

Enrollment Agreement

The enrollment agreement is the contract signed between the student and the institution. The agreement specifies the conditions under which the school will provide instruction to the student. It also specifies all costs a student must pay in order to enroll in a specific school program. **A copy of the completed enrollment agreement must be given to the student upon execution of the enrollment agreement.** The student and an authorized agent of the school must date and sign the agreement prior to the time instruction begins.

In order to assist schools in developing enrollment agreements that comply with the requirements of the Education Law and the Commissioner's Regulations, the Department has developed a sample enrollment agreement. This enrollment agreement meets all of the requirements set forth in law and regulations. In using this form, a school **must** modify the information printed on each form, tailoring it to include its own school and program information. Regardless of whether the sample enrollment agreement is used, **schools must still send two copies of each enrollment agreement to the Department for approval prior to use.**

When languages other than English are used in the sales presentation, the modified sample enrollment agreement **must** be translated into the language of the sales presentation. In submitting such enrollment agreements for approval, the school must include a literal English translation of the foreign language enrollment agreement as well as a notarized attestation from the translator affirming the accuracy of the translation. If you have specific questions, contact the Education Team liaison to whom you are assigned when you file your school application and fee.

Please note that we are no longer requesting the entire social security number on enrollment agreements due to issues of potential identity theft and securing student information. However, Federal grants or loans may require that information.

SAMPLE ENROLLMENT AGREEMENT

ESL Institute of Learning
Madison Avenue, Suite
8111 Ozone Park, NY
11417 (718) 848-2468

| | | |
|----------------|-------------------------------------|---------|
| Student Name: | | |
| Address: | | |
| Email Address: | | |
| Phone: | Last Four Digits of ss#: XXX-XX- | d.o.b.: |

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.

| Program | <input type="checkbox"/> Basic ESL/Level I | <input type="checkbox"/> Intermediate ESL/Level II | <input type="checkbox"/> Advanced ESL/ Level III |
|------------------------------------|--|---|--|
| Hours | 200 | 200 | 200 |
| Tuition | \$2,500 | \$2,500 | \$2,500 |
| Books | \$100 | \$100 | \$100 |
| Non-Refundable Registration Fee | \$100 | \$100 | \$100 |
| Total | \$2,700 | \$2,700 | \$2,700 |

Method Of Payment: Initial Down Payment of \$600 with weekly payments of \$200 until balance is paid.

Refund Policy

126.10(j)(6)(ii)(i) the refund the school will make in the event a student fails to enter, withdraws or is discontinued from instruction which is consistent with the refund policy submitted to the department, pursuant to the requirement in subclause (2)(i)(b)(3) of this subdivision;

By my signature, I agree to the conditions of this agreement. All enrollment agreements must be fully completed, dated and signed by both an authorized agent of the school and the student prior to the time instruction begins.

The agent who enrolled me was:

_____ Cert. #: _____

Student Signature _____

Date _____

I have received a copy of the Student Disclosure Material.

Student Signature _____ - Date _____

Authorized Agent Signature _____ - Date _____

END OF SAMPLE ENROLLMENT AGREEMENT.....

What follows is a checklist which indicates all of the required components for an enrollment agreement to be approved.

| | | Satisfactory | Unsatisfactory |
|-----|---|--------------------------|--------------------------|
| (1) | Name of school | <input type="checkbox"/> | <input type="checkbox"/> |
| (2) | Title of curriculum as approved | <input type="checkbox"/> | <input type="checkbox"/> |
| (3) | Length of curriculum (approved hours) | <input type="checkbox"/> | <input type="checkbox"/> |
| (4) | Student name, last four digits of social security number, and date of birth | <input type="checkbox"/> | <input type="checkbox"/> |
| (5) | Tuition, registration fee, other fees, total cost | <input type="checkbox"/> | <input type="checkbox"/> |
| (6) | Rules, regulations, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| (7) | Agent names and certificate numbers | <input type="checkbox"/> | <input type="checkbox"/> |
| (8) | Disclosure material receipt | <input type="checkbox"/> | <input type="checkbox"/> |
| (9) | Refund policy | <input type="checkbox"/> | <input type="checkbox"/> |

When developing your enrollment agreement(s), attempt to satisfy all of the requirements listed above. If you have specific questions, contact the Education Team liaison to whom you are assigned when you file your school application and fee.