

▪ AOI College of Languages ▪ 3 Corporate Park Suite 140, Irvine, CA 92606 ▪

This Enrollment Agreement is made on \_\_\_\_\_ between AOI College of Languages (Irvine) and \_\_\_\_\_ (Student), Date of Birth \_\_\_\_\_, Passport Number \_\_\_\_\_, Address \_\_\_\_\_ for the English as a Second Language provided at the Institution under the terms specified in this agreement/contract. The Student requests enrollment in a course/program whose title and objective is described in the School Catalog as: Standard Program, Level 1, Level 2, Level 3, Level 4, Level 5, Level 6, TOEFL, TOEIC, TEFL, American Culture & Conversation, consisting of: \_\_\_\_\_ Weeks/Months; \_\_\_\_\_ Hours per Week/Month for a total of \_\_\_\_\_ Clock Hours. Enrollment Period starts on \_\_\_\_/\_\_\_\_/\_\_\_\_ and is scheduled to complete on \_\_\_\_/\_\_\_\_/\_\_\_\_. The class hours are:

M,T,W,Th,F 9:00am to 1:00pm or  M,T,W,Th,F 1:30pm to 5:30pm.

\* 1) Due to LOA, your new end date will be on \_\_\_\_\_  
2) Due to LOA, your new end date will be on \_\_\_\_\_

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAMS**

The Estimated total charges for each program (When paid in full) would not exceed the amount listed below.

**American Culture and Conversation** (12 weeks, 240 hours): \$2,100 | **Level 1 (Beginning English)** (12 weeks, 240 hours): \$2,100 | **Level 2 (High Beginning English)** (12 weeks, 240 hours): \$2,100 | **Level 3 (Low Intermediate English)** (12 weeks, 240 hours): \$2,100 | **Level 4 (High Intermediate English)** (12 weeks, 240 hours): \$2,100 | **Level 5 (Advanced English)** (12 weeks, 240 hours): \$2,100 | **Level 6 (High Advanced English)** (12 weeks, 240 hours): \$2,100 | **Standard Program** (72 weeks, 1,440 hours): \$12,600 | **TEFL** (12 weeks, 240 hours): \$2,100 | **Test of English for International Communication TOEIC® Test Preparation** (12 weeks, 240 hours): \$2,100 | **TOEFL®** (12 weeks, 240 hours): \$2,100

\*Fees are payable prior to the beginning of class unless other arrangements are made.

\*Successful graduates of the course will receive a Certificate of Completion.

**ITEMIZATION & TOTAL TUITION AND FEES**

\*APPLICATION Fee: \$ \_\_\_\_\_ \*Non-refundable

\*STRF Fee: \$ \_\_\_\_\_ N/A

TUITION Fee: \$ \_\_\_\_\_

**SCHOOL HAS RECEIVED:** \$ \_\_\_\_\_ Paid by:  Cash  Check  Credit Card  Zelle  etc: \_\_\_\_\_

**BALANCE OWED:** \$ \_\_\_\_\_

**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.** \$ \_\_\_\_\_

► **STUDENT TUITION RECOVERY FUND (STRF fee):**

A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“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.”

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agree to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me.

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date (Month/ Day/ Year)

My signature below certifies that I am an authorized representative of this School and that I have personally explained the institution’s cancellation and refund policies to the Student. I certify that the School has met all disclosure requirements.

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

\_\_\_\_\_  
Date (Month/ Day/ Year)

**LANGUAGE OF ENROLLMENT AGREEMENT**

An enrollment agreement shall be written in a language that is easily understood. If English is not the Student's primary language, the student must demonstrate basic conversational skills and reading aptitude during the admissions process to be accepted. If the Student is unable to understand the terms and conditions of the enrollment agreement as written, an admissions representative will clearly explain the terms and conditions and all cancellation and refund policies personally in conversational English. (Or a translated copy will be provided.) All recruitment leading to enrollment is conducted in English, the enrollment agreement, disclosures, and statements are in English. AOI will not bill the Student for a period in excess of twelve months.

**STUDENT'S RIGHT TO CANCEL**

**Cancellation prior to the start of class:**

The Student has the right to cancel the enrollment agreement by notifying the AOI office, verbally or in writing, and obtain a full refund of all charges paid, except for the \$180 non-refundable application fee through attendance on the first day of class, or the seventh (7th) day after enrollment, whichever is later. The student will receive the refund within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

**Rejection of Applicant & No Show:**

If a prospective international student has his/her visa application rejected, he/she will obtain a full refund of all charges paid, except for the \$180 non-refundable application fee within forty-five (45) calendar days of the first scheduled day of class.

If a student accepted by the school never attends class after enrolling and does not inform the office, he/she will obtain a full refund of all charges paid, except for the \$180 non-refundable application fee within forty-five (45) calendar days of the first scheduled day of class.

**Withdrawal or Termination:**

The Student has the right to withdraw from a course at any time by notifying the AOI office, verbally or in writing, and receive a prorated refund if the student has completed 60% or less of the instruction. Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

Students who are terminated, during their enrollment, by the school for violating SEVIS regulations, behavioral and/or attendance/academic issues will also receive a prorated refund if the student has completed 60% or less of the instruction.

The amount of the refund is determined by dividing the tuition fee by the number of hours in the course to calculate the hourly charge. The refund is the amount calculated by deducting what the student owes for total hours of instruction completed from the total tuition charge.

The refund due will be calculated using the last date of attendance (LDA) and will be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is the date the student gives written or verbal notice of withdrawal to AOI office or the date AOI terminates the student, by applying the institution's attendance, conduct, or Satisfactory Academic Progress policy.

You have until <sup>\*\*</sup>\_\_\_\_\_ to receive a prorated refund on your tuition.

**Note: The \$180.00 Application fee is non-refundable.**

\*\*1) Due to LOA, 60% of your class hours will be paid on \_\_\_\_\_

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*2) Due to LOA, 60% of your class hours will be paid on \_\_\_\_\_

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TRANSFERABILITY of CREDITS and CREDENTIALS EARNED at this INSTITUTION**

The transferability of credits you earn at **AOI College of Languages (AOI)** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in \_\_\_\_\_ 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 **AOI College of Languages** to determine if your Certificate of Completion will transfer.

**Loans:**

If you have received federal student financial aid funds, you are entitled to a refund of money not paid from federal student financial aid program funds. If you obtain 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. 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 assistance until the loan is repaid.

**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.

**Student's Initials:** \_\_\_\_\_

**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, initiated, and dated the information provided in the School Performance Fact Sheet.

**Student's Initials:** \_\_\_\_\_

**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; [www.bppe.ca.gov](http://www.bppe.ca.gov); toll free telephone number (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900. 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](http://www.bppe.ca.gov).

**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's Signature**

\_\_\_\_\_  
**Date (Month/ Day/ Year)**