



Anaheim University

TESOL Student Enrollment Agreement

January 1 - December 31, 2025 Student Enrollments

Anaheim University • 1240 S. State College Blvd. Room #110 • Anaheim, CA 92806 USA

Tel: 714-772-3330 Fax: 714-772-3331

Email: registrar@anaheim.edu

Website: <http://www.anaheim.edu>

For Educational Service Subject To Article 6 But Not Article 7 Of The Private Postsecondary 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 in the Certification by Student section (Section 14) of this Student Enrollment Agreement. Anaheim University is not a public institution. When this document is signed by the student and approved by Anaheim University, it legally obligates both Anaheim University and the student.

2 Program Description: Master of Arts (MA) in TESOL

Title of Program: Master of Arts 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.

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

Program Completion Requirements:

Total number of required units: 44 units (11 Courses of 4 units each): Each course will require approximately 20 hours of study per week over a 9-week period. New courses begin every 10 weeks.

Additionally, Anaheim University holds an annual four-day Residential Session and students are required to attend two Residential Sessions during their program.

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.

Equipment to be provided by Student: Students must have access to a computer with Internet capabilities and Microsoft Office installed.

The period covered by the Enrollment Agreement:

Start Date: _____. Please see www.anaheim.edu for the schedule of courses offered. Students must begin their program within 2 terms of acceptance.

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 on the 3-year program limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs.

Continuous Enrollment - Students are required to enroll in a course every time a course that is needed for their program completion is offered. Once students begin their thesis or research portfolio course, they must re-enroll every term until their program requirements have been completed in their entirety and they have received final written approval of the completion of their thesis or research portfolio.

Should you wish to exercise your right to cancel or withdraw from this agreement, you must do so by the following date: M/D/Y _____. See Section 5 and Attachment B for an explanation of your program cancellation, withdrawal, and refund rights.

Note: Course titles, content, and requirements are subject to change. Anaheim University, in its continuing efforts 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 the following nine: Second Language Teaching and Learning, Classroom Management and Observation, Second Language Classroom Research, Grammar for Language Teachers, Discourse Analysis for Language Teachers, Second Language Curriculum Development, Second Language Acquisition, Research Methods in Language Learning, and Classroom-Based Evaluation.

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

Program Completion Requirements:

Total number of required units: 24 units (6 Courses of 4 units each): Each course will require approximately 20 hours of study per week over a 9-week period. New courses begin every 10 weeks

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.

Equipment to be provided by Student: Students must have access to a computer with Internet capabilities and Microsoft Office installed.

The period covered by the Enrollment Agreement:

Start Date: _____

Scheduled Completion Date: _____ Within 60 weeks from commencement of program.

Maximum time allotted to complete program – 2.5 years from date of matriculation. Students may be granted an extension on the 2.5-year program limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs

Continuous Enrollment: Students are required to enroll in a course every time a course that is needed for their program completion is offered.

Should you wish to exercise your right to cancel or withdraw from this agreement, you must do so by the following date: M/D/Y _____
See Section 5 and Attachment B for an explanation of your program cancellation, withdrawal, and refund rights.

Note: Course titles, content, and requirements are subject to change. Anaheim University, in its continuing efforts 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) is designed 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.

Method of Instruction: Online-learning: weekly video presentations, daily interaction with professor and other students through an online discussion forum, reading of textbooks, and submission of assignments.

Program Completion Requirements:

Successful completion of the following four courses: Introduction to TESOL, English Language Teaching Methodology, English Language Teaching Assessment, and Material Development in English Language Teaching.

Total number of required units: Four Non-credit Courses. Each course will require approximately 9 hours of study per week for 15 weeks. New courses begin on the first Monday of each month.

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.

Equipment to be provided by Student: Students must have access to a computer with Internet capabilities and Microsoft Office installed.

The period covered by the Enrollment Agreement:

Start Date: _____

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 length limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs.

Should you wish to exercise your right to cancel or withdraw from this agreement, you must do so by the following date: M/D/Y _____
See Section 5, Attachment B, and the following for an explanation of your program cancellation, withdrawal, and refund rights.

Because the instruction in this program is not offered in real time, the University shall transmit the first lesson and any materials to you within seven days after you are accepted for admission.

You shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent you the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after you return the materials.

The University shall transmit all the lessons and other materials to you if you have fully paid for the educational program; and after having received the first lesson and initial materials, you request in writing that all of the material be sent.

If the University transmits the balance of the material in response to your request, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons you submit, but shall not be obligated to pay any refund after all the lessons and material are transmitted.

Note: Course titles, content, and requirements are subject to change. Anaheim University, in its continuing efforts 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 to develop 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.

Method of Instruction: Online-learning: weekly video presentations, daily interaction with professor and other students through an online discussion forum, reading of textbooks, and submission of assignments.

Program Completion Requirements:

Completion of the 15-week course.

Total number of units: One non-credit course. This course will require approximately 9 hours of study per week for 15 weeks. New courses begin on the first Monday of each month.

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.

Equipment to be provided by Student: Students must have access to a computer with Internet capabilities and Microsoft Office installed.

The period covered by the Enrollment Agreement:

Start Date: _____

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 length limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs.

Should you wish to exercise your right to cancel or withdraw from this agreement, you must do so by the following date: M/D/Y _____

See Section 5, Attachment B, and the following for an explanation of your program cancellation, withdrawal, and refund rights.

Because the instruction in this program is not offered in real time, the University shall transmit the first lesson and any materials to you within seven days after you are accepted for admission.

You shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent you the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after you return the materials.

The University shall transmit all the lessons and other materials to you if you have fully paid for the educational program; and after having received the first lesson and initial materials, you request in writing that all of the material be sent.

If the University transmits the balance of the material in response to your request, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons you submit, but shall not be obligated to pay any refund after all the lessons and material are transmitted.

2e Program Description: Certificate in Teaching English to Young Learners (TEYL Certificate)

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 to develop a solid pedagogical foundation for 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

Method of Instruction: Online-learning: weekly video presentations, daily interaction with professor and other students through an online discussion forum, reading of textbooks, and submission of assignments.

Program Completion Requirements:

Completion of the 15-week course.

Total number of units: One non-credit course. This course will require approximately 9 hours of study per week for 15 weeks. -New courses begin on the first Monday of each month.

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.

Equipment to be provided by Student: Students must have access to a computer with Internet capabilities and Microsoft Office installed.

The period covered by the Enrollment Agreement:

Start Date: _____

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 length limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs.

Should you wish to exercise your right to cancel or withdraw from this agreement, you must do so by the following date: M/D/Y _____

See Section 5, Attachment B, and the following for an explanation of your program cancellation, withdrawal, and refund rights.

Because the instruction in this program is not offered in real time, the University shall transmit the first lesson and any materials to you within seven days after you are accepted for admission.

You shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. If the institution sent you the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after you return the materials.

The University shall transmit all the lessons and other materials to you if you have fully paid for the educational program; and after having received the first lesson and initial materials, you request in writing that all the material be sent.

If the University transmits the balance of the material in response to your request, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons you submit, but shall not be obligated to pay any refund after all the lessons and material are transmitted.

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 _____

"If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of 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 you are 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 assistance until the loan is repaid."

3b Student Scholarships. *For students who have obtained or are applying for the following scholarship for the purpose of paying tuition.*

Name of Scholarship _____ Source of Scholarship _____ Amount of Scholarship _____

4 Student Tuition Recovery Fund

Student Tuition Recovery Fund (STRF): "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

5 Student Cancellation, Withdrawal, and Refund Rights

STUDENT'S RIGHT TO CANCEL A student has the right to cancel an enrollment agreement by email or FAX, or by postal service* through the first day of the student's first 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, less the non-refundable Student Tuition Recovery Fund (STRF) fee, which is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs), and the non-refundable \$100 registration fee. Students canceling after the Cancellation Period will receive a refund of tuition as specified in Attachment B of this Agreement.

***Note:** If the written notice of cancellation is given by postal service, the effective date begins on the day the letter is postmarked if the envelope is properly addressed and the postage is prepaid.

