



# GST Language Center

www.gstlcedu.com/ gstlcedu@gmail.com

1000 Venice Bl. Los Angeles, CA 90015 • TEL: 213-746-1004 / FAX:213-746-5004

## ENROLLMENT AGREEMENT

This **Enrollment Agreement** is made on \_\_\_\_/\_\_\_\_/\_\_\_\_ between **GST Language Center** hereinafter called the **School**, and \_\_\_\_\_, Social Security # \_\_\_\_-\_\_\_\_-\_\_\_\_, Driver's License or DMV ID#: \_\_\_\_\_, Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ hereinafter called **Student**.

The Student requests enrollment in a course/program whose title and objective is described in the School Catalog as:

\_\_\_\_\_

consisting of: \_\_\_\_\_ Weeks/ Months; \_\_\_\_\_ Hours per Week/ Month for a total of \_\_\_\_\_ Hours and total of \_\_\_\_\_ Credit Hours. **Enrollment Period** starts on \_\_\_\_/\_\_\_\_/\_\_\_\_ and is scheduled to complete on \_\_\_\_/\_\_\_\_/\_\_\_\_. All classes will be held at the main campus (1000 Venice Blvd. LA, CA 90015).

**COURSE SCHEDULE:** The course is scheduled to start \_\_\_\_/\_\_\_\_/\_\_\_\_ each M. Tu. W. Th. F. S (circle day/s) from \_\_\_\_\_ am / pm to \_\_\_\_\_ am / pm; and is scheduled to complete on \_\_\_\_/\_\_\_\_/\_\_\_\_.

Successful graduates of the course will receive a Certificate (\_\_\_\_) or Diploma (\_\_\_\_). (Check one)

### TUITION FEES and POLICIES:

**Fees are payable prior to the beginning of class unless other arrangements are made.**

#### ITEMIZATION & TOTAL TUITION AND FEES

APPLICATION FEE:	\$ <u>25.00</u>	Non-refundable one-time only fee
REGISTRATION FEE:	\$ <u>125.00</u>	Non-refundable fee
*STRF Fee:	\$ _____	*Non-refundable
TUITION FEE:	\$ _____	
TEXTBOOKS:	\$ _____	
LAB/Equipment/Other FEES:	\$ _____	
<b>SCHOOL HAS RECEIVED</b>	\$ _____	
<b>BALANCE OWED:</b>	\$ _____	

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAMS:** \$ \_\_\_\_\_

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:** \$ \_\_\_\_\_

**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:** \$ \_\_\_\_\_

Payment Method: Cash ( ) Check ( ) Charge ( ) Money Order ( ) Credit Card ( )

**The School does not offer any state or federal loan guarantees; no loans of any kind are offered at this school.**

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

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date



**STUDENT TUITION RECOVERY FUND (STRF): 76215. Student Tuition Recovery Fund Disclosures**

(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

"You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

CCR §76215(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

"The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

**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. This agreement is a legally binding instrument when signed by the student and accepted by the school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Administrative Offices & Classrooms & main campus address: 1000 Venice Blvd, Los Angeles, CA 90015.**

My signature below certifies that I am an authorized representative of this School and that I have personally explained the institution's cancellation and refund policies to the Student. I certify that the School has met all disclosure requirements of the California Education Act of 2009.

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date



### **STUDENT'S RIGHT TO CANCEL**

The Student has the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance on the first day of class, or the seventh (7<sup>th</sup>) day after enrollment, whichever is later.

Cancellation occurs when the student gives written notice of cancellation to the Director, at the address of the School, shown on this agreement. The Student can also mail, hand deliver, fax or telegram the cancellation. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with prepaid postage. Cancellation notices are to be addressed to: **GST Language Center, 1000 Venice Blvd, Los Angeles, CA 90015**



### **WITHDRAWAL FROM COURSE:** You have until: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to cancel or withdraw.

The Student has the right to withdraw from the School at any time. If the Student withdraws from the course of instruction after the cancellation period, the School will remit a pro-rata refund for the unused portion of the tuition and other refundable charges if the student has completed up to 60% of training or less of the instruction. The amount of the refund is determined by deducting the application and registration fee from the total tuition charge, then dividing the remainder by the number of hours in the course to calculate the hourly charge. The refund is the amount in excess of what the student owes for total hours of instruction completed, excluding the non-refundable \$25 Application and \$125 Registration fee. The student will receive the refund within 30 days after the withdrawal request.



### **HYPOTHETICAL REFUND EXAMPLE:** Students have a right to a full refund of all charges, less the \$25 application and \$125 registration fee, if the student cancels the enrollment agreement on the first day of class or on the seventh day after signing this agreement. The amount retained by the school will not exceed the \$150 (one hundred and fifty dollars) of application and registration fee.

If a student withdraws from the program after instruction has begun, the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance if the student fails to notify the school. The student will be charged for all hours attended. For example, if the Student completes 50 hours of a 100-hour course and paid \$2,000 for tuition-in-full, the student would receive a refund of \$1,000.

\$2000	/	100	=	\$20	/	50	/	\$1000	/	\$1,000
Tuition	/	Total		Hourly	/	Hours	/	Total Due	/	Total Due
Paid By	/	Hours		Charge	/	Completed	/	to School	/	to Student
Student										

The School will refund money collected from a third party on the student's behalf, such as Veteran's Benefits and/or WIA funds, if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits in proportion to the benefits received. Any remaining amount of money will be paid to the student. 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 the 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. If the student defaults on a federal or state loan, both 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; and (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid.**

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:**

The transferability of credits you earn at **GST Language Center** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in *English as a Second Language* is also at the complete discretion of the institution to which you may seek to transfer. If the diploma or certificate that you earn at this institution is 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 **GST Language Center** to determine if your diploma or certificate will transfer.

**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, 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. **Student Initials:** \_\_\_\_\_

**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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818, West Sacramento, CA 95798-0818; [www.bppe.ca.gov](http://www.bppe.ca.gov); toll free telephone number (888)370-7589 or by 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 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)."

**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

\_\_\_\_\_

School Official's Signature

\_\_\_\_\_

Date