



275 9th Street, San Francisco, CA 94103 (School address / main location)

2161 Shattuck Avenue, Berkeley, CA 94704 (Auxiliary classroom location)

Phone: (415) 552-1001

Website: <http://www.advanceesl.com>

ENROLLMENT AGREEMENT

Name _____

Current Address _____ City _____ State _____ Zip _____

This agreement will be effective from when you sign this form, and will remain effective until your completion or withdrawal from the institution.

Educational Programs covered by this agreement (pricing and fees in this agreement apply identically):

-English as a Second Language (ESL)

-Business English

Locations covered by this agreement (pricing and fees in this agreement apply identically):

- 275 9th Street, San Francisco, CA 94103 (School address / main location)

- 2161 Shattuck Avenue, Berkeley, CA 94704 (Auxiliary classroom location)

Full time (18 hours / week) Part time Hours per week: _____

Program Start Date _____ Program Scheduled Completion Date _____

Period of attendance covered by this enrollment agreement

Start Date _____ End Date _____

Date of Cancellation _____

CANCELATIONS, WITHDRAWALS, AND REFUNDS

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel their enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If a student wishes to cancel, the school requests that the student give written notice to the school via mail, email, or hand delivery.

STUDENT'S RIGHT TO WITHDRAW FROM THIS PROGRAM: A student has the right to withdraw from this program of instruction at any time and receive a refund of tuition if the student has completed 60 percent or less of the period of attendance.

REFUNDS: The refund policy for students who have completed 60 percent or less of their paid period of attendance shall be a pro rata refund. The pro rata refund shall be calculated by taking the total amount paid by the student for the current period of financial obligation (i.e. paid period of attendance) minus the partial amount associated with weeks during this period that the student has actually attended. Specifically, the refund equals the weekly charge for the program multiplied by the number of weeks remaining in the paid period of attendance (after subtracting weeks the student attended during this period). (Please note that if a student is present in class on a given day of a week, the entire week is considered an "attended week" for calculation purposes.)

For instance, the weekly charge of the program tuition fee is \$137.50 (\$550 paid period of attendance divided by 4 weeks). If a student has paid \$550 for 4 weeks, and he/she only attended classes for 1 week, the total refund will be \$412.50, which is calculated as follows: \$550 (the total amount the student paid for the period of attendance) - \$137.50 (the weekly charge multiplied by the 1 week the student attended) = \$412.50.

(Please note that if the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Note: Our school does not currently participate in Title 4 federal student aid programs.)

Please note that for refund calculation purposes, the student's Last Date of Attendance (LDA) is the last day the student is physically in class. Also, note that our school will pay refunds within 45 days of a student's cancellation or withdrawal. The precise date on which these 45 days begin (also referred to as the Date of Determination) is one of the following:

- (a) the date the student gives notice of withdrawal to the institution; if the student gives advance notice, then the date will be the Last Date of Attendance (LDA);
- (b) the date the institution administratively withdraws the student (for example, if the student has been absent without excuse for 30 days);
- (c) the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy.

Note: For students who cancel or never attend the school ("no-show"), the refund is due a maximum of 45 calendar days from the first scheduled day of class or the date of cancellation, whichever is earlier.

TUITION AND FEES

The length of study for the full ESL program (from Beginner level through High Advanced level) is 1872 hours (104 weeks, i.e. two years). Please note that a student's actual educational program length may be shorter or longer depending on their starting level, need to repeat a level, etc. (The maximum time a student may spend at the school is three years.) Students may pay the tuition for their educational program in 4-week installments.

The length of study for the Business English program is 936 hours (52 weeks). Students may pay the tuition for their educational program in 4-week installments.

The following are the total charges the student is obligated to pay for the course of instruction and all other services and facilities furnished or made available to the student by the school, including any charges made by the school for tuition and books, and including any other fees and expenses that the student will incur upon enrollment.

Applicable to new students:

Application Fee.....\$ 100 (non-refundable upon submission of application)

Testing Fee.....\$20 (non-refundable after initial test code generated)

Applicable to all students:

Tuition – ESL \$550 (per 4 week installment)

Tuition – Business English..... \$550 (per 4 week installment)

Textbook (ESL or Business English).....\$80 (available from third party if not available at school: refundability depends on where book is purchased*)

Only for applicable students:

International Processing Fee...\$100 (Students applying from overseas only) (non-refundable upon submission of application)

Additional testing fee.....\$10 (Per additional test as needed) (non-refundable after test code generated)

Student ID..... \$20 (non-refundable once issued to student)

Bounced Check Fee.....\$100 (non-refundable upon payment)

Late Fee.....\$50 per week late (for late tuition payment) (non-refundable upon payment)

I-20 Extension Fee.....\$50 (non-refundable upon payment)

***Note:** As textbooks are not always sold by the school, students are responsible for purchasing textbooks on their own (e.g. from third-party sellers). In cases where textbooks *are* bought directly from the school, they are refundable within 7 days if they remain in the same condition as when they were sold. In cases where textbooks are bought from a third party (e.g. Amazon.com), refundability depends on the third party refund policy.

IF YOU OBTAIN A STUDENT LOAN TO PAY FOR YOUR EDUCATIONAL PROGRAM, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Advance English Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in your educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advance English Academy to determine if your certificate will transfer.

NOTICE REGARDING ACCESS TO SCHOOL CATALOG

By signing below, you confirm that you have received access to and read our school catalog, available online [here](#).

This institution does not extend credit. All payments referenced below are made in advance of instruction.

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

A first installment of _____ is payable by (date _____).

The remaining amount of _____ is due over the course of the current period of attendance.

This enrollment agreement is legally binding when signed by the student and accepted by the institution.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

X _____ Date Signed _____
Student's Signature

For Office Use Only: (The school has met disclosure requirements as required by code and regulation.)

School Official's Signature

Printed Name of Official

Date Signed