, the ELTU Inaugural Scholarship is a gift of Nearly Free OR Reduced Tuition from University Founder, Dr. Merle Ray, to elevate non-traditional students who are leveling-up in their callings and careers in the fields of coaching, leadership, spiritual and self-care, or managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support men and women who are committed to Christ-Centered leadership transformation in the 21st century.

To accept your Scholarship, you must review and agree to the Waiver of Tuition form below so that we can apply your award.

ELTU Inaugural Scholarship covers Tuition of your first ELTU Degree Program and does not cover Add-on Degrees and Services, or any extra expenses or incidental fees. This means that Registration and Processing Fees, Matriculation fees, Books, Supplies, or any extra expenses and services for your Degree Plan are not covered by the Scholarship.

Your Nearly Free Full-Ride Scholarship provides up to 12-months to complete your program with no Matriculation Fees if you are in a degree program other than Bachelor's degree. For the Bachelor's degree program, the Nearly Free Full-Ride Scholarship provides up to 24-months to complete your program with no Matriculation Fee.

Once the Nearly Free Full-Ride Scholarship is completed, you will be responsible for the Monthly Matriculation Fee shown in the chart below up to the maximum number of months for which your program allows as published in the ELTU School Catalog.

All Scholarship recipients must set up payment in advance or set up installment payments for those fees not covered by the Scholarship before proceeding. Tuition costs of your ELTU Degree Program will be waived once you complete this form and submit your payment plan for fees not covered by this Scholarship.

All ELTU Scholarships are subject to change at anytime, or be limited or restricted based upon changes to the financial situation of the school, our students, and/or any donors.

You are required to update us during the financial assistance program if changes in your financial situation impact your eligibility or other situations occur that deem you no longer eligible for the the Scholarship financial assistance program.

Any student who has not completed the program by the maximum number of months will incur an Extended Program Fee to keep the program open for their completion. To accept these Scholarship terms and conditions and to complete your Admissions process, please continue to the next steps below.

A copy of the full policy on the ELTU Inaugural Scholarship is included with the Student Enrollment Agreement that you have signed, and this Waiver of Tuition Form will now become a part of that Agreement.

I understand and acknowledge this policy, and I agree to abide by the stipulations of this Scholarship as indicated.

UNIVERSITY APPROVAL


As stated in your ELTU Program Approval Letter, your Scholarship means you will not incur a Monthly Matriculation Fee for the first 12-months, and your first payment of this fee will automatically begin on the 13th month of program enrollment if you have not completed the program, and are still active.

For your entire program period you will need to cover mandatory graduation ceremony expenses when you are ready to finish your program and any Extended Program Fees or incidental expenses like books and materials needed during your entire program will be your responsibility.

By clicking below, I agree to the Scholarship policy and payment of the fees not covered by the ELTU Scholarship. I understand that if I do not complete my program within the maximum timeframe guidelines in the ELTU Handbook, I may incur an Extended Program Fee which allows me to keep my program open beyond the maximum number of months established in the guidelines.

The information covered here and these amounts are shown as indicated as part of my ELTU Student Enrollment Agreement.

Student Signature *



Sign Here

Student Signed Date *

Date

Program Approved Date

Enter Program Approved Date HIGHLIGHTED IN YELLOW at the TOP of ELTU APPROVAL LETTER

UNIVERSITY APPROVAL

Student named above has been selected by ELTU Committee and is awarded the ELTU

— REVISED 6/01/2024



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APPROVAL LETTER & WELCOME – (NO SCHOLARSHIP)



SAMPLE

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Page 1 of 3

Approval Date: 06/01/2023

Class Begin Date: [REDACTED]

Student PIN/ID: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Via Email: [REDACTED]

Dear [REDACTED]:

I am delighted to approve your application to the **Graduate degree in Executive Leadership, Pastoral Care, and Change** program at ELEVATION LIFE TRANSFORMATION: *The University of Christ-Centered Coaching, Leadership, and Change™* effective on the date shown above. We are excited to co-partner with you in your pursuit of personal, professional, and spiritual transformation. In this journey, we see people motivated, inspired, and empowered to become their best in every area of life through Christ-Centered leadership, coaching, and change management education, training, and best-practices.

What's Next:

1. Payment Plan Activation *(required)*
2. Student Advisory Roadmap *(recommended)*
3. Onboarding Tutorials Orientation *(recommended)*

Payment Plan Activation *(required)*

You have selected the **24-month** timeframe in which to complete this part of your journey, and within approximately 30 days from today your first payment of **\$163/monthly** will automatically be deducted. You must click the **Payment Processing link** at the end of this letter to activate your electronic payment schedule. Your class officially begins on the date highlighted above and once activated, your electronic records will become open for you anytime 24/7 at your convenience. Students are eligible to graduate once their program is successfully completed and all payment arrangements are paid in full.

Student Advisory Roadmap *(recommended)*

Your degree program or seminar work at ELTU is Asynchronous Study which means generally self-directed non-instructor led learning as the course allows for students to complete the materials at their own pace and move to the next course when they are ready. **Live Assistance from your Mentor Coach Instructor and/or the School Office is always just a click away.** You are welcome to ask questions and

Enclosures:
University Handbook
GCL Course Syllabi
GCL Course Content Outlines
Student Advisory Roadmap
Login to ELTU Student Portal



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Page 2 of 3

reach out to your Instructor via the **Live Chat feature** on your **Instructor’s Discussion Forum** and you may also send messages directly through the **ELTU Course Delivery App** for assistance.

Students must complete their courses no later than the maximum established timeline for the program that they selected, or they may incur Extended Program Fees. Self-paced does not mean that students can complete courses outside of the maximum time established in the University’s policies and your Instructor’s syllabus. We encourage students to use the Student Advisory Roadmap (attached) for your convenience. The Student Advisory Roadmap is a time management tool to help you finish the program according to your timeline and goals. Should you desire assistance in customizing your Student Advisory Roadmap, my office will be happy to assist. Keep reading and I’ll share more about this below.



Onboarding Tutorials Orientation *(recommended)*

You are required to login to the **ELTU Course Delivery App** within the next 7 calendar days to become familiar with the tools available. This interaction will demonstrate how easy it is to access your courses in the catalog, download materials, complete the instructor’s weekly discussion question (DQ) forum and upload completed assignments. Be on the lookout for an invitation to a Live Welcome Orientation, where we will also show you how to customize your Student Advisory Roadmap to a timeline that meets your needs for graduation. Set aside about 45 minutes for the Welcome Orientation. Be sure to login to the ELTU Course Delivery App now to browse and shop your favorite bookstore to get textbook(s) in hand. Should you wish to schedule a call before our Welcome Orientation, an opportunity will appear on screen once you complete the process below.

Again, I am excited to work with you and your passion to pursue God’s glory for your life, and I extend my most enthusiastic welcome and congratulations on this achievement! Now – let’s do destiny!



Click [here](#) to securely setup your Payment Processing Plan on the ELTU page using [Paypal](#).

Your receipt will show ELEVATION LIFE TRANSFORMATION UNIVERSITY is owned by Dr. Merle Ray and uses The Noble Groups for billing and account management.

Dr. Merle Ray, President & CEO

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P.S. –

Please don't forget to download and review attachments for your files. A Student Checklist is shown below to help you ensure all the steps necessary to officially get started are completed properly. Blessings as you embark on this most impactful journey of personal, professional, and spiritual transformation.

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Record of Previous Education and Training Form is attached to this policy and provided to the student for review during this step - See Appendix page 16.

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CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

ELTU POLICY STATEMENT

Due to the specific nature of ELTU programs and services, it is the policy of ELTU to provide credit for previous ELTU or ELTU Alliance coach-specific programs only. Other none coach-specific programs, generic academic, or ministry programs will not be evaluated for credit. Accordingly, we will not provide prior credit for education, training, or experience provided by or obtained from institutions other than ELTU or ELTU alliances. Coach-specific programs and/or support disciplines such as social work counseling/training/education may be considered rarely on a case-by-case basis if the education or experience was provided by ELTU faculty, a U.S. Department of Education accredited body, or an ELTU alliance organization when the ELTU School Director has approved in advance. The record of prior education form and request for prior ELTU credit must be submitted with the ELTU Admissions Application to the ELTU School Director for approval consideration in advance. Otherwise, no credit for prior education or training is granted for any ELTU degree or certificate, and student must complete required number of ELTU course hours specified for each program or certificate to fulfill course requirements.

ELTU TRANSFERS

Any transfer of credit for an ELTU program into another ELTU program, including but not limited to students who wish to pursue multiple program enrollment or add additional ELTU programs to a new or existing enrollment, shall be at the discretion and approval of the ELTU School Director in advance of enrollment. (See policy on VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)).

FORM ATTACHMENT
ELT-010
REVISED 12/2023

ELTU prior credit transfers may only be granted for students entering ELTU degree programs or ELTU certificates that require more than 40 program hours. There will be no ELTU transfer credit granted for the ELTU Professional Coaching Certificates which are the two synchronous real-time professional coaching series/seminars that are offered by ELTU.

Limitations on Transferability

Due to the unique nature of our school, we will only consider ELTU previous education or ELTU training that is directly related formal coaching program from a ELTU faith-based ministry education department that has an alliance with ELTU or from an accredited college or university program directly in alignment with the program for which the student is applying and approved by ELTU School Official in advance. In such cases, information about previous education, training, and work experiences disclosed by the student to the school will be evaluated and may result in a program or course length being shortened and the cost being reduced as outlined below.

Previous Education or Training from ELTU-Related Associations

Credit from previous education, training, partnering faith-based ministry education department, a working partnership or association where the ELTU school, material, or coursework was created or developed in concert with ELTU may be reviewed by the ELTU School Director on a case-by-case basis in advance of admission for consideration of 100% equivalent full transfer into an ELTU Degree program or ELTU Seminar of 40 contact hours or more. This is primarily possible where the previous education and training was created or developed in concert with ELTU Founder, ELTU School officials or ELTU founding board members. Upon approval of the ELTU School Director, students in these situations may be deemed eligible to graduate with full credit given for all the previous education and training delivered by the partnering organization. Otherwise, all other ELTU partnerships, Alliances, or ELTU associations where the previous education and training was not developed or created by ELTU School Officials will be handled in accordance with the following guidelines.

All Other Previous Education or Training

- Credit amounts from all other organizations or schools, including accredited colleges or university programs directly in alignment with the ELTU program for which the student is applying and approved will be limited to \$25 off for each credited course up to a maximum of \$150 deducted off the total tuition cost for one full regularly priced ELTU degree program or certificate over 40 program contact hours.
- Under this category, ELTU Programs requiring 40 hours or less and any ELTU live seminars or seminar series regardless of the number of program hours will not grant credit for previous education and training.
- Regardless of the number of transferred credit hours, students shall complete at least 50% of the ELTU program contact hours or 20 program contact hours (whichever is higher) to be granted an ELTU degree.
- The maximum number of program hours transferred in from another organization that is an ELTU alliance is 60 course time hours (including any hours from an externship). Regardless of the prior credited number of hours, the financial amount that may be credited to an ELTU

student account is limited to \$25 off for each prior credited ELTU program applied toward another ELTU program up to a maximum of \$150 deducted off the total tuition of the one desired ELTU degree or certificate program that is over 40 contact hours.

- Transferred hours shall be applied to ELTU degree programs and the Spiritual Intimacy & Birthing Coach only. Any classes, live seminars, or seminar series at ELTU other than these will not grant any credit for previous education and training.
- All requests for consideration of credit transfers covered by this policy must be reviewed and approved in advance by the ELTU School Director.

CREDIT TRANSFERABILITY

Transferability of any credit hours earned at this school may be strictly limited to ELTU or ELTU alliances as described above and therefore may not transfer to other institutions, as ELTU holds no relationship or accreditation with the United States Department of Education or the Texas Higher Education Coordinating Board (THECB). ELTU is approved and regulated by the Texas Workforce Commission, Division of Career Schools and Colleges.

TEXAS WORKFORCE COMMISSION – CAREER SCHOOLS AND COLLEGES
RECORD OF PREVIOUS EDUCATION AND TRAINING

Authority for Data Collection: Texas Education Code, §132.026, §132.055 and Texas Administrative Code, §807.122(e)(7), §807.191(c)

Planned Use of the Data: This form must be used by the school in its entirety to provide a record by which previous education and training may be evaluated, and credit given to the student and to provide a record of such credit and reduction of program length/cost as required by the law.

It should be noted that due to the nature of our school, ELTU will award previous education and training only for certain pre-work with ELTU Faculty, ELTU Alliance organizations for coach-specific training, or coach-specific training in alignment with ELTU programming and purpose. Previous education and training that does not meet the school's criteria will not be awarded. Refer to attached pages 1 through 3 of ELTU Policy on CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE and Limitations on Credit Transferability. Be sure to review this policy before completing and signing this form. Any questions, please feel free to contact the School Director at S5726Director@ElevationU.com.

