



BILINGUAL EDUCATION INSTITUTE  
 6060 Richmond Ave., #180  
 Houston, TX 77057  
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 Fax: (713) 789-4541  
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## STUDENT ENROLLMENT AGREEMENT

<b>PERSONAL INFORMATION:</b>					Date:			
First Name:			Middle Initial:					
Last Name:			Gender:		<input type="checkbox"/> Male <input type="checkbox"/> Female			
Address:					Apt. #			
City:			State:		Zip Code:			
Phone (Home):		Work:		Cell:				
Email:				Level of Education:				
Country of Birth:			Native Language:					
Date of Birth:		Month / Day / Year		Country of Citizenship:				

<b>COURSE INFORMATION:</b>			
What program are you applying for?		IEP: <input type="checkbox"/> Morning <input type="checkbox"/> Afternoon    EEP: <input type="checkbox"/> Evening	
Foreign Language (specify):		<input type="checkbox"/> Group <input type="checkbox"/> Semi-Private <input type="checkbox"/> Private	

If your employer is accepting financial responsibility for your classes, please provide the following information:

Company Name:			
Contact Person:		Phone:	

When do you wish to start classes?			
Are you requesting an I-20 form?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Method of Payment:		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> Credit Card (MasterCard, Visa, Amex, Discover)	

How did you hear about Bilingual Education Institute?		<input type="checkbox"/> BEI Website <input type="checkbox"/> Internet Search	
<input type="checkbox"/> Sign		<input type="checkbox"/> Yellow Pages	
<input type="checkbox"/> Radio		<input type="checkbox"/> TV	
<input type="checkbox"/> Newspaper		<input type="checkbox"/> Mailing (Flyer)	
<input type="checkbox"/> Friend/Relative _____		<input type="checkbox"/> Other _____	

Emergency Contact Name:		Phone:	
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Comments:			

**BEI'S CANCELLATION POLICY:****(Policies apply to both Traditional Face-to-Face & Online IDL Classes)****Rejection of Application**

- If BEI does not accept your application, or if your F-1 visa application is rejected, BEI will refund all fees paid, except the registration fee.

**Program Cancellation – All Programs**

- If a class is cancelled by BEI, either before or after the class start date, a full refund of all fees/tuition paid will be issued.
- BEI reserves the right to cancel a class at any time.

**Student Cancellations and No-Shows – All Programs**

- If you cancel your program before the first start date of your contractual agreement or never attend class (no-show), BEI will refund all fees paid, except the registration fee.\*
- \*If an applicant accepted by BEI enters the United States on a Form I-20 obtained through BEI or receives approval for a change of visa status with an I-20 issued by BEI, and subsequently cancels prior to the start of the scheduled program or never attends class (no-show), BEI reserves the right to retain all charges applicable to the first six weeks of the first enrollment period. (Initial I-20 student enrollment is 14 weeks). Prorated tuition refund will be calculated based on the published weekly rates.

➤ **BEI'S REFUND POLICY:****Withdrawal – All Programs – First Enrollment Students**

Enrollment Period Length: 4 weeks or less

- If you withdraw from your program, BEI reserves the right to retain all tuition charges.

Enrollment Period Length: 5 weeks +

- If you withdraw from your program within the first four weeks of your classes, BEI will retain the first four weeks of tuition and fees as a non-refundable fee. You will be eligible for a prorated tuition refund on any remaining weeks of your contractual program length of study. Prorated tuition refund will be calculated based on the published weekly rates.
- If you withdraw from your program after the four weeks of classes, but before or at the midpoint of your contractual program length, you will be eligible for a refund based on a prorated calculation of the unused weeks of your program of study. This refund will be calculated from your last recorded day of attendance. Prorated tuition refund will be calculated based on the published weekly rates.
- If you withdraw from your program after the midpoint of your classes, you will not be eligible for a refund.
- If you are absent for a maximum of 30 consecutive calendar days of class with or without notifying BEI staff, you will be dismissed/terminated (F-1) from your class enrollment and refund will be processed, if applicable.

**Withdrawal – All Programs – Subsequent Enrollment Students**

- If you withdraw after completing the first enrollment period but before or at the midpoint of any subsequent enrollment periods, BEI will retain a prorated amount of tuition for that period. Prorated tuition refund will be calculated based on the published weekly rates.
- If you withdraw after the midpoint of any subsequent enrollment period, BEI will retain all of the tuition for that period.
- If you are absent for a maximum of 30 consecutive calendar days of class with or without notifying BEI staff, you will be dismissed/terminated (F-1) from your class enrollment and refund will be processed, if applicable.

**BEI'S REFUND PROCESS:**

- Refunds will be issued thirty (30) calendar days of the documented date of determination from your cancellation, or withdrawal from the enrollment period.
- If a student is enrolled through an authorized agent, the refund will be issued to the party who made payment on behalf of the student. If a payment is solely made by an agent, it is the student's responsibility to contact the agent directly for any refund requests. BEI is not responsible for any transaction made between students and their agents.
- When determining the number of weeks, BEI will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- If a student on a Leave of Absence does not return to resume studies, refunds (if applicable) will be processed according to BEI's Refund policy.
- If a student who has begun classes withdraws prior to completing their contractual program, the student will not receive any tuition discount for the sessions attended. Instead, the tuition will be charged at the regular rate for all completed sessions and the Standard Cancellation and Refund Policy will apply to any partial session attended.
- Payment plan fee, late payment fee, and I-20 update fee are non-refundable.

**PROVISIONS FOR RESCHEDULING & COMPLETING SPECIAL PROGRAM CLASSES:**

- In order to reschedule a class, Special Program students are required to provide at least a 12 hour notice prior to the scheduled class. If you do not attend your scheduled class, or if you request to reschedule with less than a 12 hour notice, you will be charged the full rate for the entire scheduled class.
- Semi-private and group instruction cannot be rescheduled unless ALL students agree to reschedule the class with a least 24 hour notice.
- Each twenty (20) sessions of instruction of semi-private or private instruction must be completed within one hundred eighty (180) days from the scheduled start day of classes. The number of sessions not completed within one hundred eighty (180) days will be forfeited by the student.

Program Data		Details	
<b>Program:</b>		<b>Level:</b>	
<b>Start Date:</b>		<b>Payment Plan:</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>End Date:</b>		<b>Tuition:</b>	\$
<b>Program Length:</b>		<b>Registration*:</b>	\$
<b>Class Schedule:</b>		<b>Payment Plan fee</b>	\$
<b>Class Time:</b>		<b>Total:</b>	

By signing this form, I verify and attest that the information above is complete and correct, that I am aware of the cost of the program of study for which I am applying, that I understand I must have sufficient funds to meet my school expenses, that I have received a copy of it, and that the information was provided in a language I understand. Client was informed of the enrollment agreement in the following language: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date\_\_\_\_\_  
BEI Representative Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Parent or Guardian\_\_\_\_\_  
Date\_\_\_\_\_  
BEI Representative Title\_\_\_\_\_  
Date