



**CEL Enrollment agreement  
December 2021**

**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.

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## STUDENTS RIGHT TO CANCEL

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

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 less 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). Please note, there is no refund if you withdraw from a course greater than four weeks after fifty (50) 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.

## **Fees**

Tuition:	\$
Registration fee:	\$100 (non refundable)
Equipment:	\$0
Lab supplies or kits	\$0
Learning materials	\$
Uniforms or other special protective clothing:	\$0
Accommodation placement fee	\$100 (non refundable)
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; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.**

## **LOAN**

If you have obtained a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

## **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

\_\_\_\_\_  
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

\_\_\_\_\_  
Signature