Instructions: Complete each item on front and back. If an item is not applicable, write "NA." If credit is being claimed for post-secondary education, a transcript must be provided. Credit for experience should also be granted, if justified by the school's evaluation of the student's skills. Attach additional pages as needed. The completed form is to be maintained in each student's file. A copy of the completed form will be given to the student. Credit for previous education and training cannot be granted until this form is completed and signed by the school official and the student. If clarification is required, contact Career Schools and Colleges.

SCHOOL INFORMATION

School Number: S5726 School Name: ELEVATION LIFE TRANSFORMATION UNIVERSITY

STUDENT INFORMATION

Name:

SSN:

Date of Birth (mm/dd/yy):

Name of Program:

Secondary Education: High School Diploma Home Schooled GED

Have you uploaded proof of your Secondary Education? Yes No

MILITARY EDUCATION

Military Occupational Specialty and Program of study (CIP Code):

Military Experience Education or Training:

Program Hours:

Credited Hours:

Have you uploaded Proof of Military Education hours completed? Yes No

Justification for not awarding military credit:

PREVIOUS EDUCATION

Identify previous experience and skills that relate to the program curriculum for which you desire credit.

STUDENT ACKNOWLEDGEMENT

SAMPLE

Do not sign this form unless the information on this form is complete and signed by the school official.

I have discussed the above evaluation of my previous education and training with the authorized school official and acknowledge that:

I will receive the above stated credit, or

I will not receive credit.

Printed Name of Student:

Signature of Student:

Date (mm/dd/yy):

Individuals may receive and review information that TWC collects about the individual by emailing to open.records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.

FOR SCHOOL USE ONLY

Entrance Test Name and Version

Score:

School Evaluation of Previous Education and Training

List below the subjects of this program for which credit is given, the hours of credit granted, and the justification for which the credit is granted such as skills tests, years' experience, and transcript information.

Subject:

Course Time * Hours of Credit:

Justification of Credit:

Credit / Price Adjustments

Original Program Length (Hrs):

Original Cost (Tuition): \$ Other \$ Total: \$

Less Credit Granted (Hrs*):

Less Credit Granted (Tuition):(\$) Other: \$ Total: \$

Adjusted Program Length (Hrs)*: Adjusted Cost: \$ Other: \$ Total: \$

*Course Time * Course Time (Actual hours of the total hours of the experienced by the student in the course for all types of course time including classroom, lab and externship hours. An hour of course time is equivalent to 45 minute to 60 minute lecture, recitation, class (including a laboratory class or shop training) or internship, within a 60-minute period, or 60 minutes of preparation in asynchronous distance education. Intensity of course time hours vary by school and program, but typically, 100 course time hours is equivalent to about a month of full-time school.

SCHOOL OFFICIAL ACKNOWLEDGMENT

I certify that all information provided by the student has been evaluated and that the student will not receive credit.

I certify that all information provided by the student has been evaluated and that the student has been given credit for which he/she is entitled as identified herein.

Signature of Authorized School Official:

Printed Name:

Date (mm/dd/yy):



ELEVATION LIFE TRANSFORMATION™
The University of Christ-Centered Coaching,
Leadership, & Change

CREDIT FOR PREVIOUS EDUCATION AND TRAINING – EVALUATION APPROVAL - ACTIVE

November 4, 2023

Dear [REDACTED],

FOR ACTIVELY ENROLLED STUDENTS

Congratulations!

You are eligible to accelerate the completion of a **Graduate Degree in Executive Leadership, Pastoral Care, & Change** having previously completed a Bachelor's degree at an accredited university, and completing over 120 previous education and training hours. The 120 education and training hours from a program previously developed by Dr. Merle Ray can be transferred into contact hours towards the completion of a **Graduate Degree in Executive Leadership, Pastoral Care, & Change** from **ELEVATION LIFE TRANSFORMATION | The University of Christ-Centered Coaching, Leadership, and Change** approved and regulated by the State of Texas Workforce Commission Division of Career Schools and Colleges.

In addition, you have completed more than **70 hours of previous education and training** in the writing, research, and development of a published work, [REDACTED] **published** [REDACTED]. These 70 previous education and training hours are eligible to be credited toward the completion of the **doctoral capstone project** in the **Doctor of Philosophy degree program** from ELTU.

As a current student of ELTU, this means if you would like to finish your **ELTU Graduate Degree in Executive Leadership, Pastoral Care, & Change** sooner, then you would only need to complete:

- Posting requirements to your Instructor's Weekly Forum as shown in your Course Content Outline & Syllabus; and
- Submit a minimum of 8 live coach training hours recorded by you while in the **ELTU Graduate Degree in Executive Leadership, Pastoral Care, & Change** program.

After completing the above-mentioned Graduate Degree program, if you would like to pursue the **Doctor of Philosophy** program next at ELTU, then you would only need to complete:

- Posting requirements to your Instructor's Weekly Forum as shown in your Course Content Outline & Syllabus;
- At least (3) core courses from the **ELTU Doctor of Philosophy degree** specialization of your choice; and
- Submit a minimum of 8 live coach training hours recorded by you while in the **ELTU Doctor of Philosophy** program.

Once the above-mentioned requirements are met, assuming any required fees are paid in full, you would be able to apply for the GRADUATE EXPERIENCE - our next ELTU Graduation program.



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PLANNING YOUR GRADUATE DATE

Our next ELTU Graduate Experience Celebration is planned for July 27, 2024.

As ELTU policy states, you must ensure that any program fees and balances due are paid prior to applying for graduation, and you must pay all designated fees for graduation at the time of your request to graduate. Upon approval of the graduation request assuming all the above requirements are met at least 8 weeks prior to the graduation service, your degree will be issued at the next scheduled Graduate Experience Celebration.

I am humbled and most excited as you continue to ELEVATE with us, and I welcome any questions you may have regarding the transfer of credits into our programs. Attached is a General Handout concerning the Graduation Fees to prepare for the ELTU Graduation Experience. If you would like to speak further, please feel free to reach me at [REDACTED] to further discuss your educational goals at ELTU.

Yours in Destiny,

Dr. Merle Ray,

Founding President & CEO

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CREDIT FOR PREVIOUS EDUCATION AND TRAINING – EVALUATION APPROVAL - INACTIVE

November 5, 2023

Dear [REDACTED],

FOR PROSPECTIVE STUDENTS

Congratulations!

You are eligible to accelerate the completion of a **Doctor of Philosophy Degree** having previously completed a Masters and Doctoral degree program at [REDACTED] accredited by [REDACTED], and completing over 120 previous education and training hours. The 120 education and training hours from the program previously developed by Dr. Merle Ray can be transferred into contact hours towards the completion of a **Doctor of Philosophy Degree** from **ELEVATION LIFE TRANSFORMATION | The University of Christ-Centered Coaching, Leadership, and Change** approved and regulated by the State of Texas Workforce Commission Division of Career Schools and Colleges.

In addition, you have completed more than **70 hours of previous education and training** in the writing, research, and development of a published work, [REDACTED] published [REDACTED]. These 70 previous education and training hours are eligible to be credited toward the completion of the **doctoral capstone project** in the **Doctor of Philosophy degree program** from ELTU.

As a prospective student of ELTU, this means if you would like to obtain your **ELTU Doctor of Philosophy Degree**, then you would only need to complete:

- Posting requirements to your Instructor's Weekly Forum as shown in your Course Content Outline & Syllabus; plus
- At least (3) core courses from the **ELTU Doctor of Philosophy degree** specialization of your choice; and
- Submit a minimum of 8 live coach training hours recorded by you while in the **ELTU Doctor of Philosophy** program.

Once the above-mentioned requirements are met, assuming any required fees are paid in full, you would be able to apply for the GRADUATE EXPERIENCE - our next ELTU Graduation program.

PLANNING YOUR GRADUATE DATE

Our next ELTU Graduate Experience Celebration is planned for July 27, 2024.

As ELTU policy states, you must ensure that any program fees and balances due are paid prior to applying for graduation, and you must pay all designated fees for graduation at the time



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of your request to graduate. Upon approval of the graduation request assuming all the above requirements are met at least 8 weeks prior to the graduation service, your degree will be issued at the next scheduled Graduate Experience Celebration.

I am humbled and most excited that you wish to ELEVATE with us, and I welcome any questions you may have regarding the transfer of credits into our programs. Attached is a General Handout concerning the Graduation Fees to prepare for the ELTU Graduation Experience. If you would like to apply today for admission, please visit us at: www.ELTUGlobal.com or www.ELEVATIONU.com.

Yours in Destiny,

Dr. Merle Ray,

Founding President & CEO

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Prospective Students are required to review the policies and programs in the University Catalog. A copy of the School Catalog /Handbook is attached to the Student's signed Policy Acknowledgement form and provided to the student.

Receipt of Enrollment Policies

Texas Workforce Commission – Career Schools and Colleges

ELEVATION LIFE TRANSFORMATION UNIVERSITY

(Name of School)

Authority for Data Collection: *Texas Education Code, Section 132.055 & Texas Administrative Code, Section 807.193.*

Planned Use of the Data: To provide evidence of receipt of that information which is required by law to be provided the student prior to enrollment.

Instructions: This form is to be completed by the student prior to enrollment and the completed form maintained by the school in each student's file. A copy of the completed form will be given to the student. If additional clarification is needed, contact Career Schools and Colleges at (512) 936-3100.

This information is provided for the student's protection. Ensure each item of information is given to the student, fully explained and all questions answered prior to signing an enrollment agreement or contract.

The prospective student must acknowledge receipt by initialing in the space provided on the bottom of the first page and signing at the end of the form.

A: I have received prior to enrollment: ***A copy of the latest ELTU School Catalog/Handbook is attached and made available online at <https://elevationu.com/downloads-center/>***

- a copy of the school catalog and a program/course outline for the program(s) in which I wish to enroll.
- a schedule of the tuition, fees, and other charges.
- a copy of the cancellation and refund policy.
- the attendance, progress and grievance policies.
- rules of operation and conduct.
- regulations pertaining to incomplete grades.
- written and verbal explanations of the difference between a LOAN and a GRANT.
*(Complete this item only if the school participates in a loan or grant program.)
- an invitation to tour the school's facilities and inspect equipment related to my planned program of instruction. (As an enrolling student, you will be asked to sign and date a receipt on the day you receive your required tour of the school.) ***Not Applicable to Online Distance Education Schools***
- notice of all policies related to program interruption prior to completion. If printed in the school catalog, the policies are on page(s):40-50**

B: If the school awards credit hours, I understand that transferability of any credit hours earned at this school may be limited. I have also been provided a list of all known Texas institutions of higher learning and state technical institutes that will accept any or all of the credit hours earned at this school - ***Not Applicable. ELTU has no relationship with US Dept of Education, institutions of higher learning, state technical institutes, businesses, or corporations. Credit hours earned at this school may not be accepted or transferable within other institutions.***

(Student Initials)

C:

- I have furnished information disclosing my previous education, training, and work experiences. I understand this will be evaluated and may result in my program/course length being shortened and the cost being reduced. **ELTU awards previous education training for certain pre-work with ELTU Faculty or ELTU Alliance organizations for coach-specific training. See ELTU Handbook pages 33-35 attached.**
- I further realize that any grievances not resolved by the school may be forwarded to the Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- A comparison of the cost to me for a similar course or program at other schools is available by contacting the Texas Workforce Commission, Career Schools and Colleges, Room 226T, 101 East 15th Street, Austin, Texas 78778-0001, (512) 936-3100.
- Employment in this career field **(does)** **(does not)** require state or national licensing, certification, or registration. **ELTU programs and seminars are designed to enhance a student's career and calling as opposed to preparing a student for work in a particular field or occupation. See Handbook pages 14-16 attached.**

NOT APPLICABLE

(Name of State or National License, Certificate, or Registration, if required)

PROGRAM: _____	REPORT YEAR: _____
NUMBER ENROLLED: _____	NUMBER OF JOB OPENINGS FOR THE LAST 12 MONTHS: _____ (if data is available)
NUMBER OF GRADUATES: _____	
COMPLETION RATE: _____ %	AVERAGE YEARLY STARTING SALARY: _____ (if data is available)
NUMBER OF GRADUATES EMPLOYED: (Graduates that found a job related to training) _____	YEARLY STARTING SALARY RANGE: _____ (if data is available) (Low)
EMPLOYMENT RATE: _____ %	_____ (High)
NUMBER OF GRADUATES PLACED: (Graduates that found a job related to training, <u>with the school's assistance</u>) _____	EXAM PASSAGE RATE: _____ % (for programs that prepare for state licensing, certification, or registration exams)
PLACEMENT RATE: _____ %	

(Additional information may be attached.)

