**Student Enrollment Agreement**

**ENGLISH AS A SECOND LANGUAGE**

**PLEASE PRINT OR TYPE**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ Male \_\_\_ Female

First Middle Last

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Street City State Zip Code

Phone Number: (\_\_\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security #: \_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

mm dd yyyy

Program: English as a Second Language / Total Hours Required: 960

Period covered by the enrollment agreement

|  |  |  |
| --- | --- | --- |
| Start Date: | Scheduled completion date, full-time student: | Date the student must cancel/withdraw by: |
| \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_ |
| mm dd yyyy | mm dd yyyy | mm dd yyyy |
| Address where instruction will be provided for this program: | | |
| 11277 Garden Grove Blvd., 2nd Floor, Garden Grove, CA 92843 | | |

**DISCLOSURES AND UNDERSTANDINGS**

The above-referenced student (“hereinafter referred to as student”) and California Graduate School of Theology (“hereinafter referred to as “Cal Grad” or the “School”) are entering into this agreement where the student will pay tuition and fees as indicated as well as adhere to Cal Grad’s enrollment and refund policies and other important policies as set forth by Cal Grad.

**This Enrollment agreement is written in a language that is easily understood. If English is not the student’s primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student has the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.**

“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 Initial)**

"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 and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

\_\_\_\_\_\_\_\_\_\_\_\_\_ **(Student's Initial)**

**ITEMIZATION OF INSTITUTIONAL CHARGES AND FEES**

TUITION – for English as a Second Language program

|  |  |
| --- | --- |
| Course Fee …………………………..…………. | $2,000.00 per course, $4,000.00 per semester (2 courses per semester) |
| Estimated Total Tuition \*………………….…… | $12,000.00 (based on 6 courses required to complete the program) |

\* Tuition only. Does not include other required general fees for the program.

GENERAL FEES

|  |  |
| --- | --- |
| Application Fee (non-refundable / one-time ) …..….…… | $100.00 |
| Registration Fee (non-refundable / per semester) ……..… | $60.00 |
| Student Fee (non-refundable / per semester) ………….… | $45.00 |
| Certificate Fee (non-refundable / one-time) ……….…… | $50.00 |
| Books, supplies, equipment, etc (optional )…………....… | $500.00 (approximate) |
| Student Tuition Recovery Fund (non-refundable) …….… | Assessment rate = $0.00 per $1000.00. |

MISCELLANEOUS FEES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Transcript (per copy) .………………………….. | $20.00 |  | I-20 (Initial) Issuance …………. | $300.00 |
| Enrollment Confirmation (per copy) ………...… | $20.00 |  | I-20 (Transfer) Issuance …….… | $150.00 |
| Graduation Confirmation (per copy) ……...…… | $50.00 |  | I-20 Dependent ……………….. | $100.00 per person |
| Late Tuition/Registration Fee ……………..….... | $100.00 |  | I-20 Replacement……….……... | $25.00 |

The estimates below is based on the normal program completion time of 3 semesters.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: | | | | | $ |  |
|  |  |  |  | |  |  |
| ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: | | | | | $ |  |
|  |  |  |  | |  |  |
| TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: | | | | | $ |  |
|  |  |  |  |  | |  |

**“I have read all itemization of tuition and fees and I understand that I am responsible for paying the tuition and fees as indicated above.”**

**“I understand that tuition and fee charges are subject to change at the discretion of the school. Any tuition or fee increases will become effective for the school term following student notification of the increase.”**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Student’s Signature |  |  | Date |
|  | / |  |  |
| School Official’s Signature | / Title |  | Date |

**SCHOOL’S RIGHTS AND RESPONSIBILITIES**

Right to change of schedule: Cal Grad reserves the right to reschedule the period of the program if the student enrollment does not meet the minimum requirement. Right to terminate: Cal Grad reserves the right to terminate students for unsatisfactory progress, non-payment of tuition, or failure to conform to Cal Grad’s standards of conduct stated in the Catalog.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT CALIFORNIA GRADUATE SCHOOL OF THEOLOGY**

The transferability of credits you earn at Cal Grad is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in your major program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are 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 Cal Grad to determine if your credits or degree, diploma or certificate will transfer.

**STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel their enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. To cancel enrollment/registration or withdraw completely from the California Graduate School of Theology, the student must submit a ‘Withdrawal/Cancellation Form” to:

California Graduate School of Theology

11277 Garden Grove Blvd., 2nd Floor

Garden Grove, CA 92843

**REFUND POLICY**

California Graduate School of Theology, without penalty or obligation, will refund 100 percent of the tuition paid, except the application fee, if notice of cancellation/withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

In addition, the student may withdraw from a course after instruction has started and receive a pro rata refund for unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. If the student has completed 60 percent or greater of the term, there will be NO refund.

Any notification of withdrawal or cancellation, and any requests for a refund must be made in writing (Refer to Student’s Right to Cancel). Any charges collected from a student which California Graduate School of Theology had for the purpose of paying to any other public or private person, film organization, or agency, such as for a bond, license, application, or examination fees, or any other similar fees or charge shall, where the student fails to enter the course or withdraws their form at any time prior to completion of the course will be refunded in full. Such charges are not subject to any refund if the institution has paid them prior to receipt of cancellation of a contract or enrollment.

All instructional materials must be returned within fifteen (15) days from the first day of class in its original condition for a full refund. After 15 days, the student will receive a refund only for the materials that have not yet been taught in class.

The refund shall be calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended or was scheduled to attended, prior to withdrawal.

All amounts that the student has paid shall be subject to refund except for the enrollment agreement and the refund policy outlined here in the catalog specify amounts paid for which are non-refundable.

California Graduate School of Theology will also refund money collected for sending to a third party on the student’s behalf; such as transcripts and licenses if not already processed. If California Graduate School of Theology cancels a course or degree program, the School will make a full refund of all charges. Refunds will be issued within 45 days of cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

**OTHER LOAN ISSUES**

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both 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.

**STUDENT TUITION RECOVERY FUND (STRF)**

“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.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

**QUESTIONS AND COMPLAINTS**

**BPPE:**

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Phone: (888) 370-7589; Fax: (916) 263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (1-888-370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

**TRACS:**

A student or any member of the public may file a complaint about this institution with TRACS at the contact information listed here: 15935 Forest Road, Forest, VA 24551; Telephone: (434) 525-9539; e-mail: [info@tracs.org](mailto:info@tracs.org). An individual may make an inquiry to TRACS regarding complaint procedures or about issues and concerns that could be considered complaints at which time TRACS will direct the individual to the TRACS website at www.tracs.com with instructions on downloading the packet containing the Policies and Procedures for Complaints Against Member Institutions, the TRACS Complaint Information Sheet, and the TRACS Complaint Processing Form. However, TRACS’ response and its obligations to meet the specific timetables outlined in these procedures will begin only after the complainant submits all documents required in the TRACS Complaint Information Sheet.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Please read all pages thoroughly before you sign this agreement. You are entitled to an exact copy of this agreement and any disclosure pages that you sign. This agreement and the school catalog constitute the entire agreement between the student and the school.**  “I have read and understand this enrollment agreement and I acknowledge receipt of an exact copy of this Enrollment Agreement. I acknowledge that no verbal statements have been made contrary to what is contained in this Enrollment Agreement.”  “I understand that tuition charges are for the right to attend classes in which I am enrolled and are in no way contingent upon my satisfactory progress, personal satisfaction, or placement upon graduation. I further agree to abide by all rules of California Graduate School of Theology.”  “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 | |  | / |  |  | | School Official’s Signature | / Title |  | Date |   **This Enrollment Agreement is legally binding when signed by the student and accepted by the California Graduate School of Theology.** |