



# **CEL Enrollment agreement 2021**

Period covered by this enrollment agreement: January 1, 2021 - December 31, 2021

## CEL Enrollment Agreement

### **Enrollment agreement**

First name:

Last name:

Date of birth:

Age:

Gender:

E-Mail:

### **Home address:**

Address:

City:

ZIP:

Country:

Phone:

### **US address:**

Address:

City:

ZIP:

USA phone number:

### **Program information:**

Course, course start date, course end date

Number of clock hours

Any questions or problems concerning the school that have not been satisfactorily answered or resolved by the school should be directed to the nearest consulate of your country, the Department of Homeland Security at their e-mail:

<http://www.ice.gov/sevis/index.htm>

### **Location of Instruction**

All instruction will be provided at the College of English Language, 233 A Street, Suite 4001, Phone: (619) 234-7466.

### **FERPA Rights**

In compliance with federal regulations, CEL will allow all students to view their files if they request. As well, CEL will not give out any personal information unless it is authorized in writing by the student.

### **Authorization to use photographs and /or audio visual**

I, (Sign) \_\_\_\_\_, hereby authorize College of English Language to use, reproduce, and/or publish photographs and/or videos that may pertain to me - including my images, likeness, and/or voice without compensation. Consequently, College of English Language may publish materials and/or make reference to me in any manner that College of English Language deems appropriate in order to promote/publicize service opportunities.

## **Verification of Funds and Agreement to Terms of Refund and Cancellation Policies**

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 or by completing a complaint form, which can be obtained on the bureau's internet Website ([www.bppe.ca.gov](http://www.bppe.ca.gov)) ." \*The following may be used for inserts: Toll-free telephone #: (888) 370-7589 Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Policy on the retention of student records**

CEL retains records of each student who is and has been enrolled in a CEL program. The electronic record indicates if the student is entitled to a certificate or diploma, i.e., has remained in good standing throughout the course. CEL maintains and retains your student records for a period of 7 years and you may request a duplicate certificate or diploma at any time at no cost provided that you were a student in good standing.

## **Any unanswered questions**

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 P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov). Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897.

## STUDENTS RIGHT TO CANCEL - Cancellation policies

You have 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. A student wishing to cancel or withdraw from the school and receive a refund should send their notice of cancellation or withdrawal to the school's address or by email to the School Director.

Depending on the timing, different cancellation charges will apply. CEL will refund the remaining balance within 30 days after the cancellation.

If you have applied directly at CEL, the following cancellation fees will be charged:

### REFUND POLICY (CANCELLATION BEFORE START DATE)

Cancellation received 28 days or more before start date: Express mail fee, registration fee, accommodation placement fee

Cancellation received 14 days or more before start date: Express mail fee, registration fee, accommodation placement fee, 2 weeks of housing, 2 weeks of courses

Cancellation received 3 days or more before start date: Express mail fee, registration fee, accommodation placement fee, 4 weeks of housing, 4 weeks of courses, airport transfer

All cancellations must be submitted in writing to the CEL Admissions and Housing office.

### REFUND POLICY (CANCELLATION AFTER START DATE)

Students who come to CEL through an agent are subject to their agent's registration and refund policies. The agent may be contacted for details on those policies. If the student applied directly to CEL, the refund will be made directly to that student within 30 days of cancellation. Registration, housing placement, and express mail fees are non-refundable and therefore are not included in refunds. There is no refund for airport departure transfers which are cancelled less than 7 days prior to the departure date.

Course: On or after the course start date, the first four weeks of the course are non-refundable. Additional weeks will be refunded on a prorated basis, and are calculated from the last recorded day of attendance (any part of a week attended is considered a full week for refund calculations). Please note, there is no refund if you withdraw from a course greater than four weeks after sixty (60) percent of the course has been completed.

Accommodation: On or after the course start date, the first four weeks of housing are non-refundable. A 30-day notice is required to cancel housing. Additional weeks will be refunded on a prorated basis less \$500 or 30% cancellation fee, whichever is less. All refunds are made to the person or company that made the original payment.

The school does not participate in the State of California Student Tuition Recovery Fund.

### **Fees**

Tuition:	\$
Registration fee:	\$100
Equipment:	\$0
Lab supplies or kits	\$0
Learning materials	\$
Uniforms or other special protective clothing:	\$0
Housing	\$
Tutoring	\$0
assessment fees for transfer of credits	\$0
Fees to transfer credits	\$0
Student Tuition Recovery Fund fee	\$0 (non refundable)
Express mail fee	\$75 (non refundable)
TOTAL	\$

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:**

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:**

## STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

“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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747

North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94924 and 94925, Education Code.

## **TITLE IV POLICY / NO STUDENT LOANS**

CEL students are not eligible for Title IV funding. CEL does not offer student loans or financial aid. If you get a student loan, you are responsible for repaying the loan plus interest, less the amount of any refund.

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

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at (insert name of institution ) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (insert degree, diploma, or certificate ) you earn in (insert name of educational program \* ) is also at the complete discretion of the institution to which you may seek to transfer. If the (insert credits or degree, diploma, or 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 College of English Language to determine if your credits will transfer.



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, and the most recent three-year cohort default rate, if applicable, 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, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

\_\_\_\_\_  
Date, Print Name

\_\_\_\_\_  
Applicant Signature

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.

\_\_\_\_\_  
Date, Print Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date, Name and Title School Official Accepting

\_\_\_\_\_  
Signature School Official