D:

I understand that my certificate of completion and my transcript may be withheld if I have not fulfilled my financial obligations to this institution at the time of my graduation.

I certify that I have been provided all of the information above prior to my enrollment.

I understand that it is my responsibility to notify the school if I withdraw prior to completion.

I will receive a copy of this completed form and a copy of my enrollment agreement when signed.

(Signature of Student)

Date (mm/dd/yyyy)

(Signature of School Official providing the information)

Date (mm/dd/yyyy)

Individuals may receive and review information that TWC collects about the individual by emailing to open_records@twc.state.tx.us or writing to TWC Open Records, 101 E. 15th St., Rm. 266, Austin, TX 78778-0001.



ELEVATION LIFE TRANSFORMATION™
The University of Christ-Centered Coaching, Leadership, & Change

HIGH SCHOOL DIPLOMA/GED ATTAINMENT SELF-ATTESTATION FORM



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Destiny Delivered.

High School Diploma/GED Attainment Self-Attestation

I HEREBY CERTIFY UNDER PENELTY OF PERJURY, THAT THE FOLLOWING INFORMATION IS TRUE:

I have obtained a High School Diploma from: _____
 City and State: _____
 Date obtained (Month and Year): _____

I have obtained a GED from: _____
 City and State: _____
 Date obtained (Month and Year): _____

I have exhausted all outlets of obtaining verification of my high school diploma or GED attainment.

I ATTEST THAT THE INFORMAITON STATED ABOVE IS TRUE AND ACCURATE, AND UNDERSTAND THAT THE ABOVE INFORMATION, IF MISREPRESENTED OR INCOMPLETE, MAY BE GROUNDS FOR IMMEDIATE TERMINATION OF ELTU SERVICES AND/OR PENALTIES AS SPECIFIED BY LAW.

 APPLICANT'S SIGNATURE AND DATE

 SIGNATURE

 APPLICANT'S ADDRESS

 APPLICANT'S PHONE #

CERTIFICATION

I hereby certify that I have no reason to believe the information recorded on this form was not provided by electronic submission of the individual whose signature appears above.

SAMPLE
 Chief Signature

Merle Evelyn Ray
 Print Name

06/10/2023
 Date

FORM ELT-HSD-ALT REV 6/2023

This form is to be used when all methods of obtaining High School Diploma or GED credential verification have been exhausted.



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STUDENT ENROLLMENT AGREEMENTS

The Student Enrollment Agreement (SEA Form) is an all-in-one form comprised of multiple policy documents providing the legally binding contract between the Student and the University. This Form outlines costs and financial terms, conditions and limitations, including but not limited to: Cancellation and Refund policies, Tuition, Fees, and Special Charges policies for each program and seminar series. *Student Enrollment Agreement is completed online. Samples here are for illustrative purposes only. Copies of the (3) policies below from the ELTU Catalog are attached to the SEA as they are part of every Student Enrollment Agreement Form.*

1



CANCELLATION AND REFUND POLICIES - DEGREES & ASYNCHRONOUS SEMINARS

ELTU DEGREES, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

This Cancellation and Refund Policy applies to all Degrees and Asynchronous distance education learning seminars and programs at ELTU, including but not limited to:

- Bachelor of Science Degree in Christ-Centered Leadership
- Master of Science Degree in Christ-Centered Leadership
- Graduate Degree in Executive Leadership, Pastoral Care
- Doctor of Philosophy Degree in Christ-Centered Leadership
- Doctor of Philosophy Degree in Human Capital Leadership
- Christ-Centered MBA Seminar Series
- Personal Ministry Coach

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is approved. If the student cancels after the 72-hour period, a refund of the Matriculation Fee is due and the remaining portion of the program/semninar tuition and refund based upon the portion of the program/semninar attended.

REFUND POLICY

- For all programs other than Synchronous programs/enrollment, request a full refund including Tuition and Matriculation fee. The full Matriculation Fee is due and the remaining portion of the program/semninar tuition and refund based upon the portion of the program/semninar attended.

REVISED 6-1-2024

These (3) Attachments are part of every Student Enrollment Agreement.

SEE APPENDIX PAGES 28-48

2



CANCELLATION AND REFUND POLICIES – LIVE SEMINARS & SYNCHRONOUS PROGRAMS

LIVE SEMINAR SERIES (SYNCHRONOUS SEMINARS)

This Cancellation and Refund Policy applies to all ELTU Seminar and Seminar Series (live instructor-led) learning programs at ELTU, including but not limited to:

- Graduate Seminar Series - Certificate in Professional Coaching
- Master's Seminar Certificate in Professional Coaching
- Spiritual Intimacy & Birthing Coach

CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or synchronous program/semninar in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is approved. If the student cancels after the 72-hour period, a refund of the Matriculation Fee is due and the remaining portion of the program/semninar tuition and refund based upon the portion of the program/semninar attended.

REVISED 6-1-2024

3



TUITION, FEES, & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal, state, or local government funding. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU program of instruction, we have specific policies on Tuition, Fees, & Special Charges. The specific Tuition and fees for registration, books, supplies, tools, laboratory fees, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the ELTU Student Enrollment Agreement (SEA Form). The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined. Including but not limited to any tuition, processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate at the University. (For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)

Total Costs for all ELTU Programs & Seminars

- The total cost for each ELTU Degree program or seminar certificate series is subject to change.
- Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change \$4,683
 - Master of Science Degree in Christ-Centered Leadership, Coaching, and Change \$4,163
 - Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Mgmt \$4,163
 - Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, & Change \$4,683
 - Doctor of Philosophy Degree in Human Capital Leadership and Change \$4,683
 - Graduate Seminar Series - Certificate in Professional Coaching \$5,925
 - Master's Seminar Certificate in Professional Coaching \$6,957
 - Christ-Centered MBA Seminar Series \$4,163
 - Personal Ministry Coach \$4,163
 - Spiritual Intimacy & Birthing Coach \$4,163

TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU delivered course curricula only and does not include textbooks, supplies, or any other expenses.

REVISED 6-01-2024

APPENDIX – REVISED 6/01/2024



STUDENT ENROLLMENT AGREEMENT

SCHOOL INFORMATION

ELEVATION LIFE TRANSFORMATION:

The University of Christ-Centered Coaching, Leadership, & Change™

8111 Whirlaway Elm Dr • Humble, TX • 77346 • Phone (512) 763-0474 • www.ELEVATIONU.com

STUDENT INFORMATION

Student Name			
Mailing Address			
Phone (including Area Code)			United States Veteran or Military Service Member <input type="checkbox"/> Yes <input type="checkbox"/> No
E-mail Address			

PROGRAM AND COST

Program Name			
Program Length	Minimum Contact Hours	Date training is to begin	
Course Type			
Method of Delivery			
Max # Months Program Time		OPTIONAL COSTS & EXPENSES (ADD-ONS)	
MANDATORY COSTS & EXPENSES		① 2nd Degree/Seminar (Only)	\$ 2,000
Tuition**	\$	② Book Publishing (Only)	\$ 2,400
Registration Fee***	\$100	③ 2nd Degree + Book Publishing	\$ 4,400
Matriculation Fee	\$1,288	④ 3rd Degree Program/Seminar	\$ 3,800
Books**	\$250	⑤ 3rd Degree/Seminar + Bk Publ	\$ 6,200
Supplies**	\$100	⑥ 1-on-1 Book Writing (Only)	\$ 2,000
Processing Fee***	\$150	⑦ 1-on-1 Book Writing Plus Book Publishing Pkg	\$ 4,400

***Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Textbooks may be purchased from ELTU separately or from your favorite book dealer or www.Amazon.com. Students are responsible for the cost of their own Internet provider service, computer equipment, email, etc. which are needed to access and complete ELTU courses and programs. Any cost shown for book fees or supplies are estimates only based on current cost and subject to change.*

TOTAL PROGRAM COST:	\$	TOTAL IF PAID IN ADVANCE:	\$
----------------------------	----	----------------------------------	----

METHOD OF PAYMENT

Select One

PAYMENT PLAN A	PAYMENT PLAN B		ADVANCED PAYMENT MINUS \$250 INITIAL FEES PAID	ADVANCED PAYMENT OF TUITION ONLY
12 Monthly Installments with No Interest*	24 Monthly Installments with No Interest*		\$	\$
\$	\$		SAVINGS AMOUNT:	SAVINGS AMOUNT:
			\$400	\$300
Monthly plus the student's chosen optional Add-on package(s).	Monthly plus the student's chosen optional Add-on package(s).		No remaining fees if Tuition & Expenses paid in advance.	Matriculation Fees to be paid via 12 monthly installments with No Interest.
				\$107

*We accept all payments online via bank account drafts, credit, or debit cards. *Installments will be setup on automatic recurring payments on the ELTU website for electronic processing. Students may elect to set up Automatic Bill Pay, Auto Credit or Auto Debit Card Payments, with their bank or other Auto recurring electronic provider. Fees shown with three asterisks *** such as Processing Fee and Registration Fee are required at the time of Admission's Application for processing, and are therefore non-refundable unless the Student's Admissions Application is not approved.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

ELTU Inaugural Scholarship Recipients receive a Waiver of Tuition Form after submitting the Student Enrollment Agreement and receiving Scholarship approval.

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contact is approved.

VOLUNTARY "ADD-ON" OPTIONS

ELTU may offer more than one program for the student to consider as optional programs, such as "bridge" program choices or multiple degree programs. These optional add-on programs or seminars complement the student's choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as "bridges" of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

Any Optional Add-ons you selected are a part of this Student Enrollment Agreement and are added as follows:

Total Cost of Add-on (Optional) Expenses			
Select Optional Add-on Services	Discounted Fee	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on	Enter Degree Program Name or Seminar Series Name That You Wish to Add-on
① 2nd Degree Program or Seminar (Only)	\$2,000		
② Book Publishing Package (Only)	\$2,400	④ 3rd Degree Program/Seminar	\$3,800
③ 2nd Degree Program/Seminar + Book Publishing Pkg	\$4,400	⑤ 3rd Degree + Book Publishing Pkg	\$6,200
Do you wish to pay the Add-On Expenses in advance?	YES	⑥ 1-on-1 Book Writing (Only)	\$2,000
	NO	⑦ 1-on-1 Book Writing + Book Publishing Pkg	\$4,400
PAYMENT PLAN METHOD FOR "ADD-ON" OPTIONAL EXPENSES			

SELECT ONE OPTION

OPTION "A" ADD-ONS 12 monthly installments			OPTION "B" ADD-ONS 24 monthly installments			OTHER ADD-ONS 12 monthly installments		
						\$317	\$517	\$167
2nd Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	2nd Degree or Seminar Series Only	Book Publishing Package Only	Both Add-ons	Add-on 3rd Degree Pkg	3rd Degree Plus Publishing	1-on-1 Book Writing
\$167	\$200	\$367	\$83	\$100	\$183	\$158	\$258	\$83
Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest	Monthly with No Interest

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

STUDENT ACKNOWLEDGEMENT

- YES** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is attached to this Student Enrollment Agreement.
- NO** - A copy of the ELTU policies for Cancellations and Refunds for the Added-on Degree Program, Certificate Program or Seminar Series is NOT attached to this Student Enrollment Agreement.

PAYMENT PLAN GRAND TOTAL			ADVANCE PAYMENTS TO BE MADE		
PART 1: INITIAL PROGRAM AMOUNT TO PAY MONTHLY	\$		ADVANCE PAYMENT INITIAL PROGRAM	\$	
PART 2: OPTIONAL ADD-ONS AMOUNT TO PAY MONTHLY	\$		ADVANCE PAYMENT ADD-ONS	\$	
# OF MONTHS	PAYMENT PLAN GRAND TOTAL MONTHLY PAYMENTS	\$	TOTAL AMOUNT DUE IN ADVANCE	\$	
STUDENT SELECTED PAYMENT METHOD FOR GRADUATION AND CLOSE-OUT EXPENSES>>>	\$394 to be paid separately at program completion	\$394 to be paid in Advance with this Agreement	12 Monthly Installments of \$33 included in Monthly Total	24 Monthly Installments of \$17 included in Monthly Total	
ACKNOWLEDGEMENTS			Matriculation Fees Included in Monthly Total:	\$	

Approved and regulated by the Texas Workforce Commission, Career Schools and Colleges, Austin, Texas.

I have received a copy of this enrollment agreement and current school catalog.

