

**English Language Institute  
760 Market Street, Suite 401-4  
San Francisco, CA 94102**

**ENROLLMENT AGREEMENT**

Student Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) an information sheet explaining the course and important information about the school. Immediately upon signing this agreement, you will be given a copy of it to keep.

This agreement is for an **English as a Second Language** course.

Start Date: \_\_\_\_\_

Scheduled Completion Date: \_\_\_\_\_

**BUYER'S RIGHT TO CANCEL.** You have the right to cancel the enrollment agreement and get a refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed three hundred dollars (\$300), **if the notice of cancellation is made prior to or on the first day of instruction.**

Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the top of this Agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

**REFUND INFORMATION.** If you wish to withdraw from a course during the first four weeks of enrollment, you **will not** receive a refund for the first four weeks of tuition. You may withdraw from a course after the first four weeks of instruction and receive a prorated refund for the unused portion of the tuition. All tuition refunds are based upon full weeks. For example: If you have three weeks of school left and you tell us on Tuesday that you want a refund for your last three weeks, we would give you a refund for the time period starting the next Monday. You would get a refund for the last two weeks of your paid tuition. Refunds will be paid within 30 calendar days of your request. Refunds can only be paid to the person or company from whom the funds originated.

**TRANSFERS.** Students with a student visa may not transfer to another school within the first 8 weeks of enrollment.

If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

**There are no refunds for textbooks.**

**BE SURE TO READ THE BACK OF THIS AGREEMENT. IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**

Revised August 11, 2009

Registration Fee (Nonrefundable)	\$75
Textbook (Nonrefundable)	\$50
Tuition (Prorated upon course withdrawal. Refer to refund provisions on the reverse side of this Enrollment Agreement)	\$400
<b>TOTAL CHARGES</b>	<b>\$525</b>

THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE COURSE OR EDUCATIONAL SERVICE IS \$525 for the first 4 weeks; \$400 per 4 weeks for additional four-week sessions (\$100/week).

### **STUDENT TUITION RECOVERY FUND**

The Student Tuition Recovery Fund ( STRF) was established by the Legislature to protect any California Resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school: closing; failing to live up to its enrollment agreement; or refusing to pay a court judgment.

To be eligible, you must be a "California resident" and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident".

This agreement is not operative until the student makes an initial visit to the institution and receives a thorough tour.

**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.**

\_\_\_\_\_  
Date

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

I certify that the institution has met the disclosure requirements of the new Private Postsecondary and Vocational Education Reform Act, effective January 1, 1998.

**ACKNOWLEDGED AND ACCEPTED:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature & Title of Institution Official

**ANY QUESTIONS OF PROBLEMS CONCERNING THIS SCHOOL WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED TO Private Postsecondary and Vocational Education Information P.O. Box 980818 West Sacramento, CA 957980818 Web site: [www.bppvca.gov](http://www.bppvca.gov) E-mail: [bppvca@dca.ca.gov](mailto:bppvca@dca.ca.gov)**

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