



# Anaheim University

## 2019 TESOL Student Enrollment Agreement

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FOR EDUCATIONAL SERVICE SUBJECT TO ARTICLE 6 BUT NOT ARTICLE 7 OF THE PRIVATE SECONDARY AND VOCATIONAL EDUCATION REFORM ACT

### 1 Agreement for Educational Services

This is an agreement for educational services provided by Anaheim University to the student named on page 4 of this Student Enrollment Agreement. Anaheim University is not a public institution. Once this document is signed by the student and approved by Anaheim University, it legally obligates both Anaheim University and the student.

### 2a Program Description : MA in TESOL

#### Title of Program: Master of Arts degree program in Teaching English to Speakers of Other Languages (MA in TESOL)

**Description of Program:** Procedurally, the material reflects the experiential, task-based philosophy being advocated for the teaching of foreign languages. The program offers principled links between theory, research and practice in language teaching and learning through modules with a solid pedagogical foundation, namely, Second Language Teaching and Learning, Classroom Management and Observation, and Second Language Classroom Research. Extensive knowledge of language and learning is gained through Grammar, Phonology, and Discourse Analysis courses, and specialized skills and knowledge are developed through the professional modules: Curriculum Development, Second Language Acquisition, Research Methods, and Classroom-Based Evaluation. Finally, the research portfolio gives students the opportunity to carry out and present their own detailed empirical research.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

#### Program Completion Requirements:

**Total number of required units: 44 units**

**Method of Instruction:** *Online-learning:* reading of textbooks and submission of assignments, weekly online correspondence (one 90-minute real time online class per week and daily interaction through an online discussion forum) with professor and students.

**Residential sessions:** two four-day seminars to be either in California or in another selected location must be attended prior to completion of MA program. Anaheim University does not provide visa services. For MA in TESOL students attending the four-day residential sessions, it is the students' responsibility to ensure that they have taken care of proper visa procedures, if required.

**Start Date:** Please see enclosed schedule of courses offered.

**Scheduled Completion Date:** Within 2.5 years from commencement of program. Maximum time allotted to complete program - 3 years from date of matriculation. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 180 hours of study over a 9-week period. New courses begin every 10 weeks.

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study

### 2b Program Description : Graduate Diploma in TESOL

#### Title of Program: Graduate Diploma in Teaching English to Speakers of Other Languages

**Description of Program:** Procedurally, the material reflects the experiential, task-based philosophy being advocated for the teaching of foreign languages. The program offers principled links between theory, research and practice in language teaching and learning. Students select six courses from a choice of 10, which include Second Language Teaching and Learning, Classroom Management and Observation, Second Language Classroom Research, Grammar, Phonology, and Discourse Analysis courses, and Curriculum Development, Second Language Acquisition, Research Methods, and Classroom-Based Evaluation.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

#### Program Completion Requirements:

**Total number of required units: 24 units**

**Method of Instruction:** *Online-learning:* reading of textbooks and submission of assignments, weekly online correspondence (one 90-minute real time online class per week and daily interaction through an online discussion forum) with professor and students.

**Residential sessions:** no residential sessions required.

Each course is the equivalent of 180 hours of study over a 9-week period. New courses begin every 10 weeks.

**Start Date:** Please see enclosed schedule of courses offered.

**Scheduled Completion Date:** Within 15 months from commencement of program. Maximum time allotted to complete program - 2.5 years from date of matriculation. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 180 hours of study over a 9-week period. New courses begin every 10 weeks.

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study

### 2c Program Description : Undergraduate Diploma in TESOL

#### Title of Program: Undergraduate Diploma in Teaching English to Speakers of Other Languages

**Description of Program:** The Diploma in Teaching English to Speakers of Other Languages (TESOL) aims to explore the structure, grammar and phonology of the English language and help prospective teachers increase their knowledge and understanding of teaching techniques and methodologies and develop their teaching skills.

**Equipment to be provided by School:** The software required for the online classrooms, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements:** Successful completion of four courses: Introduction to TESOL, English Language Teaching Methodology, English Language Teaching Assessment, and Material Development in English Language Teaching. Total number of units: No credit

**Method of Instruction:** *Online-learning:* reading of textbooks, weekly video lecture, online correspondence and daily interaction through an online discussion forum with instructor and students.

