



**Student Name:** \_\_\_\_\_

The period of coverage for this enrollment agreement is \_\_\_\_\_ to \_\_\_\_\_.

Program Start Date: \_\_\_\_\_

Proj. Completion Date: \_\_\_\_\_ Cancel By: \_\_\_\_\_ Total Length: \_\_\_\_\_

## **ENGLISH COURSES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Fundamental English 16     | <input type="checkbox"/> TOEFL                       |
| <input type="checkbox"/> Fundamental English 18     | <input type="checkbox"/> GMAT                        |
| <input type="checkbox"/> Fundamental English 18-IDL | <input type="checkbox"/> IELTS                       |
| <input type="checkbox"/> Business English           | <input type="checkbox"/> GRE                         |
| <input type="checkbox"/> Academic English           | <input type="checkbox"/> Other English Course: _____ |

## **ITEMIZED FEES:**

- |   |   |
|---|---|
| <input type="checkbox"/> Application fee<br>(non-refundable) _____  | <input type="checkbox"/> Homestay Fee<br>\$_____ x _____ week(s) _____  |
| <input type="checkbox"/> Tuition fee<br>\$_____ x _____ week(s) _____   | <input type="checkbox"/> Residence fee<br>\$_____ x _____ week(s) _____ |
| <input type="checkbox"/> Homestay placement fee<br>(Non-refundable after the cancellation period ends) _____  | <input type="checkbox"/> STRF<br>(CA Residents Only) _____              |
| <input type="checkbox"/> Residence placement fee<br>(Non-refundable after the cancellation period ends) _____ | <input type="checkbox"/> Guardian Fee<br>(Minors under 18yrs old) _____ |
| <input type="checkbox"/> Material fee _____   |   |
| <input type="checkbox"/> Technology Fee _____   |   |
| <input type="checkbox"/> Airport pickup fee _____   |   |
| <input type="checkbox"/> Express mail fee _____   |   |
| <input type="checkbox"/> Student health insurance<br>\$45 x _____ week(s) _____                               |   |

**Total charges for current  
period of attendance:** \_\_\_\_\_

**Estimated total charges  
for entire program:** \_\_\_\_\_

**Total charges the student is  
obligated to pay upon  
enrollment:** \_\_\_\_\_

## **TERMS & CONDITIONS**

### **APPLICATION PROCESS AND PAYMENT**

To apply, you must submit an application form along with a \$125 non-refundable application fee to be paid immediately upon booking. Upon receipt of your application and application fee, Q International School will process your application and issue an official acceptance confirmation via email and/or mail.

All tuition and fees must be paid in full at least 30 days prior to the course start date. Payments may be made by bank transfer (wire transfer) or credit card (Mastercard or Visa only). Please note that payments must include all wire transfer charges. If the booking is made less than 30 days, payment is due immediately. Please note that if you apply less than 30 days before your course start date and require an I-20 Form, you will be invoiced an additional fee of \$75 (non-refundable) to cover express mail charges. If payment is not made in full, you will not be able to start your courses.

### **I-20 FORM/F-1 STUDENT VISA**

Q International School is authorized under federal law

to issue a Certificate of Eligibility for Non-Immigrant Student Status (I-20 Form) to qualifying students for full-time study. The I-20 Form is necessary to apply for an F-1 student visa at the US Embassy or Consulate in your home country.

To obtain an I-20 Form from Q International School, all students must provide a certification/bank statement showing sufficient funds to pay for all tuition and living expenses while studying at Q International School. Any of the following documents (in English) is an acceptable form of certification:

- A current personal bank statement or letter from your bank.
- A letter of support from your parent, legal guardian or sponsor stating that they will be responsible for your expenses during your stay, and a bank statement or bank letter verifying their financial ability to meet your expenses.
- A letter from a sponsoring organization along with evidence of financial means.

- The I-20 Form can only be issued after you have submitted your financial certification, a copy of your passport, your application form completed in full and the application fee of \$125 (non-refundable).

### **AIRPORT PICK-UP**

If you request an airport pick up, Q International School will arrange for you to be greeted at the airport. Airport Pick Up at San Diego International - \$75 (one way) Airport Pick Up at Los Angeles International - \$350 (one-way). Q International School must receive your flight information at least 7 days prior to your arrival to arrange for an airport pick up. If we receive your flight information less than five days prior to your arrival, a \$50 late fee will be added. Pick up hours are from 7:00 a.m. to 11:00 p.m. Students arriving before or after these hours will need to pay an additional fee. Airport pick up fee will not be refunded if you fail to inform Q International School of any changes to your itinerary in writing at least 2 business days prior to your arrival.