The "Official Notice of Withdrawal" form can be downloaded from the University website under *How to Apply>Applications & Forms>Program Withdrawal Form*

Withdrawals by mail should be submitted to Student Services • Anaheim University • 1240 S. State College Blvd. Room #110 • Anaheim, CA 92806 USA

The FAX number for withdrawal by FAX is: 714-772-3331

Withdrawals by email should be submitted to: ausupport@anaheim.edu

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

See Attachment B for more information on Program Cancellation, Withdrawal, and Refund Rights.

6 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 the agreement and withdraw from the University (see section 5 above). 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 by 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, will provide an official transcript.

7 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.

8 Admissions Practices

The applicant has been informed that he/she has been accepted into the program and that official transcripts or required documentation must be received by the institution within six weeks or the approval of the student's Enrollment Agreement will no longer be valid and the student may be dismissed from the University.

9 Questions and Complaints

"Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834. Phone: (916) 431-6959. Fax: (916) 263-1897."

"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 ", or with the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx>.

Connecticut students with a complaint about the University may contact the Connecticut Office of Higher Education at:
<https://www.ohe.ct.gov/StudentComplaints.shtml>

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 ausupport@anaheim.edu with any questions or concerns. The support team will respond within three weeks with a proposed 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)

10 MASTERS DEGREE SEEKING STUDENTS ONLY- RESEARCH RESERVE FUND

Anaheim University makes certain provisions in order to provide access to library resources and library services for all students enrolled directly through Anaheim University. However, as a student enrolled in Anaheim University's online graduate degree programs you are required to have an additional reserve fund, maintained in your possession and under your control to be used for the purchase of journals and research materials that will aid you in your studies by providing information specific to your unique areas of interest and research - and to provide access to software and other resources that may help you in the completion of your studies. The research reserve fund is \$1500 for MA students to be used over the duration of their program.

Note: You are not required to spend the entire research fund - only that amount necessary in order to carry out your research.

"By signing below I acknowledge that I have read this information and agree to comply with this requirement."

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

11 Transfer Credit

Have you been granted transfer credits?

Please check: YES → ☐ or NO → ☐

If so, for which course(s)? _____

Note: If an applicant requests that a course, or courses, taken at another university be reviewed for transfer credit, the applicant is charged \$75 for each course reviewed. For each course approved for transfer credit, the total cost of the applicant's program will be reduced by an amount equal to the cost of the tuition, the term fee, and the text books for the course that was replaced by the transferred course, and, the number of courses the applicant will be required to take to meet degree requirements will be reduced by one.

12a Itemization and total of fees & charges

The following itemizes all of the fees and charges for which the student is responsible.

