



# CAL AMERICA EDUCATION INSTITUTE

## Application Form

Please attach your picture

Please type or print clearly in black ink. Only complete applications will be processed.

### 1. Student Information

Student Name:

(As shown on Passport)

(Last Name)

(First Name)

(Middle Name)

Male  Female

Date of Birth:

MM/DD/YYYY

City of Birth:

Country of Birth:

Country of Citizenship:

Overseas Address:

(Street Address)

(Apartment Number)

(City/District)

(State/Province)

(Postal Code)

(Country)

(Telephone Number)

(Fax Number)

(Email Address)

U.S. Address:

(Street Address)

(Apartment Number)

(City)

(State)

(Zip Code)

(Telephone Number)

(Fax Number)

(Email Address)

### 2. Contact Person

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

### 3. Course Information

Campus you will be attending:  Los Angeles  Long Beach

Starting Date: \_\_\_\_\_

Number of Weeks: \_\_\_\_\_

IEP  TOEFL  Business English

### 4. Financial Information

All application must be accompanied by a separate financial support document or if students have a sponsor, s/he must also sign below (Overseas application MUST also include a \$ 100.00 **Application fee** (Non-refundable), \$100.00 **I-20 Process** (Non-refundable), \$200.00 **Tuition deposit** and \$75.00 **Express mailing service fee** (Non-refundable):

"I certify that sufficient funds are available to cover the school and living expenses for the above named student and his/her dependent(s) during his/her term of study at the Cal America Education Institute. I accept full financial responsibility for the expenses."

Name of Sponsor

Signature of Sponsor

Date

Relationship

Telephone Number

### 5. Visa Information and I-20 (including dependents)

Will you need an I-20 form from Cal America (Required for F-1 visa)?  Yes  No (if no, what visa do you have? \_\_\_\_\_)

Do you have dependent(s) who will stay with you while you study in the U.S.?  Yes  No (if yes, please provide information)

1. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Country of birth \_\_\_\_\_ Relationship \_\_\_\_\_

2. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Country of birth \_\_\_\_\_ Relationship \_\_\_\_\_

3. Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Country of birth \_\_\_\_\_ Relationship \_\_\_\_\_

### 6. How did you hear about our school/program?

Check appropriate box and provide details:

A friend/relative: \_\_\_\_\_  Website: \_\_\_\_\_  Advertisement: \_\_\_\_\_  Agent: \_\_\_\_\_

## 7. Payment

\*The fees must be received upon the application form submission

**Required:**  \*\$ 100.00 Application Fee (non-refundable)  \*\$ 100.00 I-20 Process (International Student only)  
 \*\$ 200.00 Tuition Deposit or full tuition payment \$ \_\_\_\_\_  \$ 75.00 Express Mail Service Fee (USPS)  
**Optional:**  \$ 100.00 Re-Issued I-20  \$ 125.00 Airport P/U Service Fee  \$ 250.00 Housing Placement Service Fee  
TOTAL AMOUNT DUE: \$ \_\_\_\_\_ PAYMENT DATE: \_\_\_\_\_

**Method of Payment:**  Cash  Check  Cashier's Check /Money Order  Credit Card: Visa / Master

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_ CVV: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Cardholder's Name: \_\_\_\_\_

## 8. Cancellation and Refund Policy

Any questions or problems concerning this school, which have not been satisfactorily answered or resolved by the school, should be directed to:

Administration Office  
Cal America Education Institute  
2960 Wilshire Blvd., 2<sup>nd</sup> FL  
Los Angeles, CA 90010

If the complaint or issue cannot be resolved with CAEI, 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).

### STUDENT'S RIGHT TO CANCEL AND REFUND POLICY

Cal America Education Institute complies with the requirements of the CEC 94820, CEC 92822, CEC 94823, and CEC 94824. In accordance with Section 94909 (a) (8) (B) of the California Education Code, the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student will be refunded full amount of all monies paid less \$100 application fee.

The student may withdraw from a course after instruction has started and receive a pro rate refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the 12 weeks quarter period. The refund shall be the amount of tuition paid multiplied by a fraction, the numerator of which is the number of class hours of instruction which the student has not received but paid for, and the denominator of which is the total number of class hours of instruction for which the student has paid. **The student will not get a refund after more than 60% of the instruction of that quarter has been presented.** The institution shall advise each student that any notification of withdrawal or cancellation and any request for a refund is required to be made in writing and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to a student's lack of attendance. Cal America Education Institute shall pay or credit refunds due on a reasonable or timely basis, not to exceed thirty (30) days following the date upon which the student's cancellation has been determined.

Your refund rights are described above. To cancel this agreement mail, fax, or deliver a written notice of Withdraw / Cancellation to:

Administration Office  
Cal America Education Institute  
2960 Wilshire Blvd., 2<sup>nd</sup> FL  
Los Angeles, CA 90010

### REFUND EXAMPLE

Assuming that a student paid \$1,000 tuition for Intensive English Language - Beginner program for 240 hours and withdrew after completing 120 hours; the refund will be calculated as follows:

$$\$1,000.00 * \frac{(240 \text{ hours} - 120 \text{ hours of attendance})}{240 \text{ Hours}} = \$500.00 \text{ (Refund Amount)}$$

\_\_\_\_\_  
Name of the Student

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of the Agent or Sponsor (if student is under 18 years old)

\