



June 1, 2007

Dear American Pacific University Student:

We hope that this letter finds you well.

Please take some time to thoroughly review all of the information in this letter and the enclosed documents. It includes very important program information and new policy/procedural changes. If you have any questions about how any of this affects your program(s) of study, please feel free to contact us.

Recently, you should have received a letter sent by either certified or registered mail introducing you to our new and unique Master's Degree program in Transpersonal Psychology. Included in this letter, was a notice of several upcoming policy and/or procedural changes at American Pacific University. If you have not received these important notifications, we do sincerely apologize and invite you to please contact our Student Services office in order to receive these documents.

In the near future, you will be receiving additional notices. This will culminate into a Student Handbook that will be available online as of September 1, 2007. Dates are subject to change due to unforeseen circumstances. Students will be informed as needed.

In order to continue to offer you the exceptional educational opportunity that you have come to expect as students of American Pacific University, it is now necessary for us to update our Fee Schedule (enclosed). Please review the Fee Schedule and the following information (some of the fees refer to the services listed below). Several of the following policies/procedures have been in effect for some time and are repeated here for clarification.

Pursuant to new policies being administered by American Pacific University, each student enrolled in the School for Esoteric and Hypnotherapy Studies will be required to have in their Student Record a completed, signed and dated:

Application Form

Learning Contract

Updating University Record Form

Tuition Agreement (forthcoming as applicable)

Enclosed you will find the abovementioned documents. These documents must be completed and returned to the Student Services Office. They must be postmarked by July 2, 2007 or faxed to the office no later than July 2, 2007. If you have questions regarding

this, please contact the Student Services Office.

If you currently have a balance outstanding to American Pacific University, you will be contacted by our office to discuss an updated Tuition Agreement. Once we have contacted you, the Tuition Agreement will be sent to you (as applicable).

We appreciate your returning the following completed documents as soon as possible by mail or fax.

I. Application: All students must have an updated Application to the School of Esoteric and Hypnotherapy Studies to complete your file. (See website)

II. Updating University Record Form: This form is to be used to update each students' school records. (See website)

III. Learning Contract: All students are required to complete a Learning Contract, which details a planned course of study. (See website). The Learning Contract will define the student's course of study for the duration of enrollment in the designated degree program. This replaces the Goal Statement, which students have submitted in the past.

ADDITIONAL POLICY CHANGES

IV. Seminar/Training Credit: Students must submit an "Application for Seminar/Training Attendance" form forty-five (45) days *prior* to the training event. The student will be notified once approval is granted.

Once the student receives an approval, it will be required that all Certificates of Completion, as well as an approved Submittal Review Sheet be submitted within six (6) months following the training event. Each seminar's requirements must be met before credit is awarded and will be reviewed by the Academic Review Committee. All credit awarded is subject to verification upon graduation. This policy pertains to only American Pacific University sponsored seminars.

As indicated by previous policy, any non-American Pacific University sponsored seminar/training event must be submitted as a "Project Proposal" and will also require pre-approval. This request must be submitted 45 days prior to the training event.

There have been revisions made to the units to be awarded for seminars based on the number of hours of participation. New and revised forms are available online, so please submit forms before attending any seminars for the appropriate form to be submitted:

a. Request for Seminar/Training Attendance: This is the form to be used to request approval for your seminar as it applies to your degree program. Please note - it is not to be used to register for the actual seminar. This must still be done through our Sales Office or please visit <http://www.ampac.edu/sehs> for more information.

b. Seminar/Training Approval Form: This is the form you will receive as notification of approval or denial of your chosen seminar.

c. **Credits Granted for Practicums:** This lists the amount of credits and the requirements for each American Pacific University sponsored seminar.

V. Deferral of Payment:

A Deferral of Payment request can be made for students who have difficulty meeting their financial obligations. This form is available through the Accounting Office. Once it is received, the Financial Affairs Committee will review your request. If a Deferral of Payment is granted, this will automatically suspend your Student Status. There is a monthly fee for this service and it is listed in the updated Fee Schedule that is enclosed.

VI. Diploma Order Form:

This form will be forwarded to you upon your graduation verification. Please note - a Graduation Processing Fee has been instituted and is listed on the said form as well as on the updated Fee Schedule.

VII. Request for Replacement of Diploma:

This form will be forwarded to you for requesting a replacement of your original diploma. Please note - American Pacific University will no longer issue multiple copies of diplomas. A fee has been instituted and is listed on the said form as well as on the updated Fee Schedule.

VIII. Transcript Release Form:

This is to be used to request transcripts from American Pacific University to be issued to you (unofficial) or directly to a third party (official). The fee for this service has been increased and is listed on the said form as well as on the updated Fee Schedule.

IX. Submittal Review Sheet:

This is to be used to accompany all coursework, projects, and seminar certificates/papers. Book Title, ISBN number, and re-submitting coursework dates have been added to this form.

X. Student's Guide to the Submission of Coursework:

Policies, procedures, and formatting as to the submittal of coursework are addressed in this guide. This includes clarification of the following: type of font to be used, clarification of re-submittals, where to submit coursework, the minimum/maximum amount of coursework you must/may submit, as well as, other pertinent information. Please review this document prior to submission of your coursework. Failure to adhere to the policies may result in delays of coursework processing.

XI. Leave of Absences:

A Leave of Absence does not discharge you from your financial obligations. You must request a Deferral of Payment for this and the Financial Affairs Committee will review that situation separately. A Leave of Absence may be petitioned due to extenuating circumstances. Those circumstances may include: medical leave, death or disability of a family member, natural disaster, or war. Such circumstances will need to be documented and reviewed by the Academic Review Committee. A Leave of Absence will be granted in six (6) month intervals and may be extended in six (6) month intervals. At no time will a Leave of Absence exceed two (2) years. In order to be considered for a Leave of Absence, a student must be active in the program and have submitted at least one (1)

course. When a Leave of Absence is granted, it extends the length of time the student has to complete their program.

XII. Withdrawal:

We understand that students may find that they are unable to complete or no longer desire to complete their chosen degree program(s). We encourage you to consider other options, such as a Leave of Absence, prior to deciding to withdraw from American Pacific University. However, if you do decide to withdraw, you must request and submit the proper form. Your request will be reviewed by the Academic Review Committee. The Committee will determine if any refunds are due (see your Tuition Agreement for details).

It is important to know that all student requests and files are subject to review by the Academic Review Committee. Please understand that we may request more information from you, as necessary file audits and reviews are conducted periodically.

While we understand that the new policies and procedures outlined in this letter may seem rather rigorous, this is all part of American Pacific University's efforts to address our student's concerns regarding standardized communications from our office. This is also a large part of our overall goal of truly becoming a world class institution – one that our students can be proud of.

We thank you for your continued patience as we strive to improve our systems, and hence the quality of the education that is offered. Again, if you have any questions, please feel free to contact us by phone at 808-791-5050 or by e-mail at studentservices@ampac.edu.

We truly value you as a student and wish you all the best in your continued studies.

Sincerely,

Student Services

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