MA in TESOL Degree Estimated Itemized Program Costs Non-Refundable Fees Application Fee \$75* Registration Fee \$100* STRF Fee ¹ \$0* NON REFUNDABLE FEES DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT Course Fees Tuition Fee (\$500 per credit x four credits = 1 course) \$2,000/course (11 courses X \$2000 per course) \$22,000* Records Fee \$200/term (11 terms X \$200 per term) \$2,200* Estimated Textbook Costs \$380* Estimated Cost Per Course \$2235 Other Fees Transfer credit fee per course ² (optional) \$75 Research Reserve Fund \$1,500* Thesis Fee \$2,700 Residential Session Fee (2 Required at \$1500 each) \$3,000* Estimated Residential Accommodation Fees ³ (2 at \$800 each) \$1,600* End of Program Fees Thesis Binding Fee (optional) \$450 Original Transcript No cost Each Additional Transcript Copy (optional) \$25 Diploma and Diploma Cover No cost Replacement Diploma (optional) \$200 Replacement Diploma Cover (optional) \$150 Official Completion Letter (optional) \$35 Estimated Total Program Cost Research Portfolio Track Total Cost \$30,855** Thesis Track Total Cost (All Asterisked (*) Costs + Thesis Fee) \$33,555**	MA in TESOL Degree * Costs included in the Total Cost of the Research Portfolio Track **Assumes program completion in 11 enrolled terms and successful completion of each course on the first attempt. Footnotes: ¹ Student Tuition Recovery Fund (STRF): The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. ² If an applicant requests that a course, or courses, taken at another university be reviewed for transfer credit, the applicant is charged \$75 for each course reviewed. For each course approved for transfer credit, the cost of the applicant's program will be reduced by the cost of the course that does not have to be taken and the number of courses the applicant will be required to take to complete degree requirements will be reduced by one. Textbook costs will be reduced by the cost of the textbook that would have been used in the AU course. ³ The Estimated Residential Accommodation Fees do not include transportation to and from the Residential Session. Maximum cost of transportation to and from Residential Session will be the cost of two trips from where applicant lives to either Tokyo or Los Angeles, whichever is farther.
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GRADUATE DIPLOMA in TESOL PROGRAM Non-Refundable Fees Application Fee (Non-refundable) Registration Fee (Non-refundable) STRF Fee¹ (non-refundable; CA residents only) \$ 75.00* \$ 100.00* \$ 0.00* THE NON-REFUNDABLE FEES ARE DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT Course Fees Tuition per course (\$500 per credit x four credits) 6 courses X \$ 2,000.00 per course Records Fee per term 6 Terms X \$ 200.00 per term Estimated Textbook Fees \$ 2,000.00 \$ 12,000.00* \$ 200.00 \$ 1200.00* \$ 300.00* Estimated Cost Per Course \$2250 Other Fees Transfer credit fee² (per course) Original Transcript Each Additional Transcript Fee (optional) \$ 75.00 No cost \$ 25.00 End of Program Fees Diploma Replacement Diploma Replacement Cover Course Completion Letter No cost (optional) \$ 200.00 (optional) \$ 150.00 (optional) \$ 35.00 Estimated Total Program Cost \$ 13,675.00**	GRADUATE DIPLOMA in TESOL PROGRAM * Costs included in the Total Program Cost of the Graduate Diploma in TESOL Program **Assumes program completion in 6 enrolled terms and successful completion of each course on the first attempt. Footnotes: ¹ Student Tuition Recovery Fund (STRF): The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. ² If an applicant requests that a course, or courses, taken at another university be reviewed for transfer credit, the applicant is charged \$75 for each course reviewed. For each course approved for transfer credit, the cost of the applicant's program will be reduced by the cost of the course that does not have to be taken and the number of courses the applicant will be required to take to complete degree requirements will be reduced by one. Textbook costs will be reduced by the cost of the textbook that would have been used in the AU course.
GRADUATE CERTIFICATE in TESOL PROGRAM Non-Refundable Fees Application Fee (Non-refundable) Registration Fee (Non-refundable) STRF Fee¹ (non-refundable; CA residents only) \$ 75.00* \$ 100.00* \$ 0.00* THE NON-REFUNDABLE FEES ARE DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT Course Fees Tuition per course (\$500 per credit x four credits) 2 courses X \$ 2,000.00 per course Records Fee per term 2 Terms X \$ 200.00 per term Estimated Textbook Fees \$ 2,000.00 \$ 4,000.00* \$ 200.00 \$ 400.00* \$ 100.00* Estimated Cost Per Course \$2,250.00 Other Fees Original Transcript Each Additional Transcript Fee (optional) No cost \$ 25.00 End of Program Fees Diploma Replacement Diploma Replacement Cover Course Completion Letter No cost (optional) \$ 100.00 (optional) \$ 100.00 (optional) \$ 35.00 Estimated Total Program Cost \$ 4,675.00**	GRADUATE CERTIFICATE in TESOL PROGRAM * Costs included in the Total Program Cost of the Graduate Certificate in TESOL Program **Assumes program completion in 2 enrolled terms and successful completion of each course on the first attempt. An extension may be granted by the Dean to students requiring more time to complete the program. Footnotes: ¹ Student Tuition Recovery Fund (STRF): The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. Payment Procedures 1. A US\$75 application fee must be submitted with the student's application. 2. Upon acceptance, the student must pay \$2,000 for tuition and the \$200 records fee for the first course plus the \$100 registration fee. 3. Two weeks prior to the commencement of the second course, the \$2,000 tuition fee and \$200 records fee are to be paid by the student. Tuition may be paid on a course-by-course basis. Students may make payment by check, credit card (Visa, MasterCard, American Express, or Discover), money order, or bank transfer (the student is responsible for any transaction fees imposed by the institution).

