



ENROLLMENT AGREEMENT

School Name: **California College of Communications**
 Address: 1265 El Camino Real, Suite 250, Santa Clara, CA 95050
 Phone: (408) 374-5066 Fax: (408) 884-4984 Email: info@calcc.edu

YEAR	<input type="text"/>
QUARTER	<input type="text"/>

Student Name I have a High-School Diploma

Street Address Telephone

City State Zip Code Birth Date

A. PROGRAM TITLE OR EDUCATIONAL SERVICE:

B. PROGRAM TITLE OR EDUCATIONAL SERVICE:

Total Number of Clock Hours to be completed: Period of Coverage

Program Start Date: Scheduled Completion Date:

Upon your successful completion of the course or educational service, you will receive a certificate/diploma. You will not be getting job placement assistance for this program.

C. ITEMIZATION & TOTAL FEES:

Registration Fee	\$ <input type="text"/>	Non-refundable	Initial Payments Registration & Other Fees	\$ <input type="text"/>
Registration Fee for Dependent	\$ <input type="text"/>	Non-refundable (\$100 each dependent)	Tuition Paid	\$ <input type="text"/>
SEVIS Fee for International students	\$ <input type="text"/>	Non-refundable	Discount for Advanced Payment	\$ <input type="text"/>
Express Mail	\$ <input type="text"/>	Non-refundable	Other Discounts	\$ <input type="text"/>
Total Program Tuition	\$ <input type="text"/>		TOTAL PAID	\$ <input type="text"/>
Credit Card Fee (\$15/transaction)	\$ <input type="text"/>	Non-refundable	Balance:	\$ <input type="text"/>
Total Program Costs Admissions Fees + Tuition	\$ <input type="text"/>		Credit for the Next Term	\$ <input type="text"/>
			California STRF The Student Tuition Recovery Fund fee is non-refundable.	\$ <input type="text"/>

Tuition Payments Made for the Current Period of Attendance:

Date Amount Date Amount Date Amount

Scheduled Tuition Payments for the Coverage Period of this Enrollment Agreement:

Date Amount Date Amount Date Amount

You can make payments with cash, check, debit card, money order or credit card (with a \$15 fee for credit card) .

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The Institution shall advise each student to give a notice of cancellation in writing. If students cancel their enrollment or give notice of withdrawal to CalCC or CalCC withdraws or terminates the student, the refund must be calculated using the last date of attendance (LDA) and must be paid within forty-five (45) calendar days from the documented date of determination (DOD).

REFUND POLICY

Cancellation Before Start of Class

Rejection of Applicant's international visa: If a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges if such charges are clearly itemized in the enrollment agreement as non-refundable.

Program Cancellation: If CalCC cancels a program subsequent to a student's enrollment, the institution will refund all monies paid, by the student.

Cancellation Prior to the Start of Class or No Show for International Applicants: If an applicant accepted by CalCC enters the United States with an I-20 obtained through the institution and subsequently cancels prior to the start of scheduled classes or never attends class (no show), a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges that the institution collected if such charges are clearly itemized in the enrollment agreement as non-refundable.

Withdrawal or Termination After Start of Class

For students who completed 60 percent or less of a term: CalCC may retain a prorated amount of tuition. Prorated refunds will be calculated daily for the days student attended or was scheduled to attend, prior to withdrawal.

For students who completed more than 60 percent of a term: CalCC may retain all of the charges for that term.

Charges Other Than Tuition

CalCC collects the following fees other than tuition:

Application Fee (\$200), airport pick-up fee (\$35/\$50) and, housing search fee (\$50) are non-refundable charges. SEVIS fee (\$350), international express mail fee (\$90) and, credit card fee (\$15), are also non-refundable but paid directly to other organizations.

Instructional Materials

If the school has given to the student any books or learning materials, this student shall return them to the school within 10 days following the date of his/her notice of cancellation. If the student fails to return the books, or learning materials in good condition within the 10-day period, the school may deduct the documented cost from any refund that may be due to the student.

Once the student pays for the books, or learning materials, they are his/hers to keep without further obligation. If the student cancels this agreement, the school will refund any money that the student paid, less any deduction for books, or learning materials not timely returned in good condition, within 30 days after his/her notice of cancellation is received.

FEDERAL AID AND LOANS:

If the 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.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at CalCC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Achievement you earn in Academic ESL Program, or Professional ESL Program or Conversations in Culture Program is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Achievement 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 as institution to which you may seek to transfer after attending CalCC to determine if your certificate of achievement will transfer.

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.

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	
Academic ESL Program	Each Level (1 to 6) are 216 hrs of instruction Tuition \$ 2,685 + Instructional Material \$180 = \$2,865
Professional ESL Program	Each module (1 to 4) are 216 hrs of instruction Tuition \$ 2,685 + Instructional Material \$180 = \$2,865
Conversation in Culture Program	Each Level (1 to 3) are 144 hrs of instruction 4 weeks : Tuition \$ 645 + Instructional Material \$60 = \$705 8 weeks : Tuition \$ 1,245 + Instructional Material \$120 = \$1,365 12 weeks : Tuition \$ 1,745 + Instructional Material \$180 = \$1,925

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE

\$

* You are responsible for this amount. If you get a student loan, you are responsible for repaying the loan amount plus any interest, less the amount of any refund.

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM

\$

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT

\$

Hours of Attendance: to
 to

Day of the week:

Day of the week:

Bureau for Private Postsecondary Education

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 North Market Blvd, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (916) 431-6959 or by fax (916) 263-1897.

A student or any member of the public may file a about this institution with the Bureau for Private Postsecondary Education by calling toll-free telephone number (916) 431-6959 or by fax (916) 263-1897 or by completing a form, which can be obtained on the bureau's Internet Web site (www.bppe.ca.gov).

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, 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, salaries or wages, and the most recent three-year cohort default, if applicable, prior to signing this agreement.

Student's Initials : I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, 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`.

This Enrollment Agreement is legally binding when signed by the student and accepted by the institution.

"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."

Student signature:

Date

Student's Parent/ Guardian:

Date

School Official:

Date

School Official Name/ Title: