



Please complete the Enrollment Agreement & send to:

American English Institute (AEI)

2002 Iowa Ave #110 | Riverside, CA 92507 USA
P: (951) 824-6150 | E: info@american-english-institute.com
www.american-english-institute.com

ENROLLMENT AGREEMENT
(Full-Time)

STUDENT INFORMATION

Please print neatly or type directly onto the form.

☐ New Student ☐ Re-Admitted Student

☐ Male ☐ Female

Name: _____
Last First Middle Initial

Phone: () _____ E-mail: _____

Address: _____
Number & Street City & State or Country Zip Code

Country of Birth: _____ Country of Passport: _____ Date of Birth: ____/____/____
MO DAY YEAR

Program: ☐ 8-Week Intensive English (\$3395) ☐ Individual Test Prep: TOEFL/IELTS/GRE/GMAT (\$75/hr)
☐ 4-Week Intensive English (\$2395) ☐ Individual Tutoring 1:1 (\$50/hr)
☐ Semi Intensive English Weeks: _____ ☐ Other: _____

Period Covered by the Enrollment Agreement

1. A total of 160 Clock Hours are required to complete the 8-Week Intensive English Program.
2. Clock Hours in Current Period of Attendance: 80 160 Other: _____
3. Start Date of Current Period of Attendance: _____
4. End Date of Current Period of Attendance: _____
5. Planned Program Completion Date: _____

TOTAL FEES, CHARGES AND EXPENSES

Tuition	\$ 3395 or 2395	Refundable
Application Fee	\$ 125	Non---refundable
Student Tuition Recovery Fund (STRF)	\$ 0 per \$1000	Non---refundable
Student Services	\$ 110 or 60	Refundable*
Books and Materials	\$ varies	Refundable*
Health Insurance	\$ 175/mo	Refundable*
Airport Pick---up	\$ NA	Refundable*
Homestay Placement	\$ NA	Refundable*
Homestay Deposit	\$ NA	Refundable*
Homestay	\$ NA	Refundable*
Tutoring	\$ NA	Refundable*
Balance Due to School \$ 3630 w/o insurance or \$3980 with insurance 8-weeks \$2580 w/o insurance or \$2755 with insurance for 4-week session		

*Refundable during cancellation period through attendance at the first class session, or the seventh day after enrollment, whichever is later. Non-refundable thereafter.

Instruction will take place at: 2002 Iowa Ave #110, Riverside, CA 92507

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. You

have the right to cancel this agreement for a course of instruction until midnight of the seventh business day after the first class you attended. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page 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

A student has the right to a refund of all charges paid, less the application fee, up to \$250, if cancellation occurs within the cancellation period, through attendance at the first class session, or the seventh day after enrollment, whichever is later.



Application fee is non-refundable.



Housing deposits, homestay placement fee, airport pick-up fee if airport pick is requested, tuition, books and materials, health insurance and student services fees are non-refundable after the cancellation period.



Failure to attend without notifying the school of withdrawal does not constitute withdrawal.



Students will be issued a pro rate refund based on how many hours attended or were scheduled to attend. If attended over 60%, no refund is due.

WITHDRAWING FROM COURSES

A student has the right to withdraw from the courses of instruction on the first day of class, or the seventh day after enrollment, whichever is later. In your case, this date is _____.

STUDENT LOAN POLICY

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that if the student has received federal student aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds. 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 financial assistance until the loan is repaid.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at American English Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in ESL 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 is 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 American English Institute to determine if your certificate will transfer.

SCHOOL PERFORMANCE FACT SHEET

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student's Initials _____

Complaints/Questions for Bureau for Private Postsecondary Education

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834 OR P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or (916) 574-8900 by fax (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

My signature below certifies that I have read, understood, and agreed to my rights and responsibilities. Moreover, the institution's cancellation and refund policies, and Student Disclosures have been clearly explained to me. I understand these documents will be in my file.

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

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$ _____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$ _____

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.

Applicant's Signature

Date

School Official

Date