Affordable Pay-As-You-Learn System: You only need to pay for one course at a time. Payment may be made by credit card (Visa, Mastercard, Discover, or American Express), check or money order, or bank transfer. (Please note that the student is responsible for any transaction fees incurred from the financial institution).

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 requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

YOU ARE RESPONSIBLE FOR THE AMOUNTS SPECIFIED IN SECTION 13. FOR THE PROGRAM IN WHICH YOU ENROLL

"If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. "

"If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of 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 you are 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 assistance until the loan is repaid."

For those students who signed a promissory note in order to finance the cost of the educational program:
"NOTICE" "YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

12b Itemization and total of fees & charges

The following itemizes all of the fees and charges for which the student is responsible.

UNDERGRADUATE DIPLOMA in TESOL PROGRAM <u>Non-Refundable Fees</u> Application Fee (Non-refundable) \$ 50.00 Registration Fee (Non-refundable) \$ 100.00 STRF Fee¹ (non-refundable, CA residents only) \$ 0.00 THE NON-REFUNDABLE FEES ARE DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT <u>Course Fees</u> Tuition per course (\$350 per credit x three credits) \$1,050 4 courses X \$ 1,050.00 per course \$ 4,200.00* Records Fee per term \$ 50.00 4 Terms X \$ 50.00 per term \$ 200.00* Estimated Textbook Fees \$ 30.00* Digital Textbook (\$20 per course x 4 courses) \$ 80.00* <u>Estimated Cost Per Course</u> \$1150 <u>End of Program Fees</u> Diploma No cost Replacement Diploma (optional) \$ 100.00 Replacement Cover (optional) \$ 100.00 Course Completion Letter (optional) \$ 35.00 <u>Estimated Total Program Cost</u> \$ 4,750.00**	UNDERGRADUATE DIPLOMA in TESOL PROGRAM * Costs included in the Total Cost of the Undergraduate Diploma In TESOL Program **Assumes completion in 4 terms and successful completion of each course on the first attempt. Footnotes: ¹ Student Tuition Recovery Fund (STRF): The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
TESOL and TEYL CERTIFICATE PROGRAMS <u>Non-Refundable Fees</u> Application Fee (non-refundable) \$ 50.00* Registration Fee (non-refundable) \$ 100.00* STRF Fee¹ (non-refundable, CA residents only) \$ 0.00* THE NON-REFUNDABLE FEES ARE DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT <u>Course Fees</u> Tuition (\$350 per credit x 3 credits): \$ 1,050.00* Records Fee: \$ 50.00* Estimated Textbook Fees \$ 30.00* Digital Textbook (optional) \$ 20.00 <u>Estimated Cost Per Course</u> \$1130 <u>Other Fees</u> Online Supervised Teaching Option A* (Student arranges the ESL learners) (optional) \$ 300.00 Online Supervised Teaching Option B* (Anaheim University arranges the ESL learners) (optional) \$ 450.00 Certificate no charge <u>End of Program Fees</u> Replacement Certificate (optional) \$ 100.00 Certificate Cover (optional) \$ 100.00 Course Completion Letter (optional) \$ 35.00 <u>Estimated Total Program Cost</u> \$ 1,280.00**	TESOL and TEYL CERTIFICATE PROGRAMS * Costs included in the Total Cost of the TESOL and TEYL Certificate Programs **Assumes completion in 15 weeks. (extension fee of \$200 for one additional 15-week term) Footnotes: ¹ Student Tuition Recovery Fund (STRF): The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

Affordable Pay-As-You-Learn System: You only need to pay for one course at a time. Payment may be made by credit card (Visa, Mastercard, Discover, or American Express), check or money order, or bank transfer. (Please note that the student is responsible for any transaction fees incurred from the financial institution).

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 requirements of the Federal Truth in Lending Act pursuant to Title 15 of the United States Code.

YOU ARE RESPONSIBLE FOR THE AMOUNTS SPECIFIED IN SECTION 13. FOR THE PROGRAM IN WHICH YOU ENROLL

"If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. "

"If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of 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 you are 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 assistance until the loan is repaid."