## TERMS & CONDITIONS CONTINUED

### HOUSING

If requested, Q International School will arrange your housing in a homestay or a residence club. Prices will vary depending on the housing type and length of your stay. Students must be at least 18 years old to participate in the Residence Club Housing Program. A non-refundable fee of \$150 is required for homestay placement, and \$100 for residence club placement. Students must abide by the rules and policies of the Q International School Homestay Program. Homestay deposit of \$500 is required for all bookings.

### HEALTH INSURANCE

All students at Q International School must have health insurance coverage. If you wish to use your own insurance, you must show proof of coverage upon arrival. Where proof is not available, student must purchase health insurance offered by Q International School. Uninsured students may not attend class until proof of insurance is available.

### TUITION FEES AND PROGRAM LENGTH

Prior to signing this enrollment agreement the student must review the "Tuition and Fee Schedule" included with this packet for detailed information of the cost of tuition for the academic program of choice.

### TECHNOLOGY AND MATERIALS FEE

A technology and materials fee is separate from tuition. Please refer to the fee schedule for more information.

### COURSE EXTENSION

Students can extend their courses after arrival at the school. All additional course fees must be paid in advance directly to Q International School or through your representative.

### LIABILITY

Q International School, its staff, faculty and representatives will not be liable for any loss, damage or injury to persons or property, except where such liability is expressly imposed by statute. Students agree to allow Q International School to take promotional photographs and video footage during any of Q International School programs to be used for publicity purposes.

### HOLIDAYS

Q International School will be closed for the following holidays: the week of Christmas, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving Day, Indigenous Peoples' Day, Presidents' Day, and Veteran's Day. Please check the academic calendar for the exact dates.

Classes are not normally held and the school is closed on public holidays. New classes start every other Monday (test prep start dates vary, please consult academic calendar). If Monday is a public holiday, the start date will fall on a Tuesday. No credit, make up or first day of compensation will be made for classes not offered on public holidays.

### UNDER 18 YEARS OLD

Q International School delivers adult courses (except for programs advertised as being for junior or young learners). Therefore, students aged 16 and 17 are advised that they will be attending classes with students aged 18 and over. All minors may be required to pay a guardian fee, provide custodianship documents, book airport pick up, and signed Minor Authorization Form prior to arrival.

### SUBSTITUTION POLICY

If, after the placement test taken on arrival at the school, a student is found to be at a level which is not appropriate for their booked course, the school reserves the right to place the student in an appropriate level class, which may have fewer lessons and a different curriculum. Students who do not have the ability to follow any course on offer may be required to terminate their studies with Q International School. We also reserve the right to cancel courses at short notice due to insufficient demand.

### ATTENDANCE POLICY

All students on F-1 visas are required by the United States Immigration Law to meet full-time cumulative attendance of 80% or higher, and withhold a 70% or higher GPA. If a student fails to meet these requirements, they will receive two warnings. A third warning will result in termination of their visa status.

### SESSION BREAKS

Students who have studied for a minimum of 4 consecutive months at Q International with an attendance of over 80%, and are registered for a further 2 months of study, are entitled to a session break of up to 2 weeks. Session breaks cannot be more than 2 weeks, including all Q International School breaks except the standard Christmas break. Students enrolled for 24+ weeks may take a break of up to 5 months if they are leaving the US. Students returning from their session break cannot expect to return to the same class, teacher or housing. No credit is given for housing during session breaks. Students requiring a visa for study must ensure that their visa is issued for the correct dates to include any session breaks.

### HEALTH DECLARATION AND VACCINATION

Students must report on their application any mental or physical challenges that may interfere with their studies and/or stay in America. Q International School reserves the right to reject an applicant or terminate a student's enrollment if the application was not filled out accurately. Vaccination to study on a F-1 visa is a requirement and documentations will need to be provided prior to the start of the program.

### OFFERINGS

Courses, dates, rates and fees are subject to change. Private lessons will be scheduled subject to teacher availability.

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

The transferability of credits you earn at Q International School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Q International School Certificate of Completion 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 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 Q International School to determine if your certificate will transfer. Q International School does not accept credits transfer from other institutions. Students must take the placement test to determine language level on the orientation day.

### SUPERVISION

Please note Q International School does not provide supervision for students who book an adult course.

### DAMAGE TO PROPERTY

Students must pay the full cost of any property they damage.

