



401 15th Street, Suite 201, Oakland, CA 94612
 Ph: 877-829-9595
info@solexian.com

Enrollment Agreement

Student Information

Full Name: _____ Date of Birth: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Program Information

English Course: _____

Start Date: _____ End Date: _____ Total Clock Hrs: _____

Schedule: Monday Tuesday Wednesday Thursday Friday Saturday

Time Class Begins: _____ Time Class Ends: _____

Full Time Part Time

Program Description:

The Intensive English Program (IEP) helps students meet the varying academic needs associated with pursuing a university track. Students will learn an appropriate mix of academic as well as functional English while integrating skills to support learning and growth. The program is broken into separate levels, utilizing custom textbooks and interactive group assignments to help students master the English language.

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. The program is primarily meant to serve those students who are on a university track and wish to acquire an appropriate mix of academic as well as functional English. It also meets the goals of students wishing to gain everyday English skills in order to fit more easily into English speaking society. The outcomes of each level are designed to meet these objectives.

Tuition and Fees

Tuition Fee: _____

Registration Fee: _____

Books/Materials: _____

Total: _____

Buyer's Right to Cancel

The student has the right to cancel the initial enrollment agreement before the first day of scheduled classes to which the student has been accepted. The "Buyer's Right to Cancel" information is stated on the back of the enrollment agreement.

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.

Voluntary Cancellation of enrollment only occurs when a student gives notice of such Cancellation. 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. The date of determination is based on the postmark date of the letter of Cancellation or the receipt date if the letter is hand-delivered to the school, emailed, or made verbally.

Refunds based on students' voluntary Cancellation or withdrawal from SOLEXIAN will be made within thirty (30) calendar days from the date of receipt of the student's Cancellation.

Involuntary Cancellation of enrollment (administrative withdrawal). An unexplained absence of more than 15 school days shall constitute constructive notice of cancellation to the school. For purposes of cancellation, the date shall be the last day of attendance. SOLEXIAN may also terminate the student's enrollment for a cause. (See the **Satisfactory Academic Progress Policy** for more information on how and why the school may terminate a student's enrollment.) Refunds based on students' involuntary Cancellation or withdrawal from SOLEXIAN will be made within thirty (30) calendar days from the last day of attendance.

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.

| 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 _____ |

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: _____