

# MEMORANDUM of UNDERSTANDING

Eastern Illinois University

Student Cohort Agreement

This agreement will take effect beginning fall 2008 for ALL cohort members. Please sign and return this agreement in order to be enrolled in cohort classes. Please mail this agreement to:

Eastern Illinois University  
School of Continuing Education  
600 Lincoln Avenue  
Charleston, IL 61920.

## Class Notification

- All correspondence regarding the cohort will be sent through the EIU email account system.
- One week before the start of class, the student will receive an email through the EIU student email account system outlining costs, meeting time and location. (Information also available at <http://eiu.edu/adulted/schedulehome.php>)

## Payment and Attendance Expectations

- Payment for each course must be submitted according to the information posted on the School of Continuing Education web site <http://eiu.edu/adulted/schedulehome.php>
- If payment is not made on or before the first night of the course, the student will be dropped from the course, and will not be reinstated. NSF checks will be treated as non-payment and personal checks will no longer be accepted. Failure to adhere to payment procedures for two courses will result in the student being dropped from the cohort.
- If receiving financial aid, the student will be required to provide a financial aid letter of verification to the appropriate office (where payment is due) on or before the first night of class. **The payment must be postmarked within one week after the student's receipt of financial aid or the student will be dropped from that semester's classes. It is the responsibility of the student to insure that all Financial Aid requirements have been met.**
- Attendance will be required at all courses for which the student is registered. Any exceptions must be approved by the faculty member in advance unless it is an emergency.
- Appropriate documentation may be required for absences.
- Registration is required prior to the start of the course. If a student is not officially registered for a class, the student may not attend a course.
- Students are expected to attend classes in the cohort for which the student is admitted (i.e. Champaign/Ford Regional Office of Education classes in Champaign at Parkland College) unless other arrangements are made with the department prior to the start of the class.

- If a student must drop a course, you must contact the Department of Educational Leadership representative prior to the start of the course:

[edadmin@eiu.edu](mailto:edadmin@eiu.edu)

You will receive reimbursement for tuition and fees.

- If a student does not drop the course prior to the first class session and wishes to withdraw, the student will receive a W (withdrawal) and will be financially responsible for the course. The student must contact the academic department from which he/she is seeking a degree in order to withdraw from a course.

**By signing below, I agree to the terms of this student cohort agreement and give my permission to the School of Continuing Education to access and share with the ROE cohort partner any information related to my enrollment, payments, and financial aid status necessary to accomplish the administrative tasks relevant to the payment process.**

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cohort location