

ENROLLMENT AGREEMENT 2019-2020 F-1 STUDENTS

Instructions:

1. Complete in English with **BLOCK CAPITAL LETTERS**.
2. Sign the enrollment agreement. A parent or financial sponsor must sign if you are under the age of 18.

Today's Date: Month _____ Day _____ Year _____

F-1 Applicant

First name _____ **Last name** _____

☐ Male

☐ Female

Date of Birth: Month _____ Day _____ Year _____

Country of Birth: _____

Country of Citizenship: _____

Home country address _____

City _____ **State/Province** _____ **Zip Code** _____

Home country phone number: (____) _____

U.S. address _____

City _____ **State/Province** _____ **Zip Code** _____

U.S. phone number: (____) _____

Email address _____

Emergency Contact Name: _____

Emergency phone number: _____

Relationship: _____

Start date: mm/dd/yy: ____/____/____ **End date:** mm/dd/yy: ____/____/____

Choose your Program:

*Payments are due every 4 weeks:

- | | | |
|---|-----------------------|------------------------------|
| <input type="checkbox"/> META Intensive AM | M-Th 9am - 1:30pm* | \$440 Due upon visa approval |
| <input type="checkbox"/> META Intensive PM 1 Afternoons | M-Th 1:30pm – 6:00pm* | \$380 Due upon visa approval |
| <input type="checkbox"/> META Intensive PM 2 Nights | M-Th 6pm – 10:30pm* | \$420 Due upon visa approval |

Non-refundable Administrative Fees:

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Administrative fee – Family | \$290 |
| <input type="checkbox"/> Administrative fee – Individual | \$190 |
| <input type="checkbox"/> Registration Fee: | \$100 |
| <input type="checkbox"/> Books fee: | \$50 -100 Due upon visa approval |
| <input type="checkbox"/> Courier fee | \$100 |
| | \$ _____ |

Total:

Notes:

- Book fees are considered non-refundable after student receipt, regardless of condition.
- Fees are paid by the session (every four weeks). The complete session must be paid before students are admitted to class. Fees are non-transferable.
- All applicants must take a placement test upon being accepted into META Language School USA. Students returning after leave of greater than 1 month must re-take the placement test.

PAYMENT, CANCELLATION AND NOTIFICATION OF WITHDRAWAL POLICIES

Below you will find our current payment and refund policy. Please read it carefully as this is the official policy in force at the present time. The policy listed below supersedes any other written document you may have received prior to today's date. If you have any questions or comments about this policy, please do not hesitate to contact us.

Payment Policy

META Language School USA clients must read and adhere to this policy except by other written arrangements approved by the META Language School USA administration. All our programs are pre-paid. Our policy is to collect payment on or before the start date of classes. If payment is not made on the start date of classes, there is a 3 business day grace period (This does not apply to new students). After the 3 business days, late charges apply (please see below):

Late Charges

All payments such as tuition, material, and registration fees described in the above policy need to be received by META Language School USA within 3 business days of the start date on the contract or late fees in the amount of \$20 will be charged on the first occurrence and \$50 for every other occurrence. If META Language School USA has not received payment 7 business days after the payment due date, the student will be terminated. This applies to all clients, without exception.

If you have questions or concerns, or you feel that you have been charged incorrectly, please contact us IMMEDIATELY so that we can work together to find a solution. We prefer to work payment issues out in a positive way.

Notification of Withdrawal Policy

Any notification of withdrawal must be requested to the Customer Service Representative or School Director. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due will be calculated using the last date of attendance and be paid within thirty (30) calendar days from the documented date of determination. The date of determination is the date the student gives notice of withdrawal verbal or written to META Language School USA.

Cancellation Policy

1. **Rejection of Applicant:** If an applicant is rejected for enrollment by META Language School USA, or if a prospective student has his/her visa application rejected, a full refund of all monies paid, less all non-refundable fees listed on the first page of this agreement.
2. **Program Cancellation:** If META Language School USA cancels a program subsequent to a student's enrollment, META Language School USA will refund all monies paid by the student.
3. **Cancellation Prior to the Start of Class or No Show:**
 - a. If a student accepted by META Language School USA cancels prior to the start of scheduled classes or never attends class (no show), META Language School USA will refund all monies paid minus the first 4-week tuition (up to \$440) and any non-refundable fees.

