



## STUDENT ENROLLMENT AGREEMENT

THIS AGREEMENT SHALL BE AUTOMATICALLY RENEWED FOR SUCCESSIVE SESSIONS UNTIL THE STUDENT COMPLETES OR WITHDRAWS FROM EA.

Session: \_\_\_\_\_ Year: 20\_\_

### PROGRAM NAME

Intensive English    Advantage    TESOL Certificate    Test Prep. (IELTS & TOEFL)    Other (Specify) \_\_\_\_\_

### STUDENT INFORMATION

Student Name: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ (mm/dd/yyyy)   SSN/SEVIS ID #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email Contact #: \_\_\_\_\_ Phone: \_\_\_\_\_

### TUITION REQUIREMENTS AND CHARGES

Total Program Length: _____ Tuition per Session: \$ _____ <b>Total Estimated Tuition:</b> \$ _____	Current Charges for Session: \$ _____ Current Fee Charges: \$ _____ Total Current Charges for this Session: \$ _____  <b>Total Amount Paid:</b> \$ _____
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*\*Tuition and fees may be adjusted in accordance with school policies and regulations approved by the school.*

All students enrolled at Evergreen Academy ("EA") must pay the tuition in full for all sessions they registered in, on or before the last day of registration period. Students initially enrolled must pay the full tuition charged at the time they enrolled. Tuition for students initially enrolled may have prorated tuition charge based on the week of session.

### STATEMENT OF STUDENT RESPONSIBILITIES

**Minimum Residency Requirement:** F1 Student under one of the following statuses is required to attend the school minimum two (2) full consecutive sessions as of entering the program to achieve their academic success:

1. Initial F-1 Status who just entered the U.S. and started the program
2. Reinstatement or Change of Status to F status approved by USCIS
3. Transferred in from another institution

Non-F-1 student is allowed to enroll session-by-session and will not be governed by this policy.

**Maintaining F-1 Status Intensive English Program:** F1 status student may transfer to another school or take vacation after completion of three (3) consecutive sessions at any given time for those who are in compliance with immigration regulations and school policy in good standing. Student agrees that an opportunity of a vacation or transfer-out to another institution will not be granted during the probational period until the student is in good standing. Student must comply with school policies and procedures, as well as immigration regulation for F1 students, in order to maintain their status. Violation of DHS and/or EA regulations will result in the loss of student status and will subject that student to termination.

**Class Registration:** It is student's responsibility to register and make payment for the upcoming Session at least 3 business days for new students and 2 weeks for returning students before the 1st day of each session.

Student is responsible to read and acknowledge all school policies on the school website and in Student Handbook available at [www.ea.edu](http://www.ea.edu).

### CANCELLATION AND REFUND POLICIES

Student who is in compliance with USCIS and School policies are subject to a tuition refund with the following schedule:

Before the start of the Session: 100%  
 1<sup>st</sup> week of the session: 75%  
 2<sup>nd</sup> week of the session: 50%  
 3<sup>rd</sup> week of the session: 25%  
 After 3<sup>rd</sup> week of the session: 0%

1. Full-tuition refund will be made if a visa application is denied.
2. Refunds do not apply to students transferring out during a session, or during or after a vacation.
3. No refund or credit will be issued for any transaction older than 180 days.
4. EA may take action to student with any violation of tuition and fee policy of EA by sending the student's unpaid accounts to a collection agency.

I, undersigned, read and understood the policies in this enrollment agreement explained by the Enrollment Coordinator, which is available on the website, [www.ea.edu/enrollmentpolicies](http://www.ea.edu/enrollmentpolicies):

<b>Student:</b> _____	Name	Signature	Date
<b>Parent/Guardian:</b> _____			
(If Student is under 18 years of age)	Name	Signature	Date
<b>School Official:</b> _____			
	Name/Title	Signature	Date