### CANCELLATIONS AND REFUNDS/STUDENT'S RIGHT TO CANCEL

A written and/or verbal notice must be provided to Q International School as an intent to cancel/withdraw from the program in which the student has enrolled.

- Although we do not participate in Title IV federal student aid programs, if a student receives federal financial aid funds, they are entitled to a refund of any amounts paid that were not from those funds. If a student obtains a loan to pay for their education, they are responsible for repaying the full amount of the loan plus interest, less any applicable refund. Failure to repay a loan may result in government or loan guarantee agency actions, including the application of income tax refunds to reduce the loan balance. Additionally, students with unpaid loans may not be eligible for federal financial aid or other government assistance at other institutions until the loan is repaid.
- If you cancel on or after the start date of your classes, you are entitled to a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- If you cancel your course after the first day of class and have completed 60% or less of the course, you are entitled to a pro rata refund of the unused portion of the tuition, based on the number of days attended.
- If you withdraw your enrollment after completing more than 60% of your program of study, you will not be eligible for a refund.
- When determining the amount owed upon withdrawal, the calculation will be based on the daily charge for the program, multiplied by the number of days the student attended or was scheduled to attend.
- If Q International School cancels a program subsequent to your enrollment, all fees paid to the school will be refunded. Students who are dismissed from the program due to violations
- If you have been absent for a maximum of 14 consecutive calendar days (excluding any scheduled breaks of Q International School), Q International School will automatically administratively withdraw you from the program and complete a refund calculation, processing any refunds to or on behalf of you.
- Refunds will be paid within 45 calendar days of the date of determination. The school will only funds to the person or company from whom the funds originated.

### Housing Refunds

- Homestay: A minimum of fourteen days written notice and refunds will be provided for unused portion of your stay.
- Residence Club: Refunds will be determined according to each of the individual residence clubs.

### FORCE MAJEURE

Q International School will not be responsible for any failure to comply with any of its obligations (and therefore shall not be required to provide any compensation) if the failure is occasioned by any cause beyond Q International School's reasonable control. Nor shall Q International School be responsible for any costs incurred by or on behalf of the student as a result of any such cause. Such causes shall include but shall not be limited to war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases.

### STUDENT TUITION RECOVERY FUND INFORMATION IN RELATION TO BPPE 5 CCR §76215

(a) A qualifying institution shall include the following statement on both its enrolment agreement and school catalog:

"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."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for



## TERMS & CONDITIONS CONTINUED

Private Postsecondary Education:

1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
- You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
- You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

- You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number."

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

**Ed. Code §94909(a)** Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

### QUESTIONS/COMPLAINTS

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 N. Market Blvd. Ste 225 Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818, by calling 888-370-7589 or by visiting [www.bppe.ca.gov](http://www.bppe.ca.gov).

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 website, [www.bppe.ca.gov](http://www.bppe.ca.gov).

### CALIFORNIA REGULATIONS:

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 Q International School Performance Fact Sheet, if applicable, prior to signing this agreement. CEC §94911(i)(1)

"I certify that I have received the catalog, School Performance Fact Sheet, and information, if applicable, included in the Q International School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the Performance Fact Sheet." CEC §94911(i)(2)

Student's Initials

By initialing below I acknowledge that I have read, understood, and am in agreement with the Terms & Conditions outlined on pages 1-3 of this Enrollment Agreement.

Student's Initials

## Summary of Total Charges

\_\_\_\_\_ TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE.

\_\_\_\_\_ ESTIMATED TOTAL CHARGES FOR ENTIRE PROGRAM.

\_\_\_\_\_ TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.

## Terms and Conditions Acknowledgement

I have received a copy of the "Enrollment Agreement" and the "Tuition and Fee Schedule," including the refund and cancellation policy. I am fully aware of the total cost of my program including: application fee (\$125), course fees (course tuition per week) and material fees. I am also aware of the total length of the program as stated on my admission letter to Q International School. I hereby affirm that I have sufficient funds to pay for all course costs, as well as the cost of food, housing and all other personal expenses during the full period of my course at Q International School. In case of illness or injury, I grant permission to be examined or treated as necessary. I hereby certify that all the information on this application form is true and complete. I understand that this is a legally binding contract when signed and accepted by the institution. My signature below certifies that I have read, understood and agreed to my rights and responsibilities, and that the institution's academic and attendance policy, cancellation and refund policies have been clearly explained to me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Authorized Representative's Signature  
Q International School

\_\_\_\_\_  
Date (mm/dd/yyyy)

