



English as a Second Language Classes Application for Enrollment

Name: _____
Print: Last First Middle

Address: _____

City: _____ State: _____ Zip: _____

Out of United States Address: _____

Address Continued: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Start Date: _____ Campus: _____

Program has four (4) Levels to complete. Based on entrance evaluation you will be advised which level you will be starting the program in. Each level is eight (8) weeks in length. Cost \$1,800.00 per level.

The level you will start in is: Level 1 Level 2 Level 3 Level 4

GENERAL TERMS

Each student is accepted with the understanding the date classes begin and will be charged by individual level. The student agrees to report to Keiser University located in Florida (on-line students must log on) on or before the above start date and maintain regular attendance at the University during the course and abide by all rules and regulations of the University. The University reserves the right to dismiss any student for maintaining poor academic standing, excessive absences, failure to comply with the regulations of the University as stated in the current literature, or for non-payment of tuition and fees when due. A late charge of five (5) dollars will be added to any bill ten (10) days or more overdue. The student shall be liable for all late fees, reasonable attorney's fees and all other costs and charges necessary for the collection of unpaid fees. Students must supply personal items such as pens, paper, text books and notebooks. Students are responsible for all breakage

GENERAL POLICY

University policies have been formulated in the best interest of the student and the University. Changes in University policy are rarely made during a school year, since plans for each school year are made well in advance. However, the University reserves the privilege to make any change in tuition, fees, refund policy, curriculum or any phase of its program where it is in the opinion of the administration that the students or the University will be benefited. Such changes may be made without further notice. The University also reserves the right to cancel any classes which do not have the minimum number of five students enrolled. Courses which are delayed will be re-scheduled within 16 weeks of the original date or the University will make a full refund of all monies paid to the University for the student affected. After successful completion of the program the student will receive a certificate of completion from the University. Students who complete level four (4) of the ESL program will be considered to have replaced the TOEFL entrance evaluation if they wish to continue at the University in a degree program.

ADMINISTRATIVE PROCEDURES

The University's primary objective is to help the students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with their instructors, the Student Service Department or anyone on staff.

Additionally, the President/Vice President of the campus maintains an open-door policy to meet the students' needs. If the administration has to take disciplinary measures against a student, the student may appeal the decision to the Grievance Committee which is made up of impartial staff members, and a student representative. If a student dispute is litigated and the student receives an unfavorable decision, the University will be entitled to any reasonable attorney's fees incurred in the defense of the student complaint.

ARBITRATION

It is agreed that in the event the parties to this enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by binding arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen form or method of arbitration is unavailable, or for any reason cannot be followed, a

court having jurisdiction hereunder may appoint one or more arbitrators or an umpire pursuant to section 682.04 F.S. Each party shall have the right to be represented by an attorney at any arbitration proceeding. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration. However, if Keiser University prevails in the arbitration proceeding, Keiser University will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. Venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified except in writing by the parties.

CANCELLATION & REFUND POLICY

Tuition and Fee Disclosure

Tuition is computed on the assumption that a student will remain throughout the program they start. Since a place in class has been reserved, tuition will only be refunded in accordance with the University withdrawal policy for this program of study. Students withdrawing from the University must comply with the proper clearance procedures as outlined in the catalog. Refunds or reductions in indebtedness are made solely at the option of the University for withdrawal necessitated by conditions beyond the student's control such as an emergency acceptable to the University. Refunds or reductions in indebtedness are processed after all required approvals are documented on the withdrawal form.

Students will be obligated for all charges (tuition/fees/books/supplies) for the course level they are currently attending plus any prior account balance. Students who have withdrawn and wish to re-enter will be charged a \$250 reentry fee.

Cancellation /Withdrawal Calculation

Withdrawal at any time from the date of the student's registration to the day before the first scheduled day of the semester – 100% refund of tuition and education fees. The institution will retain the application fee of \$50.

Withdrawal at any time during the first week of the level attending – 75% refund of tuition only.

Withdrawal at any time during the second week or after – no refund.

There are no refunds for any supplies, books, or equipment.

All registration fees will be refunded if the student is not accepted into his/her particular program. Students must notify the institution in writing of cancellation. All monies paid by an applicant will be refunded if cancellation occurs within three business days after signing these University enrollment policies and procedures and making initial payment. If cancellation occurs after three business days from the signing of the University enrollment policies and procedures, all application and registration fees in excess of \$100 will be refunded to the student. Refunds will be made within thirty days from the date of determination of the student's withdrawal. No official academic transcript will be issued to any student who owes a balance to the University at the time of the request. Upon payment of the outstanding debt, a transcript may be issued.

NOTICE TO APPLICANT

I acknowledge that I have read these enrollment policies & procedures in its entirety as printed on this document, that I understand and agree to the provisions listed herein and that I have received a copy of these enrollment policies & procedures. I understand that if I am accepted as a student, the amount paid with these enrollment policies & procedure will be credited toward my Application and Registration Charge upon entrance to the University, and if I am not accepted as a student, all monies will be refunded to me. I agree to abide by the terms here listed and by the regulations and policies of Keiser University as stated in the catalog and published literature. No other arrangements than these will be honored except those specifically agreed to in writing.

(1) DO NOT SIGN THESE UNIVERSITY ENROLLMENT POLICIES & PROCEDURES BEFORE YOU READ IT OR IF IT CONTAINS BLANK SPACES. (2) YOU ARE ENTITLED TO A COPY OF THESE POLICIES & PROCEDURES AT THE TIME YOU SIGN IT. (3) YOU MAY REPAY THIS UNPAID BALANCE AT ANY TIME. (4) HOLDER-ANY HOLDER OF THESE CONSUMER CREDIT CONTRACTS IS SUBJECTED TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER. (5) THESE POLICIES & PROCEDURES SHALL BECOME BINDING UPON ACCEPTANCE BY THE UNIVERSITY.

Charges	Level 1	Level 2	Level 3	Level 4
Tuition	\$_____	\$_____	\$_____	\$_____
Training Material	\$_____	\$_____	\$_____	\$_____
Cost Per Level	\$_____	\$_____	\$_____	\$_____

Payment Information

Total amount to be Paid \$_____

I accept and agree to the above information and arrangements made with Keiser University.

Student Signature: _____ Date: _____

Accepted by the University: Signature: _____ Date: _____