

Statement Understanding

Please read and initial each statement.

I, _____ do understand...

(print your name)

X____ MTU Core curriculum fees and all other fees are not transferrable between students or student accounts, and overpayments on any fees will not be refunded or transferred but credited to student's account for future payments. All core curriculum fees, and any other fees that apply, must be paid in full before my students receive diplomas. It is my job as the administrator to make sure that my students are following protocol, purchasing their core curriculum, and making their payments on time.

X____ Keeping 1/2 of tuitions from students is a benefit offered by very few colleges, and to receive these benefits I must comply with all duties of an MTU Administrator as instructed throughout the Administrator Handbook. If I am unable to complete the duties of the Administrator I will forfeit my 1/2 of tuitions to MTU home office.

X____ 1/2 of tuitions are paid to my ambassador, _____ (name of ambassador).

X____ I am expected to open a bank account specifically for my satellite extension school. From this bank account I will conduct all MTU business, collect all student fees and pay MTU any and all owed fees. I will pay MTU all owed tuitions and fees from one bank account via the MTU website.

X____ No core curriculum will be emailed until fees have been paid and processed by the home office, **which could take 3-5 days**. Curriculum from any other source or email other than joshpalm-ermct@yahoo.com will not be accredited or accepted as MTU curriculum.

X____ I will not personally email curriculum to my students as I understand that curriculum must be purchased from MTU and emailed directly to the student from joshpalm-ermct@yahoo.com.

X____ MTU has religious accreditation, not secular, and my students will not receive a 1098-T tax receipt for education. I may provide a tax letter from my MTU satellite extension host church for the giving of finances toward their religious education, which should be tax deductible.

X____ I must use proper forms on the MTU website when ordering core curriculum, paying fees, etc. I will not attempt to create my own forms.

X____ I do understand that if I attempt to print diplomas for my students myself it is considered Intellectual Property Theft/Piracy and MTU will contact my students and may be forced to take legal action.

X____ The student and administration fees are to be **IN THE HOME OFFICE** before said due dates, otherwise the \$100 late fee will be applied.

X____ I understand that my student's diplomas will not be released until all fees have been paid to both MTU home office and to my Ambassador, and it may take up to two weeks before they are mailed to me.

X____ Graduation robes are not provided by MTU.

X____ My procrastination is not your emergency.

I have read, initialed, I understand and agree with each of the statements above.

Signature of Administrator

date

Ambassador: _____