



ENGLISH AS A SECOND LANGUAGE

Enrollment Agreement

<input type="checkbox"/> Chamblee <input type="checkbox"/> Morrow <input type="checkbox"/> Gainesville	<input type="checkbox"/> Pasadena <input type="checkbox"/> North Houston <input type="checkbox"/> Hillcroft		STUDENT CLASSIFICATION: 1. I-20 _____ 2. Title IV _____ 3. Other _____
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Date Completed _____ Day _____ Evening _____ Social Security # _____

IDENTIFICATION

Complete Legal Name	_____ Last First Middle Initial	Sex: Male _____ Female _____
Maiden Name (if different)	_____	Date of Birth: _____ Month Day Year
Permanent Address	_____ Street Apt. # _____ City State ZIP	Phone # (Home) _____ Phone # (Work) _____ Cell # _____ Emergency # _____ other than above
Place of Employment	_____ Company _____ Street City State Zip	Email _____

PREVIOUS EDUCATION

High School Certification: I CERTIFY that I am a high school graduate or have successfully obtained a high school equivalency diploma (GED).

Signature (If you did not graduate or obtain a GED, do not sign.) If not a graduate, last year attended: _____

School Name/Testing Center _____ Year Graduated/Tested _____

City State Zip

Have you attended another college or postsecondary institution after High School (including attendance in any foreign country)? Yes _____ No _____

Postsecondary	_____ School City State Zip	Years Attended _____ From To
	_____ School City State Zip	Years Attended _____ From To

Degree or Certificate Earned _____ Financial Aid Received: Yes _____ No _____

ENROLLMENT INFORMATION

Program of Study (Major) _____ Contact Hours _____ Credits Required for Graduation* _____ Registration Date _____ Projected Graduation Date _____

I am registering for _____ credits per semester. My charges are as follows:

Registration Fee: _____
Tuition: _____ per credit hour
ESTIMATED Books and Supplies per semester: _____
Total First Semester: _____
Amount Paid: (_____) _____
Balance Due at Registration: _____

Receipt Date:	_____
Receipt Number:	_____
Receipt Amount:	_____

While this agreement is executed for the first semester or first class, I understand and agree that my registration in subsequent semesters or classes constitutes a renewal of the terms and conditions, except that tuition rates are subject to change. Books, supplies, and material costs are estimated and are charged based on the courses for which I register each semester.

*Determined by Evaluation

PAYMENT TERMS: Payments can be made by cash, check, credit card, or money order.

SPECIFIC TERMS OF YOUR ENROLLMENT, INCLUDING REFUND POLICY, ARE EXPLAINED ON THE REVERSE SIDE OF THIS AGREEMENT. DO NOT SIGN THIS AGREEMENT UNLESS THESE TERMS HAVE BEEN EXPLAINED, YOU UNDERSTAND THEM, AND HAVE RECEIVED A COPY OF THIS AGREEMENT.

ACCEPTED FOR INSTITUTION

SIGNATURES

Admissions Representative
_____ Date _____

Student

If under 18, PARENT or GUARDIAN Signature

Date

Date

EMPLOYMENT ASSISTANCE SERVICES: The ESL Program is considered avocational and the principal purpose is to provide English instruction. Whenever appropriate, the Institution may assist with obtaining part-time employment by posting potential opportunities. Scholarships are available to ESL graduates who desire to pursue other academic programs within the Institution.

CANCELLATION POLICY (Excluding I-20 Applicants): A full refund of all monies is made if the applicant cancels the enrollment within 72 hours (by midnight of the third business day) provided the applicant has not entered class. After 72 hours, the registration fee is non-refundable. Completing registration, but subsequently failing to attend will result in a \$100 administrative fee being charged.

REFUND FORMULA (SEMESTER POLICY):

- ☐ During the first ten percent (10%) of the semester, the institution shall refund ninety percent (90%) of the tuition.
- ☐ After ten percent (10%) of the semester, but during the first twenty-five percent (25%), the institution shall refund fifty percent (50%) of the tuition.
- ☐ After twenty-five percent (25%) of the semester, but during the first fifty percent (50%), the institution shall refund twenty-five percent (25%) of the tuition.
- ☐ After fifty percent (50%) of the semester, there is no refund.

Books/Materials: In the ESL program a set fee is charged per course and all textbooks and materials are issued as prescribed. This fee is reduced when courses are repeated and *no new materials are issued*.

Student Initials _____ Date _____

UNOFFICIAL WITHDRAWAL and CANCELLATION OF CHARGES: Registration is by semester. All classes begin week one and end week fifteen. Unofficial withdrawal occurs fifteen days after the end of the semester, unless the institution is otherwise notified, or registration and academic activity occurs in the subsequent semester.

Student Initials _____ Date _____

OFFICIAL WITHDRAWAL: If you need to discontinue your enrollment, you must notify the Business Office. This is the only office authorized to process the withdrawal. The notification date is the official withdrawal date.

Student Initials _____ Date _____

TITLE IV (PELL GRANT) RECIPIENTS – If you cease participating in an academic related activity in any semester before completing at least sixty percent (60%), you will lose a proportionate amount of your financial aid, which must be refunded to the U.S. Department of Education. Since tuition and fees are not refunded in the same way, your withdrawal during this period will most always result in your personally owing more money to the institution, than if you finish the full semester. All required refunds are made within 45 days of the withdrawal date.

Student Initials _____ Date _____

EXIT INTERVIEW

All students are required to complete an Exit Interview with the Financial Planning Office upon withdrawal or graduation and are required to notify the Institution promptly of any change in address, telephone number, expected employer, or nearest next of kin.

REFUND ALLOCATION:

1. INSTITUTIONAL AID
2. PELL
3. PRIVATE LOAN
4. STUDENT

Orientation Date and Time:

_____/____/____

THE ABOVE TERMS AND CONDITIONS HAVE BEEN FULLY EXPLAINED TO MY SATISFACTION.

Student Signature

Date