

**College of English Language, Inc.**  
**110 West C Street; Suite 1000 San Diego, CA. 92101 Phone 619-234-7466**

The above-listed school and student enter into this agreement under which the student will pay tuition & fees. The student agrees to adhere to the school's terms and conditions as set forth below. The school will instruct the student in the program selected above in accordance with Bureau for Private Postsecondary and Vocational Education. Any written contract or agreement shall not become operative until the student attends the first class or session of instruction.

Method of Payment: *Payment is due in full before the start of class; payment to be made by student \_\_\_ by 3<sup>rd</sup> party\_\_\_. CEL accepts wire transfers, credit, personal checks, travelers' checks, and cash.*

It is further understood that all new students are required to have health insurance for the duration of their stay in the United States and are responsible for any medical bills incurred.

Please acknowledge that you have read, understood, and agreed to the terms and conditions stated on this document and that you affirm that you have sufficient funds to cover all costs for tuition, accommodation and personal expenses during your course at CEL. In the event of illness and/or injury, you authorize CEL to take appropriate action for your care and safety if it is needed. According to the Department of Homeland Security, it is the responsibility of the individual to obtain the proper visa to coincide with the purpose of his/her visit to the U.S.A.

**ACCEPTED:** \_\_\_\_\_  
Student Signature

	/		/2009
Mo	Day	Year	
	/		/2009
Mo	Day	Year	

School Official Name: \_\_\_\_\_

**REFUND PROVISIONS**

**TUITION** (A NON-REFUNDABLE REGISTRATION FEE OF US\$100 \* WILL APPLY TO ALL BOOKINGS TO CEL)

**The first session of study begins on Registration and Orientation day which is every Monday unless it is a national holiday and then it is on Tuesday.**

**EXAMPLES OF CANCELLATIONS: BEFORE COURSE BEGINS**

Up to seven (7) days before the first day of a course, tuition fees, less the Registration Fee, can be refunded if CEL receives notification of withdrawal. If withdrawal occurs seven (7) days or less before the start of the course, \$250 of tuition fees is non-refundable.

CIRCUMSTANCE	AMOUNT OF REFUND
Student does not receive authorization from US Immigration before the course begins and provides written notification to CEL; the I-20 form will be cancelled:	100% of tuition fees paid
Student withdraws <b>more than seven (7) days before the start of the course</b> and provides <b>written notice of withdrawal</b> , or never attends the institution: **	100% of tuition fees paid
<b>** If student received DHS Form I-20 from CEL uses this I-20 to enter the USA or if student withdraws seven (7) days or less before the start of the course, \$250 of tuition fees will be non-refundable; the I-20 form will be cancelled:</b>	100% of tuition fees paid less a \$250 cancellation fee

**EXAMPLES OF CANCELLATIONS: AFTER COURSE BEGINS**

CIRCUMSTANCE	AMOUNT OF REFUND
Student withdraws*** from a course of four weeks or less:	No refund
Student withdraws*** from a course greater than four weeks within the first <b>fifty (50) percent of the course's duration</b> and provides <b>written notice of withdrawal before the scheduled end date of the course:</b>	The first four weeks of the course are non-refundable. Additional weeks will be refunded on a prorated basis -30% cancellation fee, and are calculated from the last recorded day of attendance (any part of a week

\*\*\* *withdrawal refers to the day student last attends classes*

	attended is considered a full week for refund calculations).
Student withdraws*** from a course greater than four weeks <u>after fifty (50) percent of the course has been completed:</u>	No refund
Student <b>changes from an Intensive or Super Intensive to Standard</b> course at any time <b>after course has begun:</b>	No refund

Refund Example: A student enrolls in a 12 week Intensive 30 course and pays a \$100.00 application fee and \$2175.00 tuition. The student withdraws\*\*\* after completing 3 weeks of the course and provides written notice of withdrawal\*\*\*. The pro-rata refund would be calculated as follows:

$$\$2175.00 - \$100.00 = \$2075.00 - \$725.00 = \$1,350.00 - \$405.00 (30\%) = \$945.00 - \text{Refund}$$

All refunds due will be made within 30 days following the date upon which the student's cancellation or withdrawal\*\*\* has been determined. Cancellation or withdrawal\*\*\* shall occur when you give written notice at the address of the school shown on the front page of this agreement.

**REGISTRATION FEE WAIVER**

CEL will waive the \$100.00 registration fee if the student returns to enroll in CEL within one year of the initial program start date, and CEL will waive this fee for transfer students from local schools.

**REFUND AND CANCELATION POLICY**

All refunds are calculated only on the costs of educational programs. Refunds are not calculated on housing accommodation costs. Registration and housing placement fees are non-refundable and therefore are not included in refunds. If you applied directly to CEL, the refund will be made directly to the student by check within 30 days of cancellation. If you applied through an agent, CEL will inform the agent of the refund and the student can collect the refund from the agent with 30 days of cancellation. The first four weeks of the course are non-refundable. Additional weeks will be refunded on a prorated basis (minus a 30% cancellation fee), and are calculated from the last recorded day of attendance (any part of a week attended is considered a full week for refund calculations).

**U.S. IMMIGRATION and CUSTOMS ENFORCEMENT/DEPARTMENT OF HOMELAND SECURITY re CHANGE OF STATUS**

Students are required by law to attend the school that issued the I-20 as stated on their F-1 visa in their passports and maintain a full course of study. Should you decide to withdraw\*\*\* from or cancel your course before the completion date of the course or courses in which you are enrolled, it is our duty to notify U.S. Immigration and Customs Enforcement (ICE) immediately, in accordance with ICE regulations, that you are no longer pursuing a full time course of study. As such, you will no longer be a bona fide F-1 non-immigrant visitor, and your I-20 will be cancelled. You will be considered out of status by ICE. Questions regarding non-immigrant alien status may be directed to the consulate of your country and United States Immigration and Customs Enforcement.

**I HAVE READ, UNDERSTAND & ACCEPT THE CONDITIONS OF TUITION/HOMESTAY PRINTED ON THIS FORM.**

Signature of applicant	Date
Signature of parent/guardian (if applicant is under 18 at the time of making this booking)	Date

This institution does not participate in the **Student Tuition Recovery Fund** offered by the State of California.