Printed Name of Student: _____

Student Signature (hand sign or type here): _____

Printed Name of Authorized School: _____

Official: _____

Signature of Authorized School: _____

Official: _____

Student Initials: _____

Date: _____

Date: _____

CANCELLATION AND REFUND POLICIES - DEGREES & ASYNCHRONOUS SEMINARS

ELTU DEGREES, ASYNCHRONOUS SEMINARS & DISTANCE EDUCATION PROGRAMS

This Cancellation and Refund Policy applies to all Degrees and asynchronous distance education learning seminars and programs at ELTU, including but not limited to:

- Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change
- Master of Science Degree in Christ-Centered Leadership, Coaching, and Change
- Graduate Degree in Executive Leadership, Pastoral Care, & Change Management
- Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change
- Doctor of Philosophy Degree in Human Capital Leadership and Change
- Christ-Centered MBA Seminar Series
- Personal Ministry Coach

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is approved by the School.

REFUND POLICY

1. For all programs other than Synchronous programs/seminars, a student may cancel enrollment, request a full refund including Tuition and Matriculation Fees paid, and request a release from any obligations to the school within the first 72-hours after the program/seminar admission application is approved. As a general rule, the official first start date of class or training for ELTU Degree programs and asynchronous distance education seminars is the first business day after the 72-hour privilege ends after the approved Admission Application enrollment. After this time, refund computations will not include ELTU Matriculation fee. The full Matriculation Fee is due and payable on the official program start date as it is operating expenses needed to make the program/seminar certificate available. The annual Matriculation Fee for asynchronous programs/seminars may be broken down into monthly installments. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until Matriculation Fee is paid in full. If you change your mind and withdraw within the first 3 days of the approved Admission, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 3 days of approved Admission, the Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed per Refund policies below.
2. After the first three days of approved Admission, refund computations will be based on the total number of lessons completed in the Degree program or seminar certificate series and paid tuition and applicable fees according to the payment reimbursement scale discussed in the Refund policy

statements below. Applicable fees for the purposes of refunds do not include the ELTU Matriculation Fees as these fees are not a part of the tuition cost and are needed to operate programs and seminars at ELTU. It should be noted that ELTU tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses. Specifically, for the purpose of determining refund amount, ELTU uses the last day the student submitted a posting from or to the course content of any lesson, lesson journal, or ELTU Discussion Question (DQ) Forum. For determining the amount of the refund, this number will be applied toward the amount of tuition fully paid in advance and not tuition paid in installments. Tuition and services rendered and paid via Payment Plan Installments are already pro-rated according to payment schedule. A refund will not be made for payments made via Payment Plan Installments unless the student has paid in excess over the amount due for the time period of the Installment Plan. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Refunds for Add-on Degree programs are treated the same as outlined in this Refund policy for regular degree programs.

3. The effective date of termination for refund purposes will be the earliest of the following:
 - (a) the date of notification to the student if the student is terminated;
 - (b) the date of receipt of written notice from the student; or
 - (c) the end of the third calendar month following the month in which the student's last lesson assignment was received unless notification has been received from the student that he wishes to remain enrolled.
4. If full tuition and fees are collected before any lessons have been completed, and if, after expiration of the 72-hour cancellation privilege, the student fails to begin the program, not more than \$100 shall be retained by the school.
5. If the student who enters an asynchronous distance education course terminates or withdraws after the expiration of the 72-hour cancellation privilege, the school may retain \$100 of the registration and the refund policy will provide 75% of the tuition paid in advance for students having completed zero to 1 lesson within the first 4 weeks of entering the program; 50% of the tuition paid in advance will be refunded for students completing up to (2) lessons within the first 4 weeks of entering the program; 25% of the full tuition paid in advance for students completing up to (3) lessons within the first 4 weeks of entering the program. No refunds will be granted of the tuition paid in advance for students completing (4) or more lessons in the Degree program or asynchronous distance education seminar series.
6. Refund amount applies to students who paid full tuition upfront or in advance and not students who are paying using Payment Plan Installments. No refund amount will apply to students paying in Payment Plan Installments after the third day of program application approval once the 72-hour cancellation privilege has ended as these amounts are pro-rated already according to a payment plan. Any amounts paid into the Payment Plan Installment arrangement as per schedule covers services already rendered. If a student paying via Installments completes more lessons than paid for, any excess or overage amounts paid above the minimum payment owed in the Installment agreement may be refunded. Academic credit cannot be granted on the transcript until the full number of payments have been made for the number of lessons completed. No refunds are due if a student paying via installment plan withdraws from the program having paid in the number of payments due at the time of withdrawal.
7. No refunds will be granted of any amount after an enrolled student has reached (4) or more completed ELTU Lessons in any order from their enrolled program after the third day of the program/seminar and the 72-hour cancellation privilege has expired.

8. A full refund of all tuition and applicable fees is due in each of the following cases:
 - (a) an enrollee is not accepted by the school
 - (b) if the program of instruction is discontinued by the school and this prevents the student from completing the program; or
 - (c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or misrepresentations by the owner or representatives of the school.

Asynchronous Distance Education Refund Policy for Students Called to Active Military Service

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (a) satisfactorily completed at least 90 percent of the required coursework for the program; and
 - (b) demonstrated sufficient mastery of the program material to receive credit for completing the program.
10. Refunds will be totally consummated within 60 days after the effective date of termination.
11. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

CANCELLATION AND REFUND POLICIES – LIVE SEMINARS & SYNCHRONOUS PROGRAMS

LIVE SEMINAR SERIES (SYNCHRONOUS SEMINARS)

This Cancellation and Refund Policy applies to all ELTU Seminar and Seminar Series (live instructor-led) learning programs at ELT, including but not limited to:

- Graduate Seminar Series - Certificate in Professional Coaching
- Master’s Seminar Certificate in Professional Coaching
- Spiritual Intimacy & Birthing Coach

CANCELLATION POLICY

A full refund will be made to any student who cancels the single day seminar or seminar series enrollment contract in writing within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is approved by the school. A full refund will also be made to any student who cancels enrollment three or more business days prior to the first scheduled day of the program, except that the school may retain not more than the full Matriculation Fee plus \$100 of any administrative fee charged, as well as any items of extra expense that are necessary for the portion of the program scheduled and stated separately on the enrollment agreement. (It should be noted that a scheduled class is the equivalent of eight (8) hours as class days are computed by eight (1) hour clock hour sessions). Unless otherwise noted on the Student Enrollment Agreement, the full tuition and fees for synchronous programs/seminars is due and payable (3) business days before the official program scheduled start date and no payment installments are allowed for these synchronous programs/seminars as these fees are required in advance. As always, the Matriculation Fee is operating expenses needed to make the program/seminar certificate available from enrollment. If you change your mind and withdraw 3 days prior to your live program start date, you get a full refund of the Matriculation and Tuition plus any refundable fees paid, minus the maximum allowable deduction in administrative fees payable to the school in the event of cancellation as per State guidelines. If for any reason you withdraw in less than 3 days prior to the start date of a synchronous program or live seminar series, the Matriculation Fee portion is non-refundable, and the remaining portion of the program or seminar tuition plus refundable fees is based upon the portion of the program or seminar series attended. *(See Refund policy below)*

REFUND POLICY

1. Synchronous distance education courses or programs will be based on the period of enrollment computed on the basis of course or program time. Refund computations will be based on scheduled course time of classes through the last documented day of seminar activity. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance. Refund computations made after the 72-hour cancellation privilege will be based on tuition and other refundable expenses not including ELTU Matriculation Fee as this fee is a separate school operating expense outlined in the Student Enrollment Agreement.
2. The effective date of termination for refund purposes will be the earliest of the following:

- a) the date of termination, if the student is terminated by the school;
 - b) the date of receipt of written notice from the student; or
 - c) ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72-hour cancellation privilege the student is a no-show for a synchronous program/series of more than 1-day, meaning the student does not show up for the synchronous program/seminar, not more than \$100 in any administrative fees charged shall be retained by the school for the synchronous distance education course, plus Matriculation Fee and expenses as outlined in this Refund policy below.
 4. If a student enters a synchronous distance education program and withdraws or is otherwise terminated, the school or college may retain not more than \$100 in administrative fees charged for the entire program, plus Matriculation Fee and expenses as outlined in this Refund policy below.
 5. The minimum refund of the remaining tuition only will be the pro rata portion of tuition that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the paid tuition amount only on the precise number of course time hours the student has paid for, but not yet used at the point of termination, up to the 75% completion mark, after which no refund is due; this amount does not include the Matriculation Fee once the program date has arrived.)
 6. Refunds for items listed in the ELTU policy on EXPENSES to the student, such as Matriculation Fee, books, tools, or other expenses and supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund. The ELTU full Matriculation fee is required to operate ELTU programs and seminars and will not be part of the calculation for any refunded amounts. Voluntary Add-ons are non-refundable once student's first draft work has been submitted. Add-on Degrees are refundable based on number of lessons completed.
 7. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
 8. A full refund of all tuition and fees is due and refundable in each of the following cases:
 - a) an enrollee is not accepted by the school;
 - b) if the course of instruction is discontinued by the school and this prevents the student from completing the course; or

- c) if the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Synchronous Distance Education Refund Policy for Students Called to Active Military Service

9. A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:
 - a. if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
 - b. a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
 - c. the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 1. satisfactorily completed at least 90 percent of the required coursework for the program; and
 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

9. In all cases, refunds will meet or exceed the requirements of TEC, §§132.061 and 132.0611 and TAC Chapter 807, Subchapter N.

TUITION, FEES, & SPECIAL CHARGES

ELTU is a small college that does not receive tuition, fees, financial assistance or any other prepayment of other charges from federal, state, or local government funding. As such, ELTU operates 100% on the payments provided from its student demographic population who sign up to engage in coaching, leadership, and change studies that enhance their callings and careers. Due to the specialized nature and objective of ELTU, we have specific policies on Tuition, Fees, & Special Charges. The tuition and fees for registration, books, supplies, tools, laboratory fee, and other charges are shown broken down in detail in their respective sections for each degree program or seminar series. All tuition, fees, and special charges are outlined and agreed to in writing on the ELTU **Student Enrollment Agreement (SEA Form)**. The SEA Form is a legally binding contract and students must fulfill all terms of the Agreement as outlined, including but not limited to any tuition, processing fees, special charges, and other fees and expenses outlined in the University catalog and specified in the Agreement. Students must complete a new Student Enrollment Agreement should they wish to apply for a different program or certificate. *(For ease of administration, any figures for mathematical calculations may be rounded up or down to the nearest whole number.)*

Total Costs for all ELTU Programs & Seminars

The total cost for each ELTU Degree program or seminar certificate series is subject to change.

- Bachelor of Science Degree in Christ-Centered Leadership, Coaching, and Change **\$5,821**
- Master of Science Degree in Christ-Centered Leadership, Coaching, and Change **\$5,301**
- Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Mgmt **\$5,301**
- Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, & Change **\$5,821**
- Doctor of Philosophy Degree in Human Capital Leadership and Change **\$5,821**
- Graduate Seminar Series - Certificate in Professional Coaching **\$6,713**
- Master's Seminar Certificate in Professional Coaching **\$7,745**
- Christ-Centered MBA Seminar Series **\$5,301**
- Personal Ministry Coach **\$5,301**
- Spiritual Intimacy & Birthing Coach **\$5,301**

A Summary Sheet of MANDATORY PROGRAM COSTS & RATES - For All Students is enclosed.

TUITION

Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses.

EXTRA EXPENSES

In addition to the tuition associated with the degree program and seminar certificates, and pursuant to Texas Act §132.061, the following extra expenses are necessary for the portion of the program attended and are

separately stated in the student enrollment agreement. Unless otherwise noted, ELTU will withhold these items of extra expense from any refunds made to the student as allowable and referenced under the Act.

The University will charge the following non-refundable fees, incidental fees, and other associated expenses as **these expenses are utilized to operate the program and will not be part of the calculations for refundable expenses. These fees are subject to change:**

- Registration Fee: \$100 (*refundable if Application for Admission is not approved*)
- Processing Fee: \$150 (*refundable if Admission Application is not approved*)
- Matriculation fee: \$107/per month (*\$1,288 charged each year until program completion*)
- Late Payments \$35
- **Extended Program Fee \$89 per month**
- Program Re-instatement Fee \$100
- Official Transcripts \$30
- Graduation Experience and Fees Prior to Graduation Eligibility (*Subject to change annually*)
- **Add-on 2nd Degree/Seminar \$2,000 (*optional; subject to change*)**
- **Add-on 3rd Degree/Seminar \$3,800 (*optional; subject to change*)**
- **Add-on 1-on-1 Book Writing \$2,000 (*optional; subject to change*)**
- **Add-on Book Publishing \$3,800 (*optional; subject to change*)**
- **Books & Supplies (*varies; not purchased from the school; estimated \$250-\$350*)**
- Returned check \$35
- Replacement Certificate Unframed \$50
- Official Framed Print or Reprint of Official Degree or Diploma Certificate \$189
- Tools Fee, Lab Fee, Individual Subject Fee

Brief descriptions of these fees:

Registration Fee: \$100

One-time non-refundable fee payable when students apply for admission to the school Admission's application. If a student is not approved for admission, then the fee is refunded.

