

Enrollment Agreement

Student Information

Full Name: _____
Last First M.I.

Date of Birth: _____ SSN: _____ Student ID: _____

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____
 Parent/Guardian Full Name

Last First M.I.

Signature: _____ Date: _____

Emergency Contact: _____ Relationship: _____

Phone: _____

Program Information

Intensive English Program: **Level 3 Low Intermediate** Date of Admission: _____

Start Date: _____ End Date: _____ Total Clock Hrs.: **216**

Schedule: Monday Tuesday Wednesday Thursday Friday Saturday

Time Class Begins: _____ Time Class Ends: _____

Full Time Part Time Day Evening

Program Description:

The Intensive English Program (IEP) helps students meet the varying academic needs associated with pursuing a university track. The Level 3 Low Intermediate is for students with basic grammar knowledge who aim to enhance their communicative skills for academic and everyday settings. Students practice using simple language for familiar situations, discussing personal opinions and exchanging information on topics like family, hobbies, work, travel, and current events. They also develop listening skills by identifying gist and target vocabulary in recordings, preparing them for English use in college classrooms.

Prerequisite Courses & Other Requirements for Admission To Program:

To apply, students must be at least 16 years of age. Under certain circumstances, an applicant under the age of 16, or who has not graduated from high school may be considered for enrollment with approval of college administration.

ESL students are required to take a placement test which assesses the student's ability in Listening, Written Structures, and Speaking. Students are then placed into the appropriate level based upon placement test results. Students are eligible to begin a class based on initial placement test results or successful completion of the previous level.

Program/Course Objectives:

The objective of the Intensive English Program (IEP) is to meet the varying academic needs of students. In Level 3 Low Intermediate, students will describe routines and habits using adverbs of frequency. They will discuss past events and habits using "used to" and "would," and use referential pronouns, possessive nouns, and plural nouns. Students will describe events in the past, present, and future using various tenses, and engage in conversations expressing emotions, attitudes, opinions, and instructions. They will comprehend and take notes on spoken information, and learn to employ reading strategies to gather information and infer meaning, summarize, paraphrase, and differentiate fact from opinion in texts. Students will also recognize proper sentence structure, use complex verb forms and modifiers, and write properly structured paragraphs in different styles.

Consumer Information

Program Name	IEP Level 1 Low Beginning	IEP Level 2 High Beginning	IEP Level 3 Low Intermediate	IEP Level 4 High Intermediate	IEP Level 5 Low Advance	IEP Level 6 High Advance	TOEFL preparation	Business English	Public Speaking
For each program of study, report:									
The number of students who were admitted in the program as of July 1 of that reporting period.	0	0	0	0	0	0	0	0	0
The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories:									
new start	0	0	0	0	0	0	0	0	0
re-enrollments	0	0	0	0	0	0	0	0	0
transfers into the program from other programs at the school	0	0	0	0	0	0	0	0	0
The total number of students admitted in the program during the 12-month reporting period.	0	0	0	0	0	0	0	0	0
The number of students enrolled in the program during the 12-month reporting period who:									
transferred out of the program and into another program at the school	0	0	0	0	0	0	0	0	0
completed or graduated from a program	0	0	0	0	0	0	0	0	0
withdrew from the school	0	0	0	0	0	0	0	0	0
are still enrolled	0	0	0	0	0	0	0	0	0
The number of students enrolled in the program who were:									
placed in their field of study	0	0	0	0	0	0	0	0	0
placed in a related field	0	0	0	0	0	0	0	0	0
placed out of the field	0	0	0	0	0	0	0	0	0
not available for placement due to personal reasons	0	0	0	0	0	0	0	0	0
not employed	0	0	0	0	0	0	0	0	0
The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed.	0	0	0	0	0	0	0	0	0
The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates).	0	0	0	0	0	0	0	0	0
The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates).	0	0	0	0	0	0	0	0	0

Tuition and Fees

Registration Fee (non-refundable):	\$50
Tuition Fee:	\$1,800 per level
Books/Supplies:	\$120 per level
Misc. Expenses:	\$25
Other:	\$140
Other Includes:	Application Fee
Total Cost for Level 3 Low Intermediate Program/Course:	\$2,135

Cancellation, Refund and Withdrawal Procedure

Student's Right to Cancel:

The student has the right to cancel the initial enrollment agreement until midnight of the fifth business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within 30 days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

Cancellation and Refund Policy

Refunds are made when a student cancels or withdraws from a course of study within a specific timeframe. Refunds are also made if an applicant makes a payment to secure a position in the class, and the class is not held, or the applicant is not accepted for enrollment.