For those students who signed a promissory note in order to finance the cost of the educational program:
"NOTICE" "YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

MA Portfolio Track: \$31,255	MA Thesis Track: \$33,955	Graduate Diploma \$ 13,675	Graduate Certificate \$ 4,675
Undergrad Diploma: \$4,660	TESOL Certificate: \$1,300	TEYL Certificate: \$1,300	

"TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE" \$_____ Initial_____

"TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT" \$_____ Initial_____

"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."

I understand that this enrollment agreement covers the duration of my continuous enrollment in my academic program.

I understand that if I withdraw, or if I am disenrolled, and wish to reapply, new admission standards, tuition and other fees, graduation requirements, academic and administrative policies, and course schedules may apply.

→ _____
 Signature of student Date (Month / Day / Year)

_____ _____
 Signature of University Representative Date (Month / Day / Year)

To complete the enrollment process, Anaheim University must receive a one-time registration fee of \$100 at the time the enrollment agreement is submitted. This fee is non-refundable. Please indicate below the method of payment you would like to use:

→ Please check:

- ☐ Credit card (form available at www.anaheim.edu/credit-card)
-
- ☐ Please check here if you would like to use the same credit card that was used for your application fee
- ☐ Check (please mail to Anaheim University, Office of Admissions Room 110, 1240 S. State College Blvd., Anaheim, CA 92806)
- ☐ Bank transfer (please contact registrar@anaheim.edu for further information)

→Please check: ☐ I authorize ☐ I do not 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
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Street Address

City	State / Province / Prefecture	Zip / Postal Code	Country
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Please select the TESOL Program you wish to study:

- ☐ MA Portfolio Track ☐ MA Thesis Track: ☐ Graduate Diploma ☐ Undergrad Diploma:
☐ TESOL Certificate: ☐ TEYL Certificate:

OFFICE USE ONLY

Copy given to Student	Date (Month / Day / Year)	Signature of University Representative
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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 or ☐ NO

→

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

18 Notice Concerning Transferability of Credits and Credentials Earned at Our University

Anaheim University is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA). In general, qualifications from accredited universities are widely recognized; however, prospective students are advised to check with their respective school districts, state agencies, professional organizations, or government agencies when licensing and/or credentials are the eventual objective of the prospective student.

"The transferability of credits you earn at Anaheim University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree, diploma, or certificate you earn in TESOL is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, diploma, or certificate that you earn at this institution are 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 Anaheim University to determine if your credits or degree, diploma or certificate will transfer."

"If institution offers more than one educational program, only the program in which the student is enrolling must be listed."

"My signature below indicates that I have read and understand the information above."

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

19 Notice Concerning State Approval

Anaheim University is approved to operate by the California Bureau for Private Post-Secondary Education. "Approval to operate" means that Anaheim University operates in compliance with state standards as set forth in the California Education Code and the California Code of Regulations.

20 Questions Regarding This Enrollment Agreement

Any questions you have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd, Ste 225, Sacramento, CA 95834. Phone: (916) 431-6959. Fax: (916) 263-1897.

Attachment A to Student Enrollment Agreement

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

→ _____
Date of Application

"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."

I have received all of the materials in the following checklist of Pre-Enrollment Disclosures, which I have acknowledged by signing the agreement and initialing and dating the materials:

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

School: Please initial, and date → _____
Student: Please initial, and date

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:

School: Please initial and date → _____
Student: Please initial and date

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:

School: Please initial and date → _____
Student: Please initial and date

Performance Fact Sheet (Attachment C of this enrollment agreement) - Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, all of 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, and 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, and 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."

School: Please initial, and date

Student: Please initial, and date

Attachment B to Student Enrollment Agreement: Program Cancellation, Withdrawal, and Refund Rights

STUDENT'S RIGHT TO CANCEL Students have the right to cancel their enrollment agreement and receive a full refund of all monies 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), if notice of cancellation is made within seven (7) days of the first day of class.

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 Student Services, an administrative staff or faculty member 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 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.

All refunds due under this section will be made within thirty (30) days of receipt of the notice of cancellation.

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.