Matriculation Fee: \$1,288 each year until program completion (\$107/month)

Matriculation fee represents the annual cost of school operating expenses per student enrolled. It includes but is not limited to school operating expenses, program/seminar related expenses for students accepted into the University, the cost of providing student services, staff, access to technology platforms, communications, evaluations, operations expenses, student-faculty activities, recordkeeping, and review upon admission, enrollment, termination, and exiting the University. The current Matriculation fee is charged on an annual basis and starts at the annual amount (shown above) which equals to the amount per month if the student is paying via the 12-month installment plan. The Matriculation Fee is required until the student completes the program or the student reaches the maximum number of months in the program, whichever comes first. Depending on their financial need, scholarship students may or may not be required to pay the Matriculation Fee as scholarships are awarded on a financial case-by-case basis. If and when Matriculation Fees are waived for scholarship students, Bachelor's degree program students may be granted up to 24 months of Matriculation Fees waived and Non-Bachelor's degree program students may be granted up to 12 months of Matriculation Fees waived. Otherwise, Matriculation Fees will automatically be assessed and collected electronically the first month after scholarship award period ends. Upon approval of the Scholarship, recipients will be required to arrange for payment or complete Payment Authorization Forms setting up automatic payments for

Matriculation Fees incurred after the Scholarship ends. If Scholarship students have not completed their programs by the end of the Scholarship period, the student is required to immediately begin paying the Matriculation Fee once the Scholarship ends.

Once the maximum number of months for the degree program has ended and if the student has not completed their program, the Matriculation Fee will end, and the student will be required to pay the Extended Program Fee charged on a monthly basis while the student is actively enrolled in the program beyond the maximum number of months.

The ELTU Matriculation Fee is a separate line item on the Student Enrollment Agreement and covers the cost of labor and operations expenses not included in tuition. This fee must be set up in monthly installments or paid in advance when the student applies for Enrollment to the University. The ELTU Matriculation fee is not repeated when the student's enrollment includes a dual degree or voluntary add-on service. The Matriculation fee is refundable if paid in advance and Application for Admission is not approved. Otherwise, the Matriculation fee is required to operate all programs and seminars as part of school operating costs and will not be considered in calculating any refundable expenses 72-hours after the application approval date of both ELTU Asynchronous and Synchronous programs and seminars.

The Matriculation Fee may be paid in monthly installments for Degree and Asynchronous programs only. If the student is paying in monthly installments, all payments made must first be allocated towards the Matriculation Fee until the starting annual Matriculation Fee is paid in full. If you paid the annual starting full Matriculation fee in advance and you change your mind and withdraw within the first 72-hours of your program/seminar application approval date, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw or are terminated after the first 72-hours of the official program/seminar application approval date, the full starting annual Matriculation Fee is non-refundable, and the tuition is refundable based on the number of lessons completed as discussed in the Cancellations and Refunds policy.

The Matriculation Fee for all Synchronous programs and seminars regardless of the number of program/seminar hours cannot be paid in installments and is due and payable 3 business days before the scheduled official start date of the Synchronous program/seminar. If you change your mind and withdraw from a Synchronous program or seminar within the first 72-hours after your Synchronous program/seminar application is approved, you get a full refund of the Matriculation and Tuition Fees paid. If for any reason you withdraw after the first 72-hours after your Synchronous program/seminar application is approved, the Matriculation Fee portion is non-refundable, and the remaining portion of the synchronous program/seminar is refundable based on that portion of the Synchronous program/seminar delivered and in accordance with the provisions of the Cancellations and Refunds policy.

After the student's 72-hour privilege has expired for any enrolled Asynchronous or Synchronous program/seminar, Matriculation Fees are not a part of any refund calculations. If student is paying in installments and withdraws before the full annual Matriculation Fee is collected or any other remaining fees are due but not paid, the student will receive a bill for any unpaid portion of the Matriculation fee and other fees. Coursework/Grades/Transcripts cannot be evaluated or processed until all fees due are paid.

\$100 – Reinstatement Fee

If a student who has cancelled or otherwise terminated a Student Enrollment Agreement wishes to reinstate a previously terminated agreement, then a fee of \$100 will be charged prior to re-instatement. This does not apply to students who have exercised the time provisions of the policy on Incompletes, Withdrawals, or Repeat Courses within the allowable time under the policy.

Processing Fee \$150

The Processing Fee is a separate fee from registration and is required in advance from all students applying to the University regardless of their choice of degree program, seminar series, or scholarship. This fee is required to set up the student's record upon enrollment.

\$35 – Late Payments

Late payment fees assessed for installment payment remaining unpaid after (3) business days.

\$89 per month - Extended Program Fee

If a student has not finished after the maximum number of months has expired in the guidelines or has not successfully cancelled or otherwise terminated a Student Enrollment Agreement, the student will be assessed a fee to hold the program over beyond the maximum time period. A fee of \$89 per month to extend the program will automatically be charged until the student finishes the program or terminates. This does not apply to students who have exercised the time provisions of the policies on Incompletes, Withdrawals, Cancellations, Terminations, or Repeat Courses within the allowable time under policy.

\$30 – Official Transcripts

A fee will be charged when a student requests ELTU to send copies of any transcripts requested by the student. The student must make a request for transcript in writing, including the school/entity/person who is authorized to receive the transcript. Students must pay all fees owed to the school for any open balances on the student financial account. The student must make the transcript request in writing before any documents are released.

Graduation Experience and Fees Needed Prior to Graduation

All Students are required to pay the current year's graduation fee. This fee is announced annually and is subject to change based on the University Graduation plans each year. The student will receive a notification of the current year's Graduation Experience amount. The fee is due at least 8 weeks prior to the next scheduled graduation service in which the student plans to graduate. This fee is required of all degree-seeking students and those seminar series enrolled students in seminars with over 40 program hours. The fee covers **academic close-out expenses associated with graduation**, including but not limited: the cost of evaluation and processing of the graduation application, cost of diploma and supplies, program expenses, mailing fees, and other expenses associated with the student's upcoming graduation and eligibility for graduation, rental of graduation attire including the University's custom color student cap and gown, collar, hood, tam, and/or ribbons as designated by the school. Grad attire is made available by the school automatically as rented attire and the student is required to return the full attire back to the school. The Graduation Fee includes activities performed and conducted by the school to successfully close out the student's program and the associated financial requirements of the Graduation Experience and process. **The Graduation Fee is charged to all students regardless of participation in the Graduation Experience. The fee will not be reduced if the student chooses to purchase their own grad attire.** Certificate students in seminars over 40 hours are automatically included in the Graduation Experience and must also pay the Graduation Experience fee unless otherwise noted. A Student who has an open balance on the Student Financial Account may not be scheduled for graduation, nor receive any certificates, degrees, official grades, official or unofficial transcripts from the school until all financial obligations are paid in full on the Student ELTU Financial Account.

Add-on Book Publishing Package \$3,800

If you choose to add on an optional additional Degree program, Seminar Series, or the ELTU Book Publishing Program, this information is shown on your Student Enrollment Agreement. You may be eligible for discounts as offered by the school and described in this ELTU Catalog (*see Student Discounts policy and VOLUNTARY "ADD-ON" SERVICES (OPTIONAL) policy*). These discounts vary and are subject to change. Your discounts amounts are shown on your Student Enrollment Agreement. Transaction details regarding Add-on services that you selected

and their costs along with any terms for payment are also included and outlined in your Student Enrollment Agreement or Addendum if you select these options after your initial enrollment.

Book Fees & Supplies

Textbooks vary in cost and students should project an estimate of about \$250 to \$350 total to cover books in any given ELTU program. Depending on the book provider, cost may be higher or lower than this estimate. Books may be purchased from your favorite bookstore online such as Amazon.com or similar, and some books may be purchased directly from ELTU separately. Students are responsible for the cost of their own textbooks, Internet, computer devices and equipment, email service, etc. which are needed to access and complete ELTU courses, seminars, and programs. Any cost shown for textbook fees or supplies are estimates only and are subject to change at any time. *See policy on **BOOKS, MATERIALS, & SUPPLIES.***

Tools Fee, Lab Fee, Individual Subject Fee

Unless otherwise shown, the University does not charge a separate fee at this time for tools, lab fees, or individual subject fees.

MANDATORY PROGRAM COSTS & RATES SHEET - For All Students

(Information, amounts, and costs shown apply to All Students including those utilizing Scholarships and/or Waiver-of-Tuition periods)

	ELIGIBLE PROGRAMS									
	BCL	PHD-CCC	PHD-HCL	MCL	GCL	MBA	PMC	SIB	G-CPC	M-CPC
Max # of months to finish program~	24	24	24	24	24	24	24	24	6	12
Total Tuition Due	\$ 3,145	\$ 3,145	\$ 3,145	\$ 2,625	\$ 2,625	\$ 2,625	\$ 2,625	\$ 2,625	\$ 4,387	\$ 5,419
Matriculation Fees Due (annual cost each year of active enrollment)	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288	\$ 1,288
Registration Fee***	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Processing Fee***	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150
Books**	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	N/A	N/A
Supplies*	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	N/A	N/A
2024 Graduation & Academic File Completion Fees	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788	\$ 788
Total Program Costs (Shown with All of the above included)	\$ 5,821	\$ 5,821	\$ 5,821	\$ 5,301	\$ 5,301	\$ 5,301	\$ 5,301	\$ 5,301	\$ 6,713	\$ 7,745
Total Program Costs (Shown with Graduation Fees separated out)	\$ 5,033	\$ 5,033	\$ 5,033	\$ 4,513	\$ 4,513	\$ 4,513	\$ 4,513	\$ 4,513	\$ 5,925	\$ 6,957
Total Amount Due to the School (With Graduation Fees included; Books/Supplies are not paid to the School)	\$ 5,471	\$ 5,471	\$ 5,471	\$ 4,951	\$ 4,951	\$ 4,951	\$ 4,951	\$ 4,951	\$ 6,713	\$ 7,745
Total Amount Due to the School (With Graduation Fees paid separately)	\$ 4,683	\$ 4,683	\$ 4,683	\$ 4,163	\$ 4,163	\$ 4,163	\$ 4,163	\$ 4,163	\$ 5,925	\$ 6,957
Savings Discount (Amount deducted when paying in advance before start of program)	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ 400	\$ -	\$ -
Discounted Amount Due When Paying in Advance (If Graduation Fees are Paid Separately)	\$ 4,283	\$ 4,283	\$ 4,283	\$ 3,763	\$ 3,763	\$ 3,763	\$ 3,763	\$ 3,763	\$ 5,925	\$ 6,957
Discounted Amount Due When Paying in Advance (If Graduation Fees are Not Paid Separately)	\$ 5,071	\$ 5,071	\$ 5,071	\$ 4,551	\$ 4,551	\$ 4,551	\$ 4,551	\$ 4,551	\$ 6,713	\$ 7,745

The following applies --- IF PAYING VIA INSTALLMENTS:

12-Monthly Installments with 0% interest (If grad fees paid separately)	\$ 369	\$ 369	\$ 369	\$ 326	\$ 326	\$ 326	\$ 326	\$ 326	N/A	N/A
24-Monthly Installments with 0% interest (If grad fees paid separately)	\$ 185	\$ 185	\$ 185	\$ 163	\$ 163	\$ 163	\$ 163	\$ 163	N/A	N/A
12-Monthly Installments and 0% interest (includes graduation and all mandatory costs)	\$ 435	\$ 435	\$ 435	\$ 392	\$ 392	\$ 392	\$ 392	\$ 392	N/A	N/A
24-Monthly Installments and 0% interest (includes graduation and all mandatory costs)	\$ 218	\$ 218	\$ 218	\$ 196	\$ 196	\$ 196	\$ 196	\$ 196	N/A	N/A

NOTES

- *Books, supplies are estimated costs typically not paid to the School as textbooks are purchased from ELTU separately or from your favorite book dealer or www.Amazon.com; Actual costs may vary.
- Students are responsible for their internet provider service, computer equipment, email, etc., as these supplies and equipment are needed to access and complete ELTU courses and programs.
- **Tuition varies according to selected program or seminar. At ELTU, Tuition represents the cost of the ELTU course curricula only and does not include the cost of labor, textbooks, supplies, or any other associated or extra expenses.
- ***Admissions: Mandatory fee for all students upon submission of Application

~Extended Program Fees apply to programs open beyond 24 months. Texas Education reg's allow students up to 40 months to finish program.

OPTIONAL PROGRAM COSTS are not shown above and include but are not limited to those Special Charges, Extra Expenses, Optional Add-ons and Policies outlined in the School Handbook.

Adjustments Worksheets will be provided according to policy in cases where refunds or other adjustments are executed.

