

Enrollment Agreement

Name: Mr. Mrs.

_____ (Last) (First) (Middle)

Date of Birth: Month: _____ Day: _____ Year: _____

Address:

Email: _____

Telephone: _____

Emergency Contact: _____ (name) _____ (telephone)

I will attend classes at the following school:

- CISL San Diego, 636 Broadway, Suite 210, San Diego, CA 92101
- CISL San Francisco 605 Market Street, Suite 210, San Francisco, CA 94105

Program Information:

Program Name: _____

Hours/week: _____

Start Date: _____

End Date: _____

TRANSFERABILITY OF CREDIT AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of coursework you complete at CISL is at the complete discretion of an institution to which you may seek to transfer. Acceptance of a CISL Certificate of Completion or Certificate or Attendance that you may earn while enrolled at CISL is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion or Certificate or Attendance that you earn at this institution is 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 CISL to determine if your certificate will transfer.

BPPE

CISL is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Any question a student may have regarding the school brochure/catalog or this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the BPPE at the following addresses: Mailing Address: Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (916) 431-6959 Toll Free: (888) 370-7589 Website: www.bppe.ca.gov E-mail: bppe@dca.ca.gov A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov

TITLE IV POLICY / NO STUDENT LOANS

CISL students are not eligible for Title IV funding. CISL does not offer student loans or financial aid.

If you get a student loan, you are responsible for repaying the loan plus interest, less the amount of any refund.

If you default on a federal or state loan both the following may occur (1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which the you may be entitled to reduce the balance owed on the loan. (2) You may not be eligible for any other federal student financial aid at another institution or other government financial 1) assistance until the loan is repaid

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. our total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.”

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”
6. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

STUDENT'S RIGHT TO CANCEL / REFUND POLICY

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student wishing to cancel or withdraw from the school and receive a refund should send their notice of cancellation or withdrawal to the school's address or by email to the School Director.

- 1 If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- 2 If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- 3 If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- 4 If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- 5 All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately.
- 6 In the case of private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- 7 If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.(the next Tuesday).the cancellation will only be effective as of the next Monday.
- 8 If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.

All refunds will be made within 30 days of a student's cancellation or withdrawal. We can only pay refunds to the person or company from who the funds originated.

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ACKNOWLEDGEMENTS

Prior to signing this enrollment agreement, you must be given a Catalog 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, salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, 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 Initials Initials _____ School Official Initials

PROGRAM COSTS:

\$ _____ Tuition

\$ _____ Registration Fee (non-refundable)

\$ _____ California Student Tuition Recovery Fund Fee (non-refundable)
(calculated at \$.00 per \$1000)

\$ _____ Other Charges for _____

\$ _____ TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE

\$ _____ ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM

\$ _____ TOTAL CHARGES YOU ARE REQUIRED TO PAY ON ENROLLMENT

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

The last date for cancellation is : ____/____/____(MM/DD/YY)

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.

Signature of Student Date

Parent/Legal Guardian (applicants under 18) Date