4. Withdrawal or Termination after Start of Class:

- a. First period of financial obligation (First four weeks):
 - For students whose last day of attendance occurs at any point in the first four weeks of their initial period of financial obligation, META Language School USA will retain the charges applicable to the first four weeks and any non-refundable fees.
- b. Subsequent periods of financial obligation (Any subsequent 4 weeks):
 - For students who have completed the first period of financial obligation or extended their enrollment at META Language School USA but whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, META Language School USA will retain a prorated amount of the tuition for that period.
 - For students whose last date of attendance occurs after the midpoint of any subsequent period of financial obligation, META Language School USA will retain all of the tuition for that period.
 - Any additional tuition paid in advance will be refunded in full.

Note:

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, META Language School USA will consider a partial week the same as if a whole week was completed. In order not to be charged for any subsequent unattended weeks a written or verbal notification of withdrawal needs to be received by META Language School USA by 1:30pm Friday of the last week before withdrawal.

5. Other types of Cancellations/refunds:

- a. If you must return to your home country for a documented emergency, the unused portion of your tuition will be held on your account for 30 days after your leave of absence scheduled return date on your written notice. After 30 days all monies will be forfeited, and the case will be processed as a withdrawal.
- b. If your tuition and fees were paid through a META Language School USA authorized agent, the refunds will be processed through the agent unless such agent authorizes (in writing) META Language School USA otherwise. META Language School USA will document that the refund has been made on behalf of the student to the agent and will provide the student with a copy of the refund calculation document.
- c. The school will be **closed** on major national holidays (a copy of the observed holidays is provided at the time of enrollment). Classes will not be rescheduled, nor will credit or refund be given to students due to those circumstances.
- d. Students may re-schedule private lessons by requesting the change before 3 p.m. of the business day preceding the scheduled lessons. If notification is received later than time indicated, or not at all, student will be charged for the lessons scheduled and not taken, regardless of the reason for wanting to re-schedule.
- e. In the event that no notice of withdrawal (written or verbal) is provided, META Language School USA will automatically withdraw the student after being absent for a minimum of 30 consecutive days (excluding any scheduled breaks) and will complete and keep on file a copy of the respective refund calculation processing the refund on behalf of the student.
- f. Prepaid discounted tuition refunds will be calculated at the regular tuition rate if student cancels or withdraws before completing the discounted prepaid period.

Although a summary of our policies regarding refunds, cancellations and code of conduct will be discussed during your orientation, if for any reason you still have any questions regarding any of the META Language School USA policies, please do not hesitate to speak with our School Director so that we can address the issue immediately. If you are coming from overseas, please contact us via e-mail and we will be more than glad to address in writing any of your concerns before your enrollment.

STUDENT GUARANTEE

_____ I confirm that I have read and understand the contents of this enrollment agreement including the refund policy and the program requirements and fees.

_____ I give permission for META Language School USA to use for promotional purposes any photographs taken of me or quotations I provide.

Student Signature: _____ **Date** _____

Signature of parent/guardian if applicant is under 18: _____ **Date** _____

(Printed name)

META Language School USA representative signature _____ **Date** _____

Disclaimer:

This program is not designed or intended to qualify its participants and graduates for employment. It is intended solely for the avocation, personal enrichment, and enjoyment of its participants.

F-2 Applicant – Dependent # 1:

First name _____ Last name _____

- ☐ Male
☐ Female

Date of Birth: Month _____ Day _____ Year _____

Country of Birth: _____

Country of Citizenship: _____

Relationship: Spouse ☐ Child ☐

F-2 Applicant – Dependent # 2:

First name _____ Last name _____

- ☐ Male
☐ Female

Date of Birth: Month _____ Day _____ Year _____

Country of Birth: _____

Country of Citizenship: _____

Relationship: Child ☐

F-2 Applicant – Dependent # 3:

First name _____ Last name _____

- ☐ Male
☐ Female

Date of Birth: Month _____ Day _____ Year _____

Country of Birth: _____

Country of Citizenship: _____

Relationship: Child ☐

F-2 Applicant – Dependent # 4:

First name _____ Last name _____

- ☐ Male
☐ Female

Date of Birth: Month _____ Day _____ Year _____

Country of Birth: _____

Country of Citizenship: _____

Relationship: Child ☐

F-2 Applicant – Dependent # 5:

First name _____ Last name _____

- ☐ Male
☐ Female

Date of Birth: Month _____ Day _____ Year _____

Country of Birth: _____

Country of Citizenship: _____

Relationship: Child ☐