



Agreement: Enrollment agreement must be: Signed by the applicant and enclosed in the students file.

Student Information

First Name: Hanako Middle Initial: _____ Last Name: Yamada

Street Address: 1-1-101 Ryugaku Gogaku-shi

City: Tokyo State: Japan Zip: 111-1111

Home Phone: +81 3-1111-1111 Mobile Phone: +81 90-1111-1111 Passport#: LP1111111

E-mail(MUST): hanako@langpedia.com Gender: Male Female

Date of Birth (mm/dd/yyyy): Jan/01/1995 Age: 22 Nationality: Japan

What is your level of English? : Beginner Intermediate High-Intermediate Advanced High Advanced

Start Date: Aug/07/2017 Expected Graduation Date: 01/Sep/2017

- **Rules & regulations statement:** The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the school’s rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner’s Regulations.

● **Curriculum Name: Standard English Program (Full program) (972 hours : 54 weeks)**

Program tuition fee

	Course / Unit Title	Hours	Registration fee (Nonrefundable)	Tuition fee (Refund policy: Mini-Program)	Textbook	ID	Total
<input checked="" type="checkbox"/>	Beginner English Program 1-1	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	Beginner English Program 1-2	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	Intermediate English Program 2-1	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	Intermediate English Program 2-2	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	Intermediate English Program 2-3	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	High-Intermediate English Program 3-1	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	High-Intermediate English Program 3-2	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	High-Intermediate English Program 3-3	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	Advanced English Program 4-1	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	Advanced English Program 4-1	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	High Advanced English Program 5-1	72	\$85	\$860	\$75	\$10	\$1,030
<input type="checkbox"/>	High Advanced English Program 5-2	72	\$85	\$860	\$75	\$10	\$1,030

Additional cost : FedEx charge (For student with I-20: if applicable) \$110

- Registration fee and ID : one time only



Schedule:

<input checked="" type="checkbox"/>	Morning class	18hours/week	Mon-Thurs : 10:00am-1:30pm (3.5hours/day) / Fri: 10:00am-2:00pm (4hours/day)
<input type="checkbox"/>	Afternoon class	18hours/week	Mon-Thurs : 2:00pm-5:30pm (3.5hours/day) / Fri: 2:00pm-6:00pm (4hours/day)

*Hours of School operation: Monday to Thursday: 10:00am to 5:30pm / Friday: 10:00 am to 6:00 pm

Method of Payment

Checks (US Personal check Money order Travelers check Company check)

Credit Card (Visa Master American Express) Cash Wire Transfer from bank account Paypal

*The registration fee is due before the class starts. Registration is required to hold a class space

Cancellation and Refund Policy

(a) Rejection of an applicant by the school and Program cancellation by the school: student will be refunded all money paid

If the student does not meet the admission requirements below:

(1.) Students are required to take a placement test prior to starting the program

(2.) Minimum Age: Sixteen (16) years old.

A program would be canceled:

(1.) A natural disaster (2.) War

(b) Cancellation by a student within seven days after signing and : No show/student never starts training

Student will be refunded all money paid to the school, with the exception of the non-refundable registration fee, as long as he/she has not entered into instruction

(c) Withdrawals or termination after the start of class and after the cancellation period

The school shall retain the registration fee plus the cost of any textbooks or ID accepted, plus the following amounts for tuition as of the student’s last date of physical attendance.

If withdrawal occurs:		
Refund Policy: Mini-Program	School may keep	Refund amount
Hours		72 hours
0%-15% of the program	0%	\$860
16%-30% of the program	25%	\$645
31%-45% of the program	50%	\$430
46%-60% of the program	75%	\$215
After 60% of the program	100%	\$0

The school will calculate the refund amount in accordance with New York State Education law, except in cases where the refund policy of our national accreditor (Accrediting Council for Continuing Education and Training) is more favorable to the student. In this case the ACCET refund policy will be used instead of New York Education Law.

<http://docs.accet.org/downloads/docs/doc31ESL.pdf>

Notice of cancellation or withdrawal must be made in writing. If the student is a minor, a parent or guardian must make such notice.

All refunds will be made within 45 days of cancellation request which should be made in writing by filling up the refund form.

Note: International students applying for F1 Visa’s – The \$110 International FedEx fee will be considered non-refundable, if the school has sent out I-20 document.



Although placement assistance service is provided, the school cannot guarantee a job to any student or graduate.

Student signature Hanako Yamada Date: Jul/01/2017

By my signature, I agree to the conditions of this agreement. I also verify that I have received and read a copy of the agreement, the student disclosure material, and the school catalog.

Student signature Hanako Yamada Date: Jul/01/2017

The licensed Agent that enrolled me was:

Agent Signature: _____ Cert.#: _____ Date: _____

Accepted for the school by _____ Date: _____