

ATLANTIS LANGUAGE INSTITUTE

ENROLLMENT AGREEMENT

STEP 1: COMPLETE PERSONAL INFORMATION

I hereby apply for enrollment at Atlantis Language Institute. A representative has explained the program details and terms of the Enrollment Agreement.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Country: _____

Contact Phone numbers:

Home: _____ Work: _____ Cell: _____

Emergency contact name & phone number: _____

Date of Birth: ____/____/____ Email address: _____

STEP 2: STATE YOUR PROGRAM at ALI

I hereby apply for admission to the Program indicated below. I agree to follow the requirements and upon the successful completion of all courses, and the payment of all required tuition and fees, I will receive a:

PROGRAM	PROGRAM LEVEL	PROGRAM LENGTH	COST (per level)
English as a Second Language	<input type="checkbox"/> ESL 1 <input type="checkbox"/> ESL 2 <input type="checkbox"/> ESL 3	160 contact hours 45 weeks in total 8 weeks each level	\$300.00
	<input type="checkbox"/> ESL 4 <input type="checkbox"/> ESL 5		

Registration begins 6 weeks prior to the first day of class and ends one week after the first day of class.

I understand that textbooks and learning materials mean additional costs, and are to be paid by the students.

I understand that admission to Atlantis Language Institute **does not** constitute admission to Atlantis University. However, I'm aware that, being an active ALI's student, awards me the right to receive all of the same services offered to students by the University.

Application fee: There is a one-time application fee of \$ 50.00 for ATLANTIS Language Institute. Fee is non-refundable

Books and materials costs: Approximate costs are \$100 to \$200 per course

PROGRAM START DATE: _____ ANTICIPATED DATE OF COMPLETION: _____

CREDENTIAL TO BE AWARDED UPON COMPLETION OF THE COMPLETE PROGRAM (5 LEVELS): **ALI's Diploma**

Tuition for the program is shown. There is no carrying, interest, or service charges connected to the program

Contracts are not sold to a third party at any time.

The one-time/non-refundable Application Fee must be paid at the time the Enrollment Agreement is completed.

STEP 3: TUITION, PAYMENT PLANS, AND TERMS OF PAYMENT

Please check: I am paying the Application Fee of \$50.00.

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TERMS OF PAYMENT Select one:

Plan One: Full payment at time of signing enrollment agreement. Total: \$ _____

Plan Two: Payment Schedule as follows:

Initial Down payment	Number of further installments	Amount per installment	Payments due date
\$ _____	_____	\$ _____	<input type="checkbox"/> MONTHLY <input type="checkbox"/> OTHER (Specify) _____ Same day each payment beginning on: _____/_____/_____

TERMS OF AGREEMENT: This agreement covers a tuition period for ___ **ESL 1** ___ **ESL 2** ___ **ESL 3** ___ **ESL 4** ___ **ESL 5** level (s).

Each ATLANTIS Language Institute level is 8 weeks in length.

Late fees may be assessed to past due balances. You may prepay the unpaid balance at any time.

The student's grades and certificate of completion will not be withheld until all fees and financial obligations have been met.

SCHEDULE, TIME AND ATTENDANCE

I hereby agree to schedule my class as follows:

(Start date) Beginning on ___/___/_____ (Time) from: ___:___ to ___:___

(Days of the week attending) ___ MONDAY ___ TUESDAY ___ WEDNESDAY ___ THURSDAY ___ FRIDAY

CANCELATION AND RETURN POLICY

1. Cancellation from the program may be in writing or verbally.
2. All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the ATLANTIS Language Institute or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Registration fee
4. For Students enrolled in Diploma Programs: Courses can be dropped from the student's schedule during the first week of the course without penalties. Withdrawal or termination from the program prior to 20% completion of the registered courses in the term will result in a prorated refund of tuition. Cancellation after completing 20% of the registered courses in the term will result in no refund, and student will be responsible for the total cost of the program.
5. Books and materials are not included in the cost of tuition and are charged separately from the tuition. Upon withdrawal from the program, books and other learning materials costs are refundable within 20 days of withdrawal if the materials are in good "as new" condition.
6. The termination date for refund computation purposes is the last date of actual attendance by the student.
7. Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the program.

Other Terms and Conditions. A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering the ATLANTIS Language Institute site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply. The Institute will provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.

Step 4 READ & SIGN

Notice to student: Do not sign this Enrollment Agreement before you read it thoroughly. Do not sign it if it contains any blank spaces. You are entitled to an exact copy of this signed document. Keep it to protect your legal rights.

____ I have read the terms and conditions contained in this Enrollment Agreement and understand that this Agreement constitutes a binding contract upon written acceptance by the ATLANTIS Language Institute

____ I have received a copy of this Enrollment Agreement. It is signed by the school and me as student/parent.

Student signature _____ Date _____

Parent/guardian signature if student's age is under 18 _____ Date _____

FOR ALI USE ONLY

Payment has been received in the amount of \$ _____ Date ____/____/____

Signature of Director of Admissions: _____ Title: _____

Signature of Authorized School Representative: _____ Title: _____

Acceptance date: Date ____/____/____