

**ENROLLMENT AGREEMENT**

Issue Date: \_\_\_\_\_  
 Student ID #: 364938461  
 Student Name: Jane Sample

**Personal Information:**

Country: \_\_\_\_\_ Home Address: \_\_\_\_\_  
 Date of Birth: January 1, 1980  
 Country of Birth: Japan  
 #: \_\_\_\_\_  
 Visa Type: \_\_\_\_\_  
 Nationality: Japanese  
 Native Language: Japanese  
 Gender: Female

**Contact Information:**

Address in the U.S.: \_\_\_\_\_ Emergency Contact:  
 Name: \_\_\_\_\_  
 Address: , , , ,  
 Telephone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Enrollment Information:**

**1. Academic Item(s)**

Program	Start Date	End Date	Duration	Clock Hours / Week	Total Clock Hours
Intensive English (20 lessons)	Mar 25, 2019	Nov 15, 2019	34 Weeks	20	680

**2. Accommodation Item(s)**

Accommodation	Start Date	End Date	Duration
Homestay Single (half board)	Mar 24, 2019	Nov. 16, 2019	34 Weeks

**3. Service Item(s)**

Service	Start Date	End Date	Duration
Accommodation Placement Fee			
Airport Transfer One Way	Mar 24, 2019		
Courier Fee			

**School Contact Details:**

**International House San Diego**  
 233 A Street #310, San Diego, CA, 92101, USA  
 TEL: + 1-619-260-1113 | FAX+ 1-619-260-1114  
 Email: admissions@ihsandiego.com  
[www.ihSanDiego.com](http://www.ihSanDiego.com)  
 All Instruction will take place at this address.

**Total Institutional Charges:**

Program / Service / Fee	Duration	Rate	Total Charge
Intensive English (20 lessons)	34 weeks	\$290 / week	\$9,860.00
Homestay Single (half board)	non-refundable for period of service received		\$10540.00
Accommodation Placement Fee	non-refundable		\$200.00
Airport Transfer One Way	non-refundable if service received		\$105.00
Courier Fee			\$100.00
Student Tuition Recovery Fund Fee	non-refundable		\$

**TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: \$20,696.00**

**TOTAL CHARGES DUE UPON ENROLLMENT: \$20,696.00**

**ESTIMATED TOTAL CHARGES FOR ENTIRE PROGRAM: \$20,696.00**

**Payment Terms**

Payments must be made in U.S. dollars. Accepted forms of payment include cash, bank transfer, money order, check, VISA or Mastercard.

The non-refundable registration fee and accommodation placement fee (if applicable) are due at the time of registration. The balance of tuition and other fees is due 21 days prior to the start of the course.

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, 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, 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."

**Initial:** \_\_\_\_\_

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

If you are unable to understand the terms and conditions of this enrollment agreement, you have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in your primary language.

"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."

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
(if student is under 18 years old)

School Official: Emily Conner, Center Director

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT'S RIGHT TO CANCEL

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A 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.

Cancellation shall occur when a student gives written notice of cancellation to the institution. Written notice can be sent by mail, hand delivery, or e-mail. The date of determination will be the date the written notice is postmarked or delivered to the institution.

Withdrawal may be effectuated by the student's notice or by the student's conduct, including a student's lack of attendance. Withdrawal based on a student's lack of attendance is comes into effect when the student has been absent for 30 consecutive calendar days.

### **Non-Refundable Fees**

Non-refundable fees (tuition and related):

- registration fee

Other non-refundable fees for services which have been delivered include:

- courier service fee
- airport transfer fee
- student insurance fees
- exam fees

Housing fees are subject to their own refund policy. The accommodation placement fee is considered non-refundable if the student has already been placed in their requested accommodation.

### **1) Cancellation prior to program starting**

#### **Cancellation by student**

If a student cancels their course prior to the first day of class, all tuition fees will be refunded to the student. The school will retain the registration fee and, if applicable, any other service fees already consumed.

#### **Program cancellation by school**

If IH San Diego, for whatever reason, cancels the program the student has enrolled in and the student is unable to accept an alternative date for this program, 100% of all fees paid will be refunded to the student.

#### **Rejection of student by school or Visa rejection**

If a student is rejected for their program by the school, or if the student's visa application is rejected, the student will be refunded all fees except the registration fee and any other consumed service fees such as the courier fee.

### **2) Cancellation through 7th Calendar Day after Enrollment**

If appropriate written or verbal notice of cancellation is received by the start date of the course, or the seventh (7th) calendar day after enrollment (whichever is later), 100% of tuition fees will be refunded. Institutional charges for other services will be refunded, less any costs incurred for the period the services were delivered.

### **3) Withdrawal After Cancellation Period**

If a student has completed 60% or less of the course term at the time of withdrawal from classes, the student will receive a pro rata refund of tuition for the remaining period of attendance. Refunded tuition is calculated from the last day of attendance.

You have the right to cancel this enrollment agreement and obtain a refund of charges paid, per the refund policy outlined above, through \_\_\_\_\_ . You have the right to withdraw from your program and receive a pro rata refund of charges paid, per the refund policy outlined above, through \_\_\_\_\_ .

### **Financial Aid**

If a student obtains a loan from a third party to pay for his educational program, the student will be responsible to repay the full amount of the loan plus interest, less the amount of any refund, directly to the lender. IH San Diego does not offer loans and is not responsible for dealing with any lender on behalf of a student.

If a 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 assistance until the loan is repaid.

### **Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

The transferability of credits you earn at International House San Diego is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion 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 International House San Diego to determine if your Certificate of Completion will transfer.

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 North Market Blvd., Suite 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov). (818) 370-7589 or 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 or by completing a complaint form, which can be obtained on the bureau's internet web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

### **PHOTO/ WRITTEN WORK RELEASE**

I hereby also give consent to International House San Diego to use by my photograph and/or written work in marketing materials and publications, in all media. I understand and agree that I will not be paid or receive any other consideration in exchange for my agreement for International House San Diego's use of my photograph or written work.

**Initial:** \_\_\_\_\_

### **CONTACTING THE BPPE**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-Secondary 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](http://www.bppe.ca.gov).