**Residential sessions:** There is no residential session requirement.

**Start Date:** New courses begin on the first Monday of each month.

**Scheduled Completion Date:** 60 weeks from commencement of program. Maximum time allotted to complete program - 2 years from date of matriculation. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 135 hours of study over a 15-week period. New courses begin on the first Monday of each month.

**Note:** Course titles are subject to change without notice. Anaheim University in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study.

## 2d Program Description : TESOL Certificate

### Title of Program: Teaching English to Speakers of Other Languages Certificate (TESOL Certificate)

**Description of Program:** This program is designed for language teachers, teachers in preparation or intending teachers. It offers a practical introduction to language teaching and links practice to theory and research. The program offers students the opportunity of developing a solid pedagogical foundation through instruction in the following areas: language teaching methodology, listening, speaking, reading, writing, pronunciation, vocabulary, grammar, discourse, content-based instruction, using coursebooks, computer assisted language learning, learning styles and strategies, learner autonomy in the classroom, classroom-based assessment and cross-cultural communication.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

#### Program Completion Requirements:

**Completion of the 15-week course.**

**Total number of units: 3 units**

**Method of Instruction:** *Online-learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums), weekly video presentations.

Each course is the equivalent of 135 hours of study over a 15-week period.

**Start Date:** New courses begin on the first Monday of each month.

**Scheduled Completion Date:** Within 15 weeks from commencement of program. Maximum time allotted to complete program - 30 weeks. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 135 hours of study over a 15-week period. New courses begin on the first Monday of each month.

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study.

## 2e Program Description : Certificate in Teaching English to Young Learners

### Title of Program: Certificate in Teaching English to Young Learners

**Description of Program:** The online Teaching English to Young Learners (TEYL) certification program at Anaheim University is designed for teachers, teachers in preparation or intending teachers. It offers a practical introduction to English Language Teaching for children and links practice to theory and research. The program offers students the opportunity of developing a solid pedagogical foundation towards teaching English to children through instruction in the following areas: Who is the "young learner?", First and Second Language Acquisition, Methods and Approaches in Language Teaching, Teaching Listening, Teaching Speaking, Teaching Reading, Teaching Writing, Teaching Vocabulary, Teaching Grammar, Teaching Pronunciation, Learning Styles and Strategies, The Affective Domain, Working with Parents, Classroom Management, Resources and Technology Support for Language Learning, and Assessment and Evaluation

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

#### Program Completion Requirements:

**Completion of the 15-week course.**

**Total number of units: No credit**

**Method of Instruction:** *Online-learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums), weekly video presentations.

Each course is the equivalent of 135 hours of study over a 15-week period.

**Start Date:** New courses begin on the first Monday of each month.

**Scheduled Completion Date:** Within 15 weeks from commencement of program. Maximum time allotted to complete program - 30 weeks. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 135 hours of study over a 15-week period. New courses begin on the first Monday of each month.

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study.

## 3a Student Loans

For students who have obtained or are applying for the following guaranteed or insured loan for the purpose of paying tuition.

Name of Lender	Address of Lender	Proceeds to School
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## 3b Student Scholarships.

For students who have obtained or are applying for the following scholarship for the purpose of paying tuition.

Name of Scholarship	Organization Offered Through	Amount of Scholarship
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## 4 Non-Refundable Fees, Charges and Deposits

Certain fees, charges and deposits are non-refundable. Even if the student cancels this contract as permitted by law, the student may not receive a refund of the application fee and \$100 registration fee, unless cancellation is made within the 7-day Cancellation Period.

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## 5 Student Cancellation, Withdrawal, and Refund Rights

The student has the right to cancel an enrollment agreement in writing through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

## 6 Student Tuition Recovery Fund.

If the student is not a resident of California or is the recipient of third-party payment of tuition and course costs, such as workforce investment vouchers or rehabilitation funding, the student is not eligible for protection under and recovery from the Student Tuition Recovery Fund.

