



## ENROLLMENT AGREEMENT

### EXPLANATION OF FEES

**Application processing fee:** All students pay a one-time \$75.00 application processing fee. This is a non-refundable fee.

**Registration Fees:** Registration in our program obligates the student for a period of 9 weeks. Tuition amounts shown on our schedule include a \$50.00-per-class registration fee, which is non-refundable. Students are considered registered for a class when they pay at least the \$50.00-per-class registration fee (and, for new students, the \$75.00 application processing fee). ESL Instruction's acceptance of the registration fee confirms a place in the class. A student who pays for a class and then has a change of plans for any reason **before the class begins** is entitled to a refund of any tuition beyond the non-refundable \$50.00-per-class registration fee and the \$75.00 application processing fee.

**Attendance Policy:** Good attendance is expected in all classes. Absences exceeding 10% of the scheduled classes will result in an automatic grade drop of 5%. Absences exceeding 15% of the scheduled classes will result in an automatic grade drop of 10%. Absences exceeding 20% may result in withdrawal from the class(es). If there are extraordinary circumstances that impact your attendance, we may require documentation from medical or legal professionals. **Please notify the school of medical conditions or other situations that impact your attendance BEFORE exceeding allowable absences.** Being dropped from a single class will result in the loss of legal status for F-1 students who are taking the 18-hour-per-week minimum.

**Audit Status:** Students who are not on an F-1 visa may elect to register in "Audit" status. Students in audit status are not obligated to take tests and are not required to do class assignments. There is no grade and no attendance penalty for audit-status students.

**Tuition Balances:** Balances are due for all classes on or before the first day of classes. Balances not paid on or before the end of the first week are subject to administrative fees of \$20.00 per week. If you have a problem paying your tuition balance at the beginning of classes, please make an appointment with the director or assistant director immediately.

**Refund Before a Class Begins:** Since our classes are held to a maximum size of 10 students, the registration fee is important to the student because it reserves one of the 10 available seats in the class, and it is important to the school in planning for teachers and available classrooms and in ordering materials. In the event that the class is canceled for inadequate enrollment, or any other reason, **all monies** will be returned to the student. If the student cancels for any reason **prior to the beginning of the class**, all monies except the \$50.00-per-class registration fee and the \$75.00 application processing fee will be returned.

**Cancellation/Refund of Tuition After a Class Has Begun:** Students who leave the program for any reason between the beginning of classes and the end of the 3rd week of classes will be responsible for

- 1) the \$75.00 application fee;
- 2) the \$50.00-per-class registration fee;
- 3) a materials fee for all texts and/or tapes issued (exact cost minus sales tax--materials may not be returned);
- 4) a tuition amount of \$50.00 per class for each class enrolled in multiplied by each week or partial week of attendance. As of the beginning of the fourth week of classes, no refund is possible. Because our classes are very small, a strict refund policy is necessary; otherwise, we could not limit class size to 10 students.
- 5) computer tutorial students are responsible for 1/9 of the total tuition for each week or partial week prior to dropping.
- 6) agency fees (if applicable) will be deducted and sent to the referring agency

**Cancellation and/or Rescheduling of Private Classes:** Students are required to notify the school at least 24 hours in advance in order to reschedule or cancel a private class. Cancellation of an entire schedule of classes is subject to a 5% administrative fee.

**Partial Refund of Fees if F-1 VISA APPLICATION IS DENIED:** If the application for a student visa is denied by the embassy or consulate office and the student is unable to enter the U.S. to begin our program, he or she should return the original I-20 with proof of denial for a refund of the \$150.00 registration fee (\$50.00 x 3 classes). If the embassy office does not automatically provide a document showing official notice of denial, the student should request it. \$150.00 will be retained for application processing fees and shipping and handling and the \$150.00 registration amount will be refunded. The original I-20 and the embassy document should be sent via certified mail to the following address:

ESL Instruction & Consulting, Inc., 42 Broad St., NW Atlanta, GA 30303-2303

Students who simply change their minds and do not apply for a visa will forfeit the entire \$300.00 fee.

**Returned Check Policy:** Checks that are returned to the school for any reason will result in a \$30.00 returned-check fee. The bank maintaining the student account will likely charge a similar amount for the transaction. Students will additionally be charged any applicable late fees that may apply as a result of the bank's refusal to honor the check (\$20 per week).

**I have read this form and understand the information concerning registration and application fees, refund policy, and the attendance policy and agree to all terms and conditions. (Please ask if there is anything you do not understand.)**

Signature

Last revised: 01/15/2010

Date of Registration