

This enrollment agreement covers the period from 3/1/2026 - 12/31/2026

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

This Enrollment Agreement is made on (mm/dd/yyyy) between AOI College of Languages and (Student), Date of Birth (mm/dd/yyyy), Passport Number, Address for the English as a Second Language program(s) provided at the Institution under the terms specified in this contract. The Student requests enrollment in one of the school courses/programs whose titles are listed in our School Catalog as: Standard Program (Level 1, Level 2, Level 3, Level 4, Level 5, Level 6), TOEFL, TOEIC, TEFL, American Culture & Conversation, American Culture and Life, Business English, Vacation English (Level 1, Level 2, Level 3, Level 4, Level 5, Level 6) and whose hours consist of: Weeks/Months; Hours per Week/Month for a total of Clock Hours. The Enrollment Period starts on / / and is scheduled to complete on / / .

1) LOA: to New Completion Date: X, 2) LOA: to New schedule Completion Date: X

The class hours are: M,T,W,Th 9:00 am to 1:30 pm | M,T,W,Th 2:00 pm to 6:30 pm | M,T,W 9:00 am to 1:30 pm, Th 9:00 am to 1:00 pm

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAMS

The estimated total charges for each program (when paid in full) will not exceed the amount listed below:

Standard Program (72 weeks, 1,296 hours): \$12,600 (Level 1 - Level 6: 12 weeks, 216 hours, \$2,100/Term) | TOEFL® (12 weeks, 216 hours): \$2,100 | Test of English for International Communication TOEIC® Test Preparation (12 weeks, 216 hours): \$2,100 | TEFL (12 weeks, 216 hours): \$2,100 | American Culture and Conversation (12 weeks, 216 hours): \$2,100 | American Culture and Life (36 weeks, 648 hours): \$6,300 | Business English (36 weeks, 648 hours): \$6,300 | Vacation English (72 weeks, 1,260 hours): \$12,600 (Level 1 - Level 6: 12 weeks, 210 hours, \$2,100/Term)

\*Fees are payable prior to the program start date unless other arrangements are discussed and agreed upon. \*Successful graduates of the course will receive a Certificate of Completion.

ITEMIZATION & TOTAL TUITION AND FEES

\*Application Fee: \$ (\$180 Non-refundable) | Tuition Fee: \$

International Mailing Fee (\$100): \$ | Express International Mailing Fee: (\$200): \$

Official Document Fee (\$20/each):\$ | \*STRF Fee: \$ N/A

SCHOOL HAS RECEIVED: \$ Paid by: Cash Bank Transfer 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):

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 who was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. You are required to pay the state-imposed STRF assessment, or it must be paid on your behalf, if you are a student who is a California resident, or if you are enrolled in a residency program, and you 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 and 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 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 (mm/dd/yyyy)

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 Admissions Officer Signature

Date (mm/dd/yyyy)

## LANGUAGE OF ENROLLMENT AGREEMENT

This Enrollment Agreement is written in English. If English is not the Student's primary language and the Student is unable to understand the terms and conditions as written, an admissions representative will clearly explain the terms and conditions, including all cancellation and refund policies, in conversational English and/or provide a translated copy as necessary to ensure understanding. All official enrollment documents, disclosures, and contractual agreements are executed in English. AOI will not bill the Student for a period in excess of twelve (12) months.

## STUDENT'S RIGHT TO CANCEL / CANCELLATION AND REFUND POLICY

(Compliant with California BPPE Regulations and ACCET Document 31.ESOL)

AOI College of Languages complies with both the California Bureau for Private Postsecondary Education (BPPE) regulations and the Accrediting Council for Continuing Education & Training (ACCET) Document 31.ESOL standards.

AOI will not bill the student for a period in excess of twelve (12) months. Refunds are calculated based on the period of financial obligation for which payment has been made.

### Cancellation Prior to the Start of Class

The student has the right to cancel this Enrollment Agreement by notifying the AOI office verbally or in writing through attendance at the first class session or the seventh (7th) calendar day after enrollment, whichever is later.

Upon timely cancellation, AOI will refund all tuition and fees paid, except for the \$180 non-refundable application fee.

Any refund due will be issued within forty-five (45) calendar days of the earlier of:

- the first scheduled day of class, or
- the date AOI receives the student's notice of cancellation.

### No-Show Policy

If a student does not attend the first scheduled class session and does not provide notice of cancellation, the student will be considered a no-show.

In such cases, AOI will refund all tuition paid, minus the non-refundable application fee and any documented non-recoverable expenses incurred by the institution on the student's behalf.

Refunds will be issued within forty-five (45) calendar days of the first scheduled class date.

### Withdrawal or Termination After Instruction Begins

A student may withdraw from a course at any time by notifying the AOI office verbally or in writing.

If the student withdraws on or before completion of sixty percent (60%) of the scheduled instructional hours for the current period of attendance, AOI will provide a pro-rated refund.

The refund calculation is determined as follows:

1. The tuition charge for the current period of attendance is divided by the total number of scheduled instructional hours for that period to determine the hourly tuition rate.
2. The hourly rate is multiplied by the number of hours the student attended through the Last Date of Attendance (LDA).
3. The tuition earned is deducted from the total tuition paid.
4. The remaining balance, if any, will be refunded to the student.

If the student withdraws after completing more than sixty percent (60%) of the scheduled instructional hours for the current period of attendance, no refund will be issued.

Students who are terminated by the school for violations of attendance policies, academic progress requirements, conduct policies, or SEVIS regulations will receive a pro-rated refund if sixty percent (60%) or less of the contracted instructional hours have been completed.

### Administrative Withdrawal

If a student does not provide notice of withdrawal and is absent for ten (10) consecutive calendar days without notification, AOI may administratively withdraw the student.

The Last Date of Attendance (LDA) will be used to determine the amount of tuition earned and to calculate any refund due.

### Date of Determination (DOD)

The Date of Determination (DOD) is defined as the earliest of:

- the date the student provides notice of withdrawal;
- the date AOI terminates the student; or

- the date AOI determines that the student has been absent for ten (10) consecutive calendar days.

Any refund due will be issued within forty-five (45) calendar days of the Date of Determination.

### 60% Completion Acknowledgment

Based on the contracted instructional hours, sixty percent (60%) of the hours paid will be completed on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (subject to adjustment if the schedule changes).

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

### 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 (mm/dd/yyyy)