Pro Rata Refund Calculation

(c) Students who withdraw after the Cancellation Period and who have completed 60 percent or less of the period of attendance for which they were charged are entitled to a pro rata refund of all non-federal student financial aid program monies paid for institutional charges.

Refunds will be calculated using the following formula:

Refund Amount = Total Amount Paid – [(Total Institutional Charges ÷ Total Number of Days in the Enrollment Period) × Number of Days Attended (or Scheduled to Attend) Prior to Withdrawal]

This calculation determines the portion of institutional charges owed by the student. Any amount paid beyond that obligation will be refunded to the student. If the amount paid is less than the amount owed, the student will be responsible for the balance due.

No refund is due once the student has completed more than 60 percent of the enrollment period. All refunds will be issued within 30 days of the student's official withdrawal date.

Sample Refund Calculation for the MA, Graduate Diploma or Graduate Certificate in TESOL program

Example Scenario:

- Total institutional charge (tuition + applicable fees, excluding non-refundable fees): \$2,200
- Non-refundable fees: \$75 application fee + \$100 registration fee = \$175 total non-refundable
- Total course length: 9 weeks (63 days)
- Daily Charge = \$2,200 / 63 = \$34.92
- Student withdraws on Day 8 of the course
- Amount owed = Daily Charge x Number of days enrolled = \$34.92 x 8 = \$279.36
- Amount of Refund = \$2,200 – (\$279.36 + \$175) = \$1,745.64

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds. All monies due the student will be refunded within 30 days of the notice of cancellation.

If the student has been approved for a monthly payment plan, Anaheim University will calculate the total amount of tuition and fees owed to the University based on the number of courses taken and compare this amount with the total amount the student has paid up to the date of their withdrawal. Any amount paid over the total amount of tuition and fees will be refunded to the student. If there is a balance due, the student will be responsible for the remaining amount.

Refund Policy for the Residential Portion of the M.A. in TESOL Program

For the residential component of the M.A. in TESOL program, students who withdraw after enrollment but before completing more than 60 percent of the scheduled hours of the residential seminar are entitled to a pro rata refund of tuition paid for the 4-day, 24-hour residential session.

Refunds will be calculated according to the following formula:

Refund Amount = Total Tuition Paid – [(Total Tuition ÷ Total Hours Scheduled) × Hours Completed Prior to Withdrawal]

Example Calculation

Example Scenario:

- Total tuition for 24-hour residential session: \$1,500
- Total hours scheduled: 24 hours
- Student withdraws after 6 hours of attendance

Step 1 – Determine the Hourly Charge

Hourly Charge = $\$1,500 \div 24 = \62.50

Step 2 – Determine Amount Owed

Amount Owed = $\$62.50 \times 6 = \375

Step 3 – Determine Refund

Refund = $\$1,500 - \$375 = \$1,125$

Result:

A student who withdraws after completing 6 hours of the 24-hour residential session would be entitled to a refund of \$1,125.

Sample Refund Calculation for the TESOL or TEYL Certificate or Undergraduate TESOL Diploma course

Example Scenario:

- Total institutional charge (tuition + applicable fees, excluding non-refundable fees): \$1,100
- Non-refundable fees: \$50 application fee + \$100 registration fee = \$175 total non-refundable
- Total course length: 15 weeks (105 days)
- Daily Charge = $\$1,100 \div 105 = \10.48
- Student withdraws on Day 8 of the course
- Amount owed = Daily Charge x Number of days enrolled = $\$10.48 \times 8 = \83.84
- Amount of refund = $\$1,100 - (\$83.84 + \$175) = \840.16
- If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from the federal financial aid funds. All monies due the student will be refunded within 30 days of the notice of cancellation.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) 1747 N. Market Blvd, Ste 225t Sacramento, CA 95834. Phone: (888) 370-7589. FAX: (916) 263-1897. www.bppe.ca.gov. A student or any member of the public may file a complaint about this institution with the BPPE 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.

Attachment C to Student Enrollment Agreement

School Performance Fact Sheet (Including completion rates, placement rates, license examination passage rates, and salaries or wage information, and the most recent three-year cohort default rate, if applicable)

EA/Rev 10/25