



## ENROLLMENT AGREEMENT

### Intercultural Institute of California

**School Name**

**1362 Post Street, San Francisco, CA 94109**

**Address where instruction will be provided**

Student Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

**ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED TO: THE COUNCIL FOR PRIVATE, POSTSECONDARY AND VOCATIONAL EDUCATION, 400 R STREET, SUITE 5000, SACRAMENTO, CA 95814-6200.**

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that there is no misrepresentation of identity, and you have been given reasonable time to read and understand it. As a student you will pledge to uphold high standards of academic honor. It also acknowledges that you have been given a written statement of the refund policy and procedures and a catalog, which includes a description of the course or educational service and all material facts concerning the school, program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

This agreement is for the course or educational service \_\_\_\_\_  
Title and description

A total of \_\_\_\_\_ are required to complete the course or educational service.

Clock hours, weeks, or units

Start date: \_\_\_\_\_ Scheduled Completion Date: \_\_\_\_\_

### **BUYER'S RIGHT TO CANCEL**

**The student may cancel this enrollment agreement and receive a refund by completing the cancellation form to the Registrar at the Admission's office, room 302, 1362 Post Street, San Francisco, CA 94109.**

### **REFUND INFORMATION**

The student is entitled to a full refund of tuition and registration fee or the facility use fee if they cancel the enrollment agreement within 72 hours (3 business days) of signing it. If the student cancels after 72 hours of signing the enrollment agreement but before the first day of class, they are entitled to a refund of the tuition fee but not the registration fee. A student who cancels the enrollment agreement for just the Facility Use fee after 72 hours of signing it is not entitled to any refund. If the student cancels after 72 hours of signing the enrollment agreement and after they have already attended at least one day of class (not necessarily the first designated day of class), they are entitled to a pro rata refund minus the registration fee for the unused portion of the tuition. To qualify for this refund, the student must have completed 60% or less of the instruction from the day they first started attending the class (not necessarily the first designated day of class).

For example, if the student completes only 30 hours of a 90 hour course and paid \$300.00 tuition, the student will receive a refund of \$200.00

$$\begin{array}{rcl}
 \$300 & \times & 60 \text{ clock hours of instruction} = \\
 \text{amount paid} & & \text{paid for but not received} \\
 \text{for instruction} & & 90 \text{ clock hours of instruction} \\
 & & \text{for which the student has paid} \\
 & & \$200 \\
 & & \text{refund amount}
 \end{array}$$

The school will also refund money collected for sending to a third party on the student's behalf such as license or application fees. If the school cancels or discontinues a course or educational program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

**FEES AND CHARGES**

The student is responsible for the following fees and charges:

Application fee (Those applying for MA program)	\$ _____	
Registration Fee (One time)	\$ _____	
Tuition	\$ _____	
Equipment	\$ _____	Itemization: (Optional)
Textbooks	\$ _____	Itemization: (Optional)
Other	\$ _____	Itemization
Nonrefundable Charges	\$ _____	Itemization
Nonrefundable deposits	\$ _____	Itemization
STRF*	\$ _____	Itemization
<b><u>TOTAL CHARGES</u></b>	\$ _____	

THE TOTAL AMOUNT FOR ALL FEES, CHARGES AND SERVICES THE STUDENT IS OBLIGATED TO PAY FOR THE COURSE OR EDUCATIONAL SERVICE IS: \$ \_\_\_\_\_

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

1. You are a student, who is a California resident and prepays 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 fee if either of the following applies:

1. You are not a California resident,
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.

**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.**

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

**This agreement is not operative until the student makes an initial visit to the institution and receives a thorough tour, or attends the first class or session of instruction. This requirement is not applicable to correspondence or other distance learning programs.**

\_\_\_\_\_  
**Date of Tour Visit**

\_\_\_\_\_  
**Signature of Student**

I certify that I.I.C. has met the disclosure requirements for Education Code 94312 of the Private Postsecondary and Vocational Reform Act of 1989.

Institutions participating in state or federal student assistance programs:  
I further certify that the institution has met all requirements for the administration of any state financial aid program under Chapter 2 (commencing with Section 69500) of Part 42 or any federal student assistance program under Title IV of the federal higher Education Act of 1965 (P.L. 89-329). Extensions of the act, amendments to that act and rules and regulations adopted under the act.

\_\_\_\_\_  
Signature, Title of School Official

\_\_\_\_\_  
Date

This agreement is accepted by \_\_\_\_\_

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

\_\_\_\_\_  
Date

**NOTICE**

**ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSE WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.**