Upon Scholarship expiration dates and completion of Waiver-of-Tuition periods outlined in Letters of Acceptance for Scholarships, students are required to pay regular tuition and fees shown above.

PROGRAM / SEMINAR TITLES

PROGRAM / SEMINAR TITLES	INITIALS
Bachelor of Science in Leadership, Christ-Centered Coaching, and Change	BCL
Master of Science in Leadership, Christ-Centered Coaching, and Change	MCL
Graduate Degree Program in Executive Leadership, Pastoral Care, & Change Management	GCL
Doctor of Philosophy Degree in Christ-Centered Leadership, Coaching, and Change	PHD-CCC
Doctor of Philosophy Degree in Human Capital Leadership and Change	PHD-HCL
Personal Ministry Coach	MBA
Spiritual Intimacy & Birthing Coach	PMC
Graduate Seminar Series - Certificate in Professional Coaching	SIB
Master's Seminar Series - Certificate in Professional Coaching	G-CPC
	M-CPC

Rates Effective as of 6-1-2024

STUDENT DISCOUNTS

Tuition rate discounts and other student discounts may be offered to students who enroll in and purchase multiple programs and optional Add-on services, seminars and programs. ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Added-on package. Each Added-on package applies only to one degree program or seminar series. Multiple Add-on packages must be purchased for multiple degree programs or seminars separately. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor's degree program purchases (1) Add-on degree package for a Master's degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price for Multiple Degree Programs/Seminars is strictly a discount off the regular rate. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan approved by the School Director. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package program. *(Also see policy on VOLUNTARY "ADD-ON" SERVICES (OPTIONAL)).*

VOLUNTARY “ADD-ON” SERVICES (OPTIONAL)

ELTU may offer more than one program for the student to consider as optional programs, such as “bridge” program choices or multiple degree programs. These are optional add-on programs or seminars offered to complement the student’s choices and offer flexibility in obtaining educational goals. Add-on programs are not mandatory and are purely offered as “bridges” of convenience to the student who wishes to join multiple programs together in completing his/her educational goals. In addition, ELTU program packages are often offered bundled together so that the student may receive special discounts approved by the School Director in advance. Any ELTU Program Credits for these programs are reviewed in advance by the ELTU School Director for transferability to other ELTU programs. Credit hours for Previous Training or Work Experience outside of ELTU programs or seminars do not apply to our ELTU bridge programs which are those programs that have already been shortened in program hours providing ELTU credits within our school. Any transfer of program credit from one ELTU program into another ELTU program must be requested by the student in advance of entering any ELTU program or seminar series; and approval if any, is at the sole discretion and approval of the ELTU School Director.

Add-on Multiple Programs or Seminars

ELTU students who wish to add on multiple programs or seminar series while enrolled in the current one may do so by purchasing the Add-on package. The Add-on package applies only to each degree program or seminar series separately and will be added to the initially enrolled first degree program or seminar series. A student enrolled in the full regular ELTU degree program or seminar series (not an ELTU bridge) who purchases an Add-on package must complete the full required number of program hours for their selected Add-on degree program except where noted otherwise in this handbook concerning transferable credits for the selected program or seminar series. *For example, right before graduation a student in the ELTU Bachelor’s degree program purchases (1) Add-on degree package for a Master’s degree. The student must complete the required program hours in the first program before he/she can begin the next program or seminar series.* If the student has prior transferable credits, they may request consideration for those credits under our admissions policy. Add-on package price for Multiple Degree Programs/Seminars is strictly a discount off the regular rate. The discounted rate for the Add-on Package must be paid along with any school processing fees, including Matriculation fees. These fees are payable either upfront or they may be paid via an installment plan when approved by the School Director. If the Add-on package and fees are paid on an installment plan, the Add-on package installment plan may begin only after the current active degree plan has been paid in full. A student may not have more than one installment payment plan active at one time. At present, all our ELTU installment packages are paid monthly with no

interest. All Add-on packages must be purchased while the student is currently active in good standing in an ELTU program or seminar series. Once a student has completed an ELTU program or seminar series, the student is no longer an active ELTU student and is no longer eligible to purchase an Add-on package or discount program.

Add-on Commercial Book Publishing Pkg (optional)

At ELTU: The University of Christ-Centered Coaching, Leadership, and Change, you can become not only transformed and empowered to go live your best life, but also write your story, get it published and released into the commercial marketplace or ministry marketplace - all while completing the dream of earning your college degree! In this Optional Book Publishing Package, you will complete the process of earning your chosen degree or graduate certificate, plus ELTU will help to launch your own published work into the commercial market or ministry marketplace! And the best part is this is all accomplished in the process of earning your degree or graduate certificate. Specifically, we will show you how to:

- **Write your book;**
- **Become a published author;**
- **Launch your book into marketplace or ministry;**
- **Get the discounted rate of \$3,800 for coaching & worldwide marketplace publishing;**
- **Keep 100% of your Book Royalties minus any Amazon publishing fees!**

How the Commercial Trade Book Publishing Package Works:

Pair the Add-on Commercial Book Publishing Package with any of our ELTU degree or graduate seminar certificates; you get to utilize your time in the Course Paper to create your book content for publication into the market. Instead of writing a textbook summary for your Course Paper, you will share your own stories along with what you learned in the textbook lectures to develop content for your Course Paper. This content is what you will submit as your Course Paper to the Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate! *Refundable until first draft of work is turned in submitted to Instructor.*

All at a discounted publishing rate!

During enrollment, select the “Add-on Book Publishing Package.” The price shown for this Add-on program will be shown in the Student Enrollment Agreement. This amount will be added on to your chosen degree or seminar certificate package. You may be given the opportunity to break the Add-on payment into installments with the School Director’s approval or pay in advance. No work will be done by ELTU on your book production (including but not limited to editing, copywriting, book layout, discussions on the content, title, graphics, artwork, book cover, etc.) until all book payments have been completed whether for your ELTU degree, seminar certificate, dissertation/capstone, or your selected Add-on Commercial Book Publishing Package.

Commercial Publishing Package - Doctoral Dissertation

When you pair the Add-on Commercial Book Publishing Package with the Doctoral Dissertation, once your Doctoral Dissertation has been successfully graded, defended, and conferred, your Course Doctoral Paper content will be used to create your book content for publication into the market. Each Add-on Commercial Book Publishing Package you purchase may only be used to publish your Combined Course Papers or your Dissertation. If you wish to publish both your Combined Course Papers and your Dissertation, you will need to purchase a total of (2) Add-ons as one of the Add-ons will cover the Program Course Papers and the other Add-on will cover the Program Dissertation. This unique and convenient learning experience gives students the opportunity to share their stories along with what you learned in the textbook lectures to make the world a better place! The content you create is what you will submit as your Course Paper or Course Dissertation to the

Instructor for grading. Once graded and returned to you, with your fully paid Add-on Book Publishing package, we receive your permission to publish the work for you under your name in the outside market. The material will be packaged by ELTU for your commercially produced book in the marketplace. With ELTU, you are provided with a full suite of our services including book editing, book cover, ISBN, setup training, and consultation to help turn your Course Paper into a production work file for your book. You will get to work on your book, your calling, and your personal brand all while completing your ELTU degree or seminar certificate!

PAYMENT PLANS & METHODS OF PAYMENT

Payment Plan installments are due monthly on the date of execution of any payment plans. Any student failing to make the monthly installment payment is subject to fines/penalties, withdrawals for non-payment and may forfeit credit for courses. If a student is withdrawn for non-payment, all tuition, fees, fines and penalties are collected along with a reinstatement fee before course grades are assigned. Reinstatement may be granted through the end of the existing program year if the student brings the financial account current and follows the re-instatement policy. The Payment Plan is a legally binding contract and students must fulfill all terms of the payment plan installments as outlined in the Student Enrollment Agreement, including but not limited to any and all late fees, incidental expenses, and other fees and expenses as outlined in the University catalog and the Student Enrollment Agreement. Payment Plans are available at the beginning of the admission's process and may need to be revised if the student makes changes to their program. Students only have one payment installment plan in effect at a time.

- Late payment fees of \$35 are assessed for any installment payment remaining unpaid after (3) business days.

Methods of Payment

The only acceptable methods of payment are company (organization) checks or electronically processed transactions in good funds paid via online link electronically from the School. No cash payments are accepted. Company check processing or payment via methods such as: Paypal, Zelle, debit, credit cards, bank account electronic funds transfer (EFT), and automated recurring payments made electronically or online are the school's only acceptable method of payment.

FINANCIAL AID & SCHOLARSHIPS

ELTU may from time to time be able to offer private scholarships. Organizations or individuals who wish to partner formally or informally with ELTU to support ELTU students' learning journey are welcome. Any funds available for scholarships will be offered according to the donor's requirements and in alignment with these school policies, notwithstanding any state, federal, or local governing laws that may be applicable. An educational sponsor, church or organization whose educational department has a strategic alliance with ELTU may be highlighted and featured as appreciation at the ELTU program graduation. ELTU does not participate in federal, state, or local government student financial aid programs under Title IV, Higher Education Act of 1965 (20 U.S.C. Section 1070 et seq.) All scholarships and financial aid awards become a part of the signed and executed Student Enrollment Agreement.

• **ELTU Inaugural Scholarships**

Established in 2023, the ELTU Inaugural Scholarship is a gift of financial assistance which may include but not be limited to free or reduced tuition from University Founder, Dr. Merle Ray. The gift is in the interest of elevating students who are following their calling and career in the fields of leadership, coaching, spiritual care and/or or

managing change. The Scholarship serves to further Dr. Ray's commitment to encourage and support women and men who are committed to Christ-Centered leadership transformation in the 21st century.

The University President or designated official may select scholarship recipients based on financial needs addressed in the scholarship questions contained in the ELTU Admissions application process. All applicants will receive notification in writing as to the scholarship decision. To obtain consideration, applicants must apply directly from the University's website and no outside or third party websites.

Inaugural candidates must complete the ELTU Admissions process and Student Enrollment Agreement in its entirety, and a **Waiver of Tuition** Form will be executed upon Admissions approval and will be a part of the Student's Enrollment Agreement.

Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission.

Students must adhere and agree to the following statements during the Admission's Application as part of the Scholarship process. If approved for ELTU Scholarship, (I) the student understand that I may receive free, nearly free, or reduced tuition or fees based on self-identified need. I further understand that ELTU Scholarships are not governed nor are they provided by state, federal, or local government; ELTU scholarship is not an entitlement fund. ELTU Scholarship recipients will be subject to:

- Matriculation Fees of \$1,288 automatically incurred annually at the beginning of each program year, and may be waived in full or in part depending on the school's financial status, student's financial need, and/or any donor requirements. Matriculation Fees must be paid in advance (or may be set up on installments of \$107 per month) when not waived via Scholarship. Matriculation Fees automatically are charged each program year until program completion or maximum number of months in the program have expired whichever comes first.
- Fees not covered by Scholarship: ELTU Scholarships cover Tuition of ELTU Degree Programs only and do not cover voluntary optional services, add-on programs, or any incidental fees. Expenses like Registration fee, Processing Fee, Matriculation fee, Books, Supplies, Dual Degree/Seminar Programs, Graduation Expenses, or other materials or fees are not covered by the Scholarship. Expenses and Fees not covered by the Scholarship must be set up on installments or paid in advance prior to admission.
- Terms, Conditions, and Limits: Scholarships granted for Bachelor's program will not exceed 24 months. Scholarships granted for Non-Bachelor's programs will not exceed 12 months. Arrangement must be made in advance for any payments that may be incurred or accumulated after the Scholarship term ends. Upon acceptance of the Scholarship, students will be presented with Payment Authorization Forms to set up these expected payments that are not covered or any enrollment fees beyond the term of the Scholarship.
- Change, Cancellation, or Revocation at any time: All ELTU Scholarships are temporary, subject to change, cancellation, withdrawal/deletion or revocation at any time; scholarships may be limited or restricted based upon changes to the financial situation of the school, our students, and/or any donors. Students may be required to update and inform ELTU during the program term of any changes in the student's financial situation resulting in a change in the student's eligibility for the Scholarship or financial assistance.
- Enrollment in the ELTU Degree Program is required first and a Waiver of Tuition Form will be provided upon approval of the Admission and Scholarship. Students must set up Payment Plans to cover the initial registration and processing fees if not paid in advance, and they must agree to Payment Plans authorizing recurring electronically processed payments.

- Approval by the School's Executive Director and/or the School's designated official(s) is required to approve and administer awards.
- All scholarships and financial aid awards are offered and reviewed based on financial need on a case-by-case basis.
- Scholarship Award Letter and documentation become a part of the Student Enrollment Agreement.