Withdrawal Procedure:

Voluntary Cancellation of Enrollment:

Notice of Cancellation:

Students intending to voluntarily cancel their enrollment must provide notice in writing. Notice may be given in writing and delivered via regular mail or email, in person, or by phone in circumstances that prevent other delivery methods.

Date of Determination:

The date of determination for voluntary cancellation is based on the postmark date of the cancellation letter or the receipt date if hand-delivered, emailed, or conveyed verbally.

Refund Processing:

Refunds for voluntary cancellation will be processed within thirty (30) calendar days from the date of receipt of the student's cancellation notice.

Involuntary Cancellation of Enrollment (Administrative Withdrawal):

Unexplained Absence:

An unexplained absence of more than 15 school days is considered constructive notice of cancellation to the school.

Date of Cancellation:

For involuntary cancellation, the date shall be the last day of attendance.

Termination for Cause:

Solexian reserves the right to terminate a student's enrollment for cause, as outlined in the Satisfactory Academic Progress Policy. Refer to this policy for detailed information on the reasons and procedures for termination.

Refund Processing:

Refunds for involuntary cancellation will be made within thirty (30) calendar days from the last day of attendance.

Note: Students are encouraged to review the Satisfactory Academic Progress Policy for a comprehensive understanding of the circumstances under which the school may terminate enrollment.

Refund Calculations

- Applicants who are not accepted for enrollment by Solexian shall receive a refund of all tuition and fees paid within 30 calendar days after the determination of non-acceptance is made.
- Any deposit or down payment made by the student or on behalf of the student shall become part of the tuition.

For students accepted into Solexian, refunds are calculated as follows. When written notice of cancellation is received:

- Before the first day of scheduled classes, the student receives a 100% refund of all tuition.
- After the first day of scheduled classes, but before completing the first week of the course, the school shall retain 10% of the tuition amount and other instructional charges, plus the cost of any textbooks and materials provided to the student by the school.
- After completion of the first week of the course, the school shall retain the cost of books and materials supplied to the student by the school and a percentage of tuition as stated in the following table:

Percentage of days in class completed by the student at time of notice of cancellation:	Amount of Student Refund	Amount School may retain
Before the First Day of classes	100% of tuition	\$50 registration fee
After the first day	Cost of tuition less than 10% of tuition and other charges.	10% of tuition and additional instructional expenses, plus the cost of any textbooks and materials
After the first week or 25% of course	Cost of tuition less than 55% of tuition and other charges.	45% of tuition and additional instructional expenses, plus the cost of any textbooks and materials
Over 25% to 50%:	Cost of tuition less than 30% of tuition and other charges	70% of tuition and other instructional expenses, plus the cost of any textbooks and materials
Over 50%:	0%	All contracted tuition and other instructional charges, plus the cost of any textbooks and materials

For refund purposes, the percent of days in class is calculated based on the total number of hours of training as reflected in the student's enrollment agreement. All refunds will be issued or paid to the student within 30 calendar days of receipt of the cancellation notice.

- Registration fees and all other fees are non-refundable.
- Solexian does not make refunds that exceed those prescribed in the above table.
- **No refunds will be made after the student completes more than 50% of the instructional program.**
- Solexian shall refund all monies paid to it if the course of instruction is canceled or discontinued.

Refund Procedure:

- Refund calculations are reviewed for accuracy before issuing a refund check to the student.
- The staff bookkeeper issues a check payable to the student.
- Checks are mailed within seven working days or held at the student's request for pickup.
- A copy of the check is retained in the student's file.
- The staff accountant maintains a log of refunds.

Notice to the Student.

- Do not sign this agreement before you have read it or if it contains any blank spaces.
- This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
- You are entitled to an exact copy of the agreement and any disclosure pages you sign.
- This agreement and the school catalog constitute the entire agreement between the student and the school.
- Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
- The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness, and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

Student Acknowledgments

I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.	Student Initials _____
I have carefully read and received an exact copy of this enrollment agreement.	Student Initials _____
I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.	Student Initials _____
I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.	Student Initials _____
COMPLAINTS: Solexian encourages you to speak with the Academic Coordinator and/or president to resolve any complaints informally. You may also make a formal complaint by following the Complaint Procedure described in the school catalog. All formal complaints must be made in writing.	Student Initials _____

I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, Solexian must provide me with copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.	Student Initials _____
I understand that the school does not guarantee job placement to graduates upon program completion.	Student Initials _____
I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org .	Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student Signature: _____ Date: _____

School Official Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____
(If a student is under the age of 18 years old)