Agreement: Enrollment agreement must be signed by the applicant and enclosed in the student's file.

Student Information

First Name: ___________________________ Middle Initial: __________ Last Name: ___________________________

Street Address: ____________________________________________

City: ___________________________ State: ___________________________ Zip: ___________________________

Home Phone: ___________________________ Mobile Phone: ___________________________ Passport#: ___________________________

E-mail (MUST): ___________________________ Gender: ☐ Male ☐ Female

Date of Birth (mm/dd/yyyy): ___________________________ Age: ___________________________ Nationality: ___________________________

What is your level of English?: ☐ Beginner ☐ Intermediate ☐ High-Intermediate ☐ Advanced ☐ High Advanced

Start Date: ___________________________ Expected Graduation Date: ___________________________

Rules & regulations statement: The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the school’s rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner’s Regulations.

Curriculum Name: Business English (120 hours : 12 weeks)

<table>
<thead>
<tr>
<th>Registration fee (Nonrefundable)</th>
<th>$100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee (Refund policy: Quarter)</td>
<td>$2,160</td>
</tr>
<tr>
<td>Textbook</td>
<td>$55</td>
</tr>
<tr>
<td>School ID</td>
<td>$10</td>
</tr>
<tr>
<td>Total</td>
<td>$2,325</td>
</tr>
</tbody>
</table>

Additional cost: ☐ FedEx charge (For student with I-20: if applicable) · · · $110

Payment Method

Payment methods: Checks (☐ US Personal check ☐ Money order ☐ Travelers check ☐ Company check) Credit Card (☐ Visa ☐ Master ☐ American Express) ☐ Cash ☐ Wire Transfer from bank account ☐ Paypal

*The registration fee is due before the class starts. Registration is required to hold a class space.

Schedule <School Use Only>:

| ☐ Morning class | 10 hours/week | Mon-Fri : 8:00am-10:00am (2 hours/day) |
| ☐ Afternoon class | 10 hours/week | Mon-Thurs : 9:30am-12:00pm (2.5 hours/day) |
| ☐ Afternoon class | 10 hours/week | Mon-Fri : 12:00pm-2:00pm (2 hours/day) |
| ☐ Afternoon class | 10 hours/week | Mon-Thurs : 2:00pm-4:30pm (2.5 hours/day) |

*Hours of School operation: Monday to Thursday: 10:00am to 5:30pm / Friday: 10:00 am to 6:00 pm
Cancellation and Refund Policy

(a) Rejection of an applicant by the school and Program cancellation by the school: student will be refunded all money paid
   If the student does not meet the admission requirements below:
   (1.) Students are required to take a placement test prior to starting the program
   (2.) Minimum Age: Sixteen (16) years old.
   A program would be canceled:
   (1.) A natural disaster
   (2.) War

(b) Cancellation by a student within seven days after signing and: No show/student never starts training
   Student will be refunded all money paid to the school, with the exception of the non-refundable registration fee, as long as he/she
   has not entered into instruction

(c) Withdrawals or termination after the start of class and after the cancellation period
   The school shall retain the registration fee plus the cost of any textbooks or ID accepted, plus the following amounts for tuition as
   of the student's last date of physical attendance.

<table>
<thead>
<tr>
<th>If withdrawal occurs:</th>
<th>During the first Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Refund Policy:</strong></td>
<td>School may keep</td>
</tr>
<tr>
<td><strong>1 quarter of 12 weeks</strong></td>
<td></td>
</tr>
<tr>
<td>Prior to or during the first week</td>
<td>0%</td>
</tr>
<tr>
<td>During the second week</td>
<td>25%</td>
</tr>
<tr>
<td>During the third week</td>
<td>50%</td>
</tr>
<tr>
<td>During the fourth week</td>
<td>75%</td>
</tr>
<tr>
<td>After the fourth week</td>
<td>100%</td>
</tr>
</tbody>
</table>

The school will calculate the refund amount in accordance with New York State Education law, except in cases where the refund policy
of our national accreditor (Accrediting Council for Continuing Education and Training) is more favorable to the student. In this case the
ACCET refund policy will be used instead of New York Education Law.
http://docs.accet.org/downloads/docs/doc31ESL.pdf

Notice of cancellation or withdrawal must be made in writing. If the student is a minor, a parent or guardian must make such notice.
All refunds will be made within 45 days of cancellation request which should be made in writing by filling up the refund form.
Note: International students applying for F1 Visa’s – The $110 International FedEx fee will be considered non-refundable, if the school
has sent out I-20 document.

Although placement assistance service is provided, the school cannot guarantee a job to any student or graduate.

Student signature ___________________________ Date: ___________________________

By my signature, I agree to the conditions of this agreement. I also verify that I have received and read a copy of the agreement, the
student disclosure material, and the school catalog.

Student signature ___________________________ Date: ___________________________

The licensed Agent that enrolled me was:
Agent Signature: ___________________________ Cert.#: ___________________________ Date: ___________________________

Accepted for the school by ___________________________ Date: ___________________________