Once Student Enrollment Agreement is signed by student online, the following page appears in the online Admissions process:

The screenshot shows the Elevation Life Transformation website. At the top is the logo and navigation menu: Home, Degree Programs, Certificate Programs, Courses, Admissions, and Contact. The main heading reads "Next Step: Registration Fee Below". Below this is a "THANK YOU FOR YOUR INTEREST!" message. A paragraph explains the policy: "In accordance with Policy, all ELTU Student Candidates must submit their initial Registration Fee and Payment Plan Enrollment Fee (if any) at the time of Initial Application in order to begin the ELTU School review and set up process for approval. (These initial fees are 100% refundable if your application is not approved for admission by the School.) An ELTU School Official will respond to your application within 3 to 5 business days once your initial fees are submitted and paid securely via PayPal. (Select only one option below)." Below the text is a dropdown menu labeled "ELTU INITIAL FEES (select one)" with "Registration Only \$100.00 USD" selected. A yellow "Buy Now" button is positioned below the dropdown, with logos for Visa, Mastercard, American Express, and Discover.

Clicking the Submit button from the Completed Application will take Students to the Payment Screen for the one-time \$100 Registration Fee for all Applicants, and Processing Fee of \$150 for all applicants. If the Student's Admissions Application is not approved by the University, these fees will be refunded to the Applicant within 10 business days of the Letter of Non-Acceptance. Upon Student's Admissions Approval, a School Approval and Welcome Letter is sent via email from the School Office along with Payment Processing link for the monthly payments (if any) and an Onboarding Orientation.



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PAYMENT PROCESSING FORM

ELTU

Destiny Delivered.

Payment Processing

PHD-HCL Programs - Methods of Payment

SAMPLE

Payment Process (required)

You have selected the **12-month** timeframe in which to pay **\$369/month** to complete this part of your journey. **You must click below to activate your plan today and your first payment will begin in 30-days.** Once activated, your electronic records will become open, and you'll be able to begin classes anytime 24/7 at your convenience. Please note that any active student who requests to extend their program beyond the maximum number of months in the ELTU Handbook will incur an **Extended Program Fee** (see *ELTU Catalog/Handbook*). Students are eligible to graduate once their program is successfully completed and all payment arrangements are paid in full.

Click here to pay securely via **Paypal**.



METHODS OF PAYMENT

*We accept all payments online via bank account drafts, credit, or debit cards. *Installments will be set as automatic recurring payments for electronic processing. Students may elect to set up eChecks, Automatic Bill Pay, Auto Credit, or Auto Debit Card Payments with their bank or other Auto recurring electronic provider.*

Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

FORM ELT-004 REV 06/23



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STUDENT ADVISORY ROADMAP (FORM)

SAMPLE



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Student Advisory Roadmap - Degree Programs

Create a custom schedule for completing your Degree Program - Revised SAR Form 06-10-2023

Degree Program

MCL: MASTER OF SCIENCE DEGREE IN CHRIST-

Enter your ELTU degree program of Seminar Series

MCL 201 - COACHING FROM GOD

06/06/2023	Tuesday, June 06	<	>																					
June 2023	9:00 PM	10:00 PM																						
<table border="1"> <thead> <tr> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> </tbody> </table>				SUN	MON	TUE	WED	THU	FRI	SAT					1	2	3	4	5	6	7	8	9	10
SUN	MON	TUE	WED	THU	FRI	SAT																		
				1	2	3																		
4	5	6	7	8	9	10																		



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ASSIGNMENT UPLOAD FORM

SAMPLE



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Assignment Upload Form

Use this form to submit completed assignments for grading. Be sure to submit only the final version of your assignment.

Program & Course No. *

BACHELOR OF SCIENCE DEGREE
CENTERED COACHING, LEADERSHIP,
CHANGE

BCL 101 INTRO TO CHRIST-CENTRED
COACHING & MENTORING

Name *

First Name Middle Name Last Name

Email *

example@example.com


Capstone Project File Upload-1

Capstone Project File Upload-2

Student Acknowledgement


I have read and understand the Program and Course Requirements, Course Syllabus, and ELTU Handbook Policies and Guidelines. I hereby certify that I have followed the procedure guidelines for this course/program. I hereby submit the attached contents and materials written in student's own words, and understand that plagiarism in any form will not be tolerated. I understand that the assignment being submitted may not be changed once uploaded to the School and that student should review and make any revisions necessary to present highest quality work in good prior to submission.

Student's Signature *



[Clear](#)

Date Submitted *


Date



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DOCTORAL DISSERTATION PROJECT PROPOSAL IDEA SUBMISSION FORM



ELEVATION LIFE TRANSFORMATION UNIVERSITY

www.ElevationU.com

Doctoral Dissertation Title & Capstone Project Proposal Idea Submission Form

This form containing your proposed dissertation or capstone project title and description should be completed and submitted within 90 days of acceptance into the program, so that you may begin the process of the doctoral dissertation or capstone project as soon as possible.

Name *

First Name Middle Name Last Name Suffix

E-mail Address *

example@example.com

Student ID No. *

Primary Phone Number

- -

Country Code Area Code Phone Number

Address

Street Address

Street Address Line 2

- Yes
- No

Student's Signature *

Clear

Date Submitted *

mm/dd/yyyy

Date

ELTU: Destiny Delivered!

8111 Whirlaway Elm Drive • Humble, TX 77346 • (281) 827-4396 Ph

SCHOOL OFFICIAL REVIEW

Doctoral Dissertation Title & Capstone Project Proposal Idea Submission Form - Rev 06-10-2023

FOR UNIVERSITY SCHOOL OFFICIAL REVIEW & APPROVAL ONLY

Clear

Date Approved by School Official

SAMPLE



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COURSE LESSON JOURNALS



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COURSE LESSON JOURNALS

FOR DEGREE PROGRAMS - REVISED 06-10-2023

Student Name *

<input type="text" value="textbox_sam"/>	<input type="text" value="textbox_sam"/>	<input type="text" value="textbox_sample2"/>	<input type="text" value="textb"/>
First Name	Middle Name	Last Name	Suffix

Student Email *

example@example.com

Student ID No *

Current Course



SECTION 1 LESSONS - Introduction

Week of

Date you began this section

Section Complete date

Date you finished the section

Section 1

- Lesson 1: Review Synopsis & Syllabus
- Lesson 2: Review "How to Complete this Program" in ELTU Catalog
- Lesson 3: Discussion Forum
- Lesson 4: Coaching Lab Action Plan

SECTION 2 LESSONS

Week of

Date you began this section

Section 2

- Lesson 5: Textbook Reading
- Lesson 6: Discussion Forum
- Lesson 7: Journal 1-page summary of your notes

Journal observations and summary for pages 1 to 75 of the
blank blank
Course Textbook listed below.

Summarize what you read in the textbook here.



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DISSERTATION DEFENSE EVALUATION FORM



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8111 Whirlaway Elm Dr
Humble, TX 77346-8181
E-mail: info@Elevationu.com

Cell (281) 827-4396
Office (512) 763-0474

Visit us online at www.ELEVATIONU.com

DISSERTATION DEFENSE EVALUATION FORM

Student's Name:

Doctoral Member's Name:

ELTU Faculty Member's Name: Dr. Merle Ray, Dissertation Chair

ELTU Faculty Member's Role (please circle one): **XX Chair** **Committee** **Reader**

Date of Student Dissertation:

Date Submitted for Proposed Defense:

Instructions: All members of the dissertation committee (chair, committee members, and readers) should complete this form within 3 weeks of the date submitted for defense and return it to the ELTU Dissertation Chair. **Dissertation Chair, please note:** copies of all evaluations need to be:

- 1) Placed and maintained in the student's record, and
- 2) Given to the student.

Please circle the most appropriate score for each item, relative to the student's research and the dissertation defense process. Narrative comments may be added.

NOTE: Ratings of "3" represent a student who is performing as would be expected and is on target. Ratings of "4" or above should be reserved for a student who is doing better than expected or is excelling, while ratings below "3" indicate a need for additional work or defense of this topic.



QUALITY OF CONCEPTUAL FRAMEWORK

1) *The dissertation conveys the research question or hypothesis in full explaining relevant concepts or supportive theoretical literature.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

2) *The dissertation conveys the research question or hypothesis in full explaining relevant concepts or supportive theoretical literature.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

3) *The dissertation conveys a set of assumptions (if needed) in order to follow along with the student's research.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

4) *The dissertation demonstrates the student's ability to integrate and summarize theoretical and research perspectives related to the question studied.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:



QUALITY OF RESEARCH DESIGN AND PROCESS

5) *The dissertation conveys a solid and appropriate rationale for the chosen research method.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

6) *The dissertation clearly details the subject fully in the Table of Contents or provides an appropriate outline for the research method followed.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

7) *The dissertation clearly depicts the process of data collection and management.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

8) *The data is analyzed and appears reasonable based on the process presented.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:



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9) *Threats to validity of the hypothesis (if any) were identified and discussed in the dissertation.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

10) *Ethical considerations appear to have been considered and maintained throughout the dissertation.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

QUALITY OF WRITING

11) *The dissertation is a well written document and is at the level expected for doctoral work.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

12) *The dissertation is a coherent document that covers the problem studied, question or hypothesis, methodology, findings, discussion, and implications.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:



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13) *The dissertation meets general APA writing format, style, or standards described in [ELTU grading rubric](#).*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

14) *The student presented the dissertation in such a way that a capable adult reader would be able to understand and follow the materials presented.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

QUALITY OF OVERALL PRESENTATION

15) *The student demonstrates the ability to summarize all key components of the study.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

16) *The student demonstrates the ability to articulate in detail: the problem and question/hypothesis studied and its relevance in a larger context.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:



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17) *The student demonstrates the ability to articulate in detail: the data collection and analysis process and its value in the study.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

18) *The student demonstrates the ability to discuss the meaning of findings in the study in relation to the literature and theory used or presented.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

19) *The student's presentation of the written dissertation leads to a meaningful review by the Doctoral committee member.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:

20) *The student openly anticipated common questions a reasonable person might ask about this topic and included general thoughtful responses as feedback, future implications, or predictions in the dissertation.*

1	2	3	4	5
Fails to Meet Expectations	Below Expectations	Meets Expectations	Above Expectations	Exceeds Expectations

Comments:



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ADDITIONAL COMMENTS AND OVERALL SCORE

Note any problems in learning that need to be addressed prior to final approval of the dissertation.

Comments:

Score Interpretation:

Below 60 = Significant concerns exist and should be reported to the ELTU Chair

60 – 80 = Meets expectations - Pass

80 - 90 = Above expectations - Pass

Above 90 = Exceptional; well beyond expectations – Pass with Distinction

DECISION:

- a. **PASS WITH DISTINCTION**
- b. **PASS**
- c. **FAIL**

Reasons for recommendations for Student Passing Dissertation with Distinction:

Reasons for recommendations for Passing Student Dissertation:

Reasons for recommendations for Failing Student Dissertation:

Doctoral Committee Member Signature: _____



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OTHER CONTENT

THIS SECTION CONTAINS SCREENSHOTS & SAMPLES OF OTHER ELTU TOOLS OR DOCUMENTS (NOT NECESSARILY FORMS) THAT OUR STUDENTS MAY ACCESS FROM ELTU ONLINE.










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ELTU COURSE DELIVERY APP



ELTU APP - A Database of Forms & Materials for Students

-  **Course Catalog**
Search and download syllabus and course materials
-  **Instructor's Weekly Discussion Question (DQ) Forum**
-  **Lesson Journals**
Update and complete lesson journals
-  **Coaching Action Plan**
Prepare for coaching sessions
-  **Student Advisory Roadmap - Degree Programs**
Create a completion schedule for your degree
-  **Assignment Upload Form**
Submit course papers, coaching tabs, and dissertations
-  **Doctoral Dissertation Project Proposal Idea Submission Form**
Submit your project or dissertation idea for approval in advance



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ONLINE COURSE CATALOG

How to Search ELTU Online Course Catalog

Enter the first few characters of the Course into the Search field and press Enter. Courses appear on the screen providing students with: Course Synopsis, Syllabus, Required Textbook & Materials, Course Content Outline, Learning Objectives, and more.

Course Catalog

Course Catalog Master List | Course Catalog - Card View | + Add Tab

Filter ▾

<p>PHD 800-HCL ★</p> <p>Course Title DOCTORAL DISSERTATION/DOCTORAL CAPSTONE PROJECT</p> <p>Image </p> <p>Lecture Hours 0.00</p> <p>Lab 15.00</p> <p>Total Hours 15</p> <p>Course Synopsis The Human Capital Leadership dissertation or doctoral capstone is intended to extend the opportunity to the student to apply real life research to deliver a human capital solution or tool immediately ready for use by a church, ministry, or other faith-based business. In this Course, you have a choice of presenting a doctoral dissertation paper (Option A) or creating a doctoral capstone product or project (Option B). Both options should be no less than 40 pages and no more than 100 pages in length and must include a bibliography with at least 15 references. First, you will introduce your theme or abstract and then expound on your research or project in detail on the theme using common English language. Endnotes and research notes should be noted numerically after each statement with the source cited at the end of the paper.</p> <p>Required Textbook Manual for Writers of Research Papers, Theses, and Dissertations, (Chicago Style for Students and Researchers) 9th Edition by Kate L. Turabian</p> <p>Course Learning Objectives</p>	<p>PHD 770 ★</p> <p>Course Title CHRISTIAN STRATEGY</p> <p>Image </p> <p>Lecture Hours 10.00</p> <p>Lab 2.00</p> <p>Total Hours 12</p> <p>Course Synopsis The word, strategize, means to put a plan of action behind a strongly held belief. CHRISTIAN STRATEGY examines prayer, biblical practices, and perspectives through a combination of media lecture, coaching labs, and online discussion forums to give the doctoral student techniques for being effective and authentic in one's career and calling.</p> <p>Required Textbook Prayer: God's Strategy for Success in the Marketplace Posted on May 8, 2017 (https://hbu.edu/center-for-christianity-in-business/2017/05/08/prayer-gods-strategy-success-marketplace/) By Os Hillman; Publisher: Center for Christianity in Business – Houston Baptist University.</p> <p>Course Learning Objectives Through reading and applying the principles shared in the course materials, you will: <ul style="list-style-type: none"> Identify and describe how Prayer may be used as a marketing strategy. Identify and describe how businesses and inventions may be birthed through prayer and biblical means. </p>	<p>PHD 780 ★</p> <p>Course Title GAME CHANGER LEADERSHIP</p> <p>Image </p> <p>Lecture Hours 10.00</p> <p>Lab 2.00</p> <p>Total Hours 12</p> <p>Course Synopsis God specializes in taking failure and turning it into fulfillment of God-inspired dreams, visions, and aspirations that flourish over time into success! He's a game-changer! Today, I want to talk to those: Executives in training about to give up; Aspiring Employees who are distraught, oppressed, tired, burnt out, and stressed; Anyone who is in an uncomfortable place right now, AND those who are none of the above, but you are the average well-adjusted citizen who is not content or satisfied with waking up going about your day-to-day; you who are unfulfilled! GAME CHANGER LEADERSHIP combines media lecture, coaching labs, and online discussion forums to give the doctoral student a fully engaged view of what we love to do as human capital leaders, what we are called to do, and how to see the rewards of your work when possible. Game Changing Leadership is a word of Motivation. It is not just motivation; it is also a word of Application. But, it's not just application; it's also a word of Salvation. But, it's not just Salvation; it's also a word of Transformation. But, it's not just Transformation; it's also a word of Endurance. Not just Endurance, it is also a word of Restoration and Renewal. In other words, if you apply what you learn in this course, you can</p>	<p>PHD 760 ★</p> <p>Course Title BUILDING A CHRIST-CENTERED BUSINESS</p> <p>Image </p> <p>Lecture Hours 10.00</p> <p>Lab 2.00</p> <p>Total Hours 12</p> <p>Course Synopsis Christian business is perhaps the most misunderstood filled with myths and misperceptions. People believe that Christian business is not in business to make a profit. They also believe that Christian business leaders are supposed to be timid and shy away from conflict. Sadly, many people see Christian business as failures or struggling to make ends meet. BUILDING A CHRIST-CENTERED BUSINESS combines media lecture, coaching labs, and online discussion forums to give the doctoral student a deeper examination of God's divine purpose, intent, and rewards for doing business.</p> <p>Required Textbook Biblical Business: Engine of Blessing Posted on May 25, 2016 (https://hbu.edu/center-for-christianity-in-business/2016/05/25/biblical-business-engine-blessing/) By Tim Weinhold; Publisher: Center for Christianity in Business – Houston Baptist University.</p> <p>Course Learning Objectives Through reading and applying the principles shared in the course materials, you will: <ul style="list-style-type: none"> Identify how God gives strategic insight about </p>
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Total 18



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INSTRUCTOR'S WEEKLY DISCUSSION QUESTIONS (DQ) FORUM

How to Post to Your Instructor's Weekly Discussion Question (DQ) Forum

Enter the first few characters of the Course into the Search field. Select **"Posts"** instead of "Everything." Discussions for the Course appear on the screen. Select the Lesson number or week that you are on and scroll down to see the conversation. Post your answer and click "Share Your Comments."

The screenshot shows a search bar with 'PHD 710' entered. Below the search bar, there are filters for 'SHOWING...' and 'SORTED BY TOP'. A navigation bar includes 'ELTU ONLINE UNIVERSITY CO...', 'Everything', 'Members', 'Posts', and 'Near You'. The 'Posts' filter is selected. The search results list three discussion forums:

- PHD 710-6 DISCUSSION FORUM Lesson 6**
Whose role is it to support, edify, and build up believers in their calling and career for the Kingdom of God? Read Exodus chapters 33 through the en...
Updated 3mo ago • ELTU ONLINE UNIVER...
- PHD 710-5 DISCUSSION FORUM Lesson 5**
What are your thoughts on this statement from the author: "Aircraft carriers intended for rallying and deploying like-minded people for a..."
Updated 3mo ago • ELTU ONLINE UNIVER...
- PHD 710-4 DISCUSSION FORUM Lesson 4**
Think about your goals and desires in the Kingdom of God. How do you participate with God? How do you know that God wants you to?
Updated 3mo ago • ELTU ONLINE UNIVER...




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COACHING ACTION PLAN

How to Use the Coaching Action Plan

The Plan assists those new to the field of coaching by providing tools, techniques, and tips for preparation. Your coaching labs are real coaching sessions that you set up and facilitate as part of your course completion. Use the Plan as a guide for preparing to intake your first clients or volunteers. These are general guidelines to help you become centered for coaching enabling you to help set your client and yourself up for success. As you continue, you'll add your own style to your coaching interactions and processes over time to build upon what you have learned. You may even develop your own coaching systems, tools, techniques, and frameworks.

- It is suggested that you download and review the Coaching Action Plan several days prior to scheduling your first coaching session.

**COACHING ACTION PLAN: INTAKE SESSION CHECKLIST**

Points of consideration for the first coaching intake session

This Coaching Intake Session Checklist is designed to help you prepare for each of your new clients first coaching session. The purpose of this checklist is to help you create an environment where your clients can thrive from beginning to end of your coach/client relationship. This information helps the client to understand what they are seeking out of the coaching relationship and what they can expect from you as their coach. By going through the entire checklist faithfully, your client will see the value and importance that you have placed on the relationship and understand what they want to achieve and how coaching helps them to achieve. Any other tasks, like administrative housekeeping items and processes are also discussed here, such as fees, homework assignments, etc. The expectations for these are made clear and any questions are answered upfront.

- ✓ *Not an exhaustive list.*
- ✓ *Can be rearranged to meet your and your client's needs.*
- ✓ *Order depends on what you have already covered in prior discussions or signed coaching agreements.*

INTRODUCTION

- Purpose and duration of the intake session
 - 1 ½ to 2 hours first session
 - What Coaching is and is Not
 - Take time to determine if it Coaching or Something else that the client may be in need of; Go over the **Feeling Stuck Process Map** (attached)
- Agreement of number of sessions scheduled and dates
- Payment terms
- Coaching contract/agreement
- What the service includes
- What notes will be written up/led back
- Methods of communication
- Ground rules for missed or late coaching sessions

THE COACHING SESSION YOU WILL GO OVER DURING THE INTAKE PROCESS

- Getting the most from coaching session – becoming centered and clearing inner space
- Structure of session
- Who will take notes
- What is needed for each session – pens/paper, diary The coach –client relationship
- What the client can expect from their coach
 - Openness and honesty
 - Confidentiality
 - Equality in the relationship
 - Agenda belongs to the client



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GRADUATION EXPERIENCE HANDOUT

ELTU

Destiny Delivered.



*Graduate
Experience*



ELTU GRAD KEEPSAKE RING
Yours to Keep



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FOR ILLUSTRATION ONLY - PICTURE IS NOT THE ACTUAL 15X18 SIZE

PHD GRAD
 Take Home Package

Cherry Red Real Wood
 Wall Frame with
 Tempered Glass
 Size 15x18
 w/ safe packaging
 to take home



ALL REQUIRED GRAD CEREMONIAL ATTIRE PROVIDED.
 Student is required to return all attire to ELTU before leaving ceremony.




GOWN IS BLACK W/ GOLD / BURGUNDY VELVET TRIM
 HOOD/COLLAR IS BLACK W/
 VELVET NAVY TRIM / GOLD / BURGUNDY SATIN

ALL ITEMS SUBJECT TO CHANGE OR CANCELLATION
 BASED ON AVAILABILITY





ELTU GRAD KEEPSAKE RING
 Yours to Keep





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**2023/2024 GRADUATION EXPERIENCE
(FEES HANDOUT)**

All students paid a nominal fee of \$250 for school registration at the time of their initial enrollment. Since then, due to the generous ELTU Scholarship Program, students have paid \$0 in tuition and \$0 in matriculation fees during their first year in the program. Graduation fees are mandatory for all new, existing, and transfer students and are not covered by the ELTU Scholarship Program. For School Year 2023/2024, ELTU must close out the academic year and prepare for program completion and graduation. To do so, ELTU must deliver the necessary supplies, equipment, facility operations, food, festivities, and graduation services for each student. Therefore, your Student Graduation Fee for the year 2023/2024 is: **\$1,716** per student.

Graduation fees are non-refundable and include all the following but are not limited to:

- **Oversized Bachelor's, Master's, or Doctoral custom-made Degree Wall Frame**
This is not the small-sized frame seen in most universities. Our ELTU degree diplomas are laminated and framed in an oversized cherrywood, and glass wall frame printed on premium paper with the university's gold emblem and logo in full color ready for you to receive at the ceremony when you walk across the stage. Unlike most universities, you will not receive a fake white piece of paper curled up in a ribbon on stage. The ELTU degree will come complete with packaging to be used to safely take your framed diploma home with you after the ceremony. For those unable to attend the ceremony, the framed diplomas are mailed via special handling to protect the frame and contents.
- **Student's Special ELTU Graduation Keepsake Ring**
Each student is provided with a special graduation keepsake ring automatically ordered by the school for every ELTU graduate of programs (not seminars) over 40 hours. This beautiful keepsake is made in the school colors and set in a beautiful large 20 millimeter elaborate Turkish designed ring decorated in navy, burgundy, and white crystal-colored gemstones and is yours to keep.
- **Bachelor's, Master's, and Doctoral Gown & Coordinated Ceremonial Attire**
Unlike most Universities, ELTU provides the rental of your University's custom-color Bachelor's, Master's, and Doctoral Gowns, coordinated Draped Collars/Hoods, and Graduation Cap or 8-sided Tam as appropriate with Tassel. Made especially to be worn at graduation and returned to the school upon end of ceremony, this ensures that your life-changing moment is captured in full coordinated school dress colors and form.
- **Individual Stage Photos, event captured on video and group photos.**
Unique to ELTU, this event is unlike other Universities, which is why we call it the ELTU GRADUATION EXPERIENCE. You won't want to miss it, so we capture individual as well as group photos in action for the University and photos when you receive your degree on stage. We make the files available to every student automatically as a download as part of the Grad Experience.
- **ELTU Private Ceremonial Student/Staff Dinner Party**
Food is always in order at an event with ELTU, and our private ceremonial dinner party hosted just for students and staff will ensure that our students feel welcomed and appreciated for this special journey of transformation that they have just completed with us. This ELTU Grad Experience private dining event features a full course meal prepared especially for ELTU Grad attendees, school-invited officials, hosting staff and those involved in this special event. You will not want to miss your taste of delightful dining experience with your School Colleagues and Officials.
- **Operational Costs**
ELTU operational costs for the Grad Experience include but are not limited to:
 - ✓ Delivery and transport fees, catering fees, food supplies, consumables, incidental fees, and graduation facilities;
 - ✓ Staff and labor costs.

Students may pay this amount in lump-or in payment installments. The full amount must be paid at least 8-weeks prior to the scheduled Graduation Experience.

(Select one)

- Any number of payments as long as fee is paid in full 8-weeks prior to scheduled graduation; or
- Four auto payments of \$429 per month for 4 months; or
- 12 auto payments of \$144 per month for 12 months; or
- A total of \$1,716 paid in full at least 8-weeks prior to graduation schedule.

You may pay the entire amount in full or make payments. ALL payments must be made in full at least 8 weeks prior to the scheduled Graduate Experience which includes gifts, commencement, attire, and special ceremony dinner party as outlined above. **Click** to pay fees and/or access the GRADUATION FEE policy in the ELTU handbook, **click here**.



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