## 7 Obligations of Student and School.

The student will meet all financial obligations as required in this agreement, subject to the student's right to cancel (paragraph 5) and withdraw from the course (paragraph 6). The student will demonstrate reasonable progress toward completion of the program. The school respects the student's rights and privacy and will furnish all of the services listed in the catalog and required of this agreement. The school maintains a website where research materials and library resources can be accessed. The school will maintain student records and, upon graduation and completion of an end-of-program survey, will supply an official transcript.

## 8 Student Integrity and Academic Honesty.

Students are expected to conduct themselves with the highest ethical and academic standards and to commit no acts of cheating, plagiarism, or falsification of records. Cheating is an act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive or fraudulent means; plagiarism is the act of taking ideas, words, or specific substance of another and offering them as one's own; falsification of records is a misrepresentation of statements in submitted records.

## 9 Admissions Practices.

The applicant has been informed that s/he has been accepted into the program and that official transcripts or required documentation must be received by the institution within one enrollment period not to exceed 12 semester credits, or the student's application will no longer be valid.

**10. Policy on Student Satisfaction and Student Grievance Procedures.** Anaheim University places great emphasis on putting the educational experience of its student body as the first priority of its administration, faculty, and staff. In line with this "Students First, Always" policy, the University seeks to continuously improve the educational experience of its students, including the quality of academics, learning resources, online learning system, and Student Services. Students have the opportunity to provide feedback at the end of each term through questionnaires. In addition, students always have the opportunity to provide feedback, seek assistance, and express grievances to Student Services by sending an e-mail. Grievances sent in writing will receive a response within 10 days of the University receiving the grievance. Once a grievance is received, it will be directed to the appropriate department and the individual responsible for overseeing that department. Grievances that cannot be resolved by the department will be referred to the Vice-President for Administrative Affairs and the Office of the President. 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 or by completing a complaint form, which can be obtained on the Bureau's Internet Website at [www.bppe.ca.gov](http://www.bppe.ca.gov). Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818. Phone: (916) 431-6959. Fax: (916) 263-1897, or the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx>. (916) 431-6959. Fax: (916) 263-1897, or the Distance Education Accrediting Commission (DEAC) at 1101 17th Street NW, Suite 808, Washington, DC 20036, ATTN: COMPLAINTS

**11. Student Complaint Process** Anaheim University is registered with the Maryland Higher Education Commission. The complaint process for students who are enrolled in Anaheim University and reside in Maryland is as follows: (1) Difficulties with program structures, schedules, or other issues should first be discussed with the student's professor. (2) If unresolved, students should then email the support team [support@anaheim.edu](mailto:support@anaheim.edu) with any questions or concerns. The support team will respond as quickly as possible with a resolution to the student's problem. Anaheim University is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Any complaints should be directed to: Maryland Attorney General, Consumer Protection Division, 200 St. Paul St. Baltimore, MD 21202, 410-528-8662 or 888-743-0823 (toll free)

**12a Itemization and total of fees and charges – Postgraduate Programs.** *The following itemizes all of the fees and charges for which the student is responsible.*

MA in TESOL DEGREE PROGRAM	GRADUATE DIPLOMA in TESOL PROGRAM
<b>Application</b> Application Fee (Non-refundable after 7 days) \$ 75.00	<b>Application</b> Application Fee (Non-refundable after 7 days) \$ 75.00
<b>Registration Fee</b> REGISTRATION FEE (Non-refundable after 7 days) \$ 100.00	<b>Registration Fee</b> REGISTRATION FEE (Non-refundable after 7 days) \$ 100.00
<b>Course Fees</b> Tuition per course (\$500 per credit x four credits) \$ 2,000.00 Records Fee per term \$ 200.00 <b>TOTAL PER COURSE FEES \$ 2,200.00</b>	<b>Course Fees</b> Tuition per course (\$500 per credit x four credits) \$ 2,000.00 Records Fee per term \$ 200.00 <b>TOTAL PER COURSE FEES \$ 2,200.00</b>
Residential Session Fees (2 required - \$1,200 each) (Room & Board not included) *** \$ 2,400.00	<b>Additional Fees</b> Transfer credit fee (per course) (optional) \$ 75.00 Original Transcript No cost Each Additional Transcript Fee \$ 25.00
<b>Additional Fees</b> Transfer credit fee (per course) (optional) \$ 75.00 Original Transcript No cost Each Additional Transcript Fee \$ 25.00	<b>End of Program Fees</b> Diploma No cost Replacement Diploma \$ 100.00 Course Completion Letter (optional) \$ 35.00
<b>End of Program Fees</b> Diploma No cost Replacement Diploma \$ 100.00	<b>TOTAL FEES AND CHARGES</b> <b>TOTAL COST OF PROGRAM \$ 13,375.00*</b>
<b>TOTAL FEES AND CHARGES</b> Degree Program Total (Research Portfolio Track) \$ 26,775.00* Degree Program Total (Thesis Track includes \$2,700 Thesis Fee) \$ 29,475.00	*Assumes completion in 6 terms.

**Affordable Pay-As-You-Learn System:** Pay for only one course at a time, or receive a 10% discount on tuition by paying 100% of your program fees at the time you enroll

**Note:** Program fees do not include textbooks. A student can plan on approximately \$200 in textbook purchases per course. A textbook list may be found in the online resources of the student website.

**Monthly Payment Plans:** Monthly Payment Plan: Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign Attachment D of the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968.

**Diplomatic and Military Service Discount:** From January 1, 2006, those who have served their government through either diplomatic or military service may be eligible for a 10% discount. Anaheim University's programs are approved for VA benefits for US military.

**YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU ARRANGE A STUDENT LOAN FROM A LENDER, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST IMPOSED BY THE LENDING INSTITUTION.**

\*Assumes completion in 11 terms.

\*\*Students will spend a total of 2 terms and 8 units completing the research portfolio or thesis. Students choosing the thesis track will also have the option of paying \$450 to have their thesis professionally bound.

\*\*\* We offer a discounted on-campus housing option for the residential session - the cost varies depending on location. You may opt for alternate accommodations. The cost of travel will vary, depending on your distance from the residential session and your mode of transportation. Anaheim University does not provide visa services. For MA in TESOL students attending the four-day residential sessions, it is the students' responsibility to ensure that they have taken care of proper visa procedures, if required.

**Transfer Credit**

Have you been granted any transfer credits (\$75/course)?

Please check

YES       NO

If so, for which course(s)?

\_\_\_\_\_

\_\_\_\_\_

**12b Itemization and total of fees and charges – Undergrad. Programs.** *The following itemizes all of the fees and charges for which the student is responsible.*

UNDERGRADUATE DIPLOMA in TESOL PROGRAM	TESOL & TEYL CERTIFICATE PROGRAMS
<b>Application</b> Application Fee (Non-refundable after 7 days) \$ 50.00	<b>Application</b> Application Fee (Non-refundable after 7 days) \$ 50.00
<b>Registration Fee</b> REGISTRATION FEE (Non-refundable after 7 days) \$ 100.00 Records Fee \$ 200.00	<b>Registration Fee</b> REGISTRATION FEE (Non-refundable after 7 days) \$ 100.00
<b>Course Fees</b> TOTAL PER COURSE FEES \$ 750.00	<b>Course Fee</b> TOTAL COURSE FEE \$ 750.00
<b>Additional Fees</b> Diploma No cost Replacement Diploma \$ 100.00 Course Completion Letter (optional) \$ 35.00	<b>Additional Fees</b> Certificate No cost Replacement Diploma \$ 100.00 Course Completion Letter (optional) \$ 35.00 Extension fee (optional - one 15 week term) \$ 200.00
<b>TOTAL FEES AND CHARGES</b> <b>TOTAL COST OF PROGRAM \$ 3,350*</b>	<b>TOTAL FEES AND CHARGES</b> <b>TOTAL COST OF PROGRAM \$ 900.00*</b>
*Assumes completion in 4 terms.	*Assumes completion in 15 weeks. Maximum cost of program is \$1100 (extension fee of \$200 for one additional 15-week term).

**Note:** Program fees do not include textbooks. A student can plan on approximately \$200 in textbook purchases per course. A textbook list may be found in the online resources of the student website.

**Monthly Payment Plans:** Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign Attachment D of the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968.

**Diplomatic and Military Service Discount:** From January 1, 2006, those who have served their government through either diplomatic or military service may be eligible for a 10% discount. Anaheim University's programs are approved for VA benefits for US military.

**YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU ARRANGE A STUDENT LOAN FROM A LENDER, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST IMPOSED BY THE LENDING INSTITUTION.**

**Affordable Pay-As-You-Learn System:** Pay for only one course at a time, or receive a 10% discount on tuition by paying 100% of your program fees at the time you enroll.

**Notice Concerning State Approval**

All of the degree programs offered by Anaheim University have been reviewed, evaluated and approved by the Bureau of Private Postsecondary Education for the State of California. The University has been awarded Institutional Approval. "Approval" or "approval to operate" means that the council has determined and certified that an institution meets minimum standards established by the council for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of the program.

**Notice Concerning Transferability of Units and Degrees Earned at our University**

Anaheim University is accredited by the Accrediting Commission of the Distance Education and Accrediting Commission (DEAC). Anaheim University and its programs have been examined and found to meet the educational and business ethics standards set by the DEAC. The Distance Education Accrediting Commission is listed by the U.S. Department of Education as a recognized accrediting agency.

In general, qualifications from accredited universities are widely recognized; however, prospective students are advised to check with their respective school districts, state, professional organizations and government agencies when licensing and/or credentials are the eventual objective of the prospective student. It is entirely up to the discretion of the college, university or institution for which a student is seeking admission, to decide on the acceptance of the said student into a given degree program and the transferability of units and degrees to other institutions is not guaranteed. It is recommended that if transfer of credit or degree is the eventual goal of the prospective student, that the student contact all institutions in which the student is potentially interested in seeking enrollment.

→ \_\_\_\_\_  
 Signature of student                      Date (Month / Day / Year)                      Signature of Anaheim University Representative                      Date (Month / Day / Year)

**Attachment A to Student Enrollment Agreement**  
 "Checklist of Pre-Enrollment Disclosures" (please initial below)

Date of Application \_\_\_\_\_

"Checklist of Pre-Enrollment Disclosures" (please initial below)

The school represents and the school acknowledges that before the student signed the enrollment agreement, the school provided each of the following materials to the student, and gave the student a sufficient opportunity to read and review each of the materials before obtaining the student's signature to the agreement. The initials of the school's representative and the student signify that the materials were provided to the student at the time and in the manner required:

**Enrollment agreement** - upon signing the enrollment agreement, the student received a copy of this agreement, including all applicable information, the title of the program, and an itemization and total of all charges:

**Catalog [or brochure]** - before signing the enrollment agreement, the student received a copy of the school's catalog [or brochure], including a description of the program of instruction:

**Explanation of withdrawal and refund rights (Attachment B of this enrollment agreement)** - before signing the enrollment agreement, the student received a written statement of the refund policy that applies if the student withdraws after the cancellation period, including examples of how the policy applies:

(Please initial)

School	AU	Student	STUDENT INITIALS
			→

(Please initial)

School	AU	Student	STUDENT INITIALS
			→

(Please initial)

School	AU	Student	STUDENT INITIALS
			→

**14 Certification by student**

My signature below certifies that I have read, understood, and agreed to my rights, responsibilities and obligations and those of Anaheim University, and that the institution's cancellation and refund policies have been clearly explained to me. I have received all of the materials in the above checklist of Pre-Enrollment Disclosures, which I acknowledge by initialing them.

→ \_\_\_\_\_  
 Signature of student                      Date (Month / Day / Year)                      Signature of Anaheim University Representative                      Date (Month / Day / Year)

**Publicity Release and Personal Data**

I authorize Anaheim University to use my name, statements and likeness, without charge, for promotional purposes in Anaheim University publications, video webpages, or in other formats.

Signature of student: → \_\_\_\_\_ Date (Month / Day / Year) \_\_\_\_\_

First Name	Last Name		OFFICE USE ONLY	
Address: Street Address			Copy given to student: _____	
			Date: _____	
			(Month / Day / Year)	
City	State / Province / Prefecture	Zip / Postal Code	Country	
Program for which you are enrolling:	MA in TESOL	Graduate Diploma in TESOL	Undergraduate Diploma in TESOL	TESOL Certificate
				TEYL Certificate

**Anaheim University and Accessibility Accommodations**

Anaheim University will make reasonable provision for students with learning or other disabilities. Do you have a disability that you would like the University to accommodate?

Please check →  YES     NO

If yes, please provide documentation and detail on how your disability can best be accommodated.

## Attachment B to Student Enrollment Agreement

### Explanation of Program Withdrawal and Refund Rights

The student has the right to cancel an enrollment agreement in writing through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

For the purposes of determining the student's obligation for the time attended, the student will be considered to have withdrawn from the program when any of the following occurs, unless the Dean or Program Director determines a different course of action:

- The student notifies the school of the withdrawal.
- The school terminates the student's enrollment.
- The student fails to attend classes for a three-week period. In this case, the date of withdrawal will be the last date of attendance.
- The student fails to submit three consecutive lessons or fails to submit a completed lesson required for home study or correspondence within 60 days of its due date.
- The student has not responded to communication in any form from the University for four months.

Students who have been withdrawn from their program for any of the above reasons may be required to submit a new application (and all applicable fees) if they wish to continue. Tuition for all courses is refunded based on the number of weeks completed.

For Courses Lasting from 7 - 10 weeks	Percentage of Refundable Tuition	SAMPLE CALCULATION based on \$2,200 tuition for a 7 - 10 week course
Week 1 (days 0 - 7)	100% of tuition refunded	Refund: \$2,200 (100% of \$2,200)
Week 2 (days 8 - 14)	85% of tuition refunded	Refund: \$1,870 (85% of \$2,200)
Week 3 (days 15 - 21)	70% of tuition refunded	Refund: \$1,540 (70% of \$2,200)
Week 4 (days 22 - 28)	55% of tuition refunded	Refund: \$1,210 (55% of \$2,200)
Week 5 (days 29 - 35)	40% of tuition refunded	Refund: \$880 (40% of \$2,200)
Week 6 (days 36 - 42)	20% of tuition refunded	Refund: \$440 (20% of \$2,200)
Weeks 7 - 10	0% of tuition refunded	Refund: \$0

For Courses Lasting a total of 15 weeks	Percentage of Refundable Tuition	SAMPLE CALCULATION based on \$750 tuition for a 15- week course
Week 1 (day 0 - 7)	100% of tuition refunded	Refund: \$750 (100% of \$750)
Week 2 (day 8 - 14)	90% of tuition refunded	Refund: \$675 (90% of \$750)
Week 3 (day 15 - 21)	80% of tuition refunded	Refund: \$600 (80% of \$750)
Week 4 (day 22 - 28)	70% of tuition refunded	Refund: \$525 (70% of \$750)
Week 5 (day 29 - 35)	60% of tuition refunded	Refund: \$450 (60% of \$750)
Week 6 (day 36 - 42)	50% of tuition refunded	Refund: \$375 (50% of \$750)
Week 7 (day 43 - 49)	40% of tuition refunded	Refund: \$300 (40% of \$750)
Week 8 (day 50 - 56)	30% of tuition refunded	Refund: \$225 (30% of \$750)
Week 9 (day 57 - 63)	20% of tuition refunded	Refund: \$150 (20% of \$750)
Weeks 10 - 15	0% of tuition refunded	Refund: \$0

For the Residential portion of the Ed.D. and MA in TESOL programs, students are entitled to a refund of the 28-hour Residential session as follows:

Hours completed for the 28-hour TESOL Residential	Percentage of Refunded Tuition	SAMPLE CALCULATION based on an \$1,200 residential for 28 hours of instruction
Up to 4 hours (14% of total hours)	90% of residential fee	Refund: \$1,080 (90% of \$1,200)
5 - 8 hours (29% of total hours)	75% of residential fee	Refund: \$900 (75% of \$1,200)
9 - 17 hours (60% of total hours)	40% of residential fee	Refund: \$480 (40% of \$1,200)
More than 17 hours	0% of residential fee	Refund: \$0

If any portion of the student's tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of the refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will then be paid to the student. If there is a balance due, the student will be responsible in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If the student paid for his/her entire program at the time of enrollment and received the 10% tuition discount for payment in full, the regular course tuition will be used in the calculation of the refund since the discount will no longer apply. All monies due the student will be refunded within 30 days of the notice of cancellation.