



BILINGUAL EDUCATION INSTITUTE

An Aetas LLC

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STUDENT ENROLLMENT AGREEMENT

PERSONAL INFORMATION:					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:				

COURSE INFORMATION:				
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	Contact Name: (if applicable)		
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:	
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 which has not begun is cancelled by BEI, a full refund of all fees will be issued.
- If a class which has begun is cancelled by BEI, a prorated refund of unused tuition will be issued. Prorated tuition refund will be calculated based on the published weekly rates.
- 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 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.

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.

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

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 enrollment agreement in the following language: _____

Applicant Signature

Date

BEI Representative Signature

Date

Signature of Parent or Guardian

Date

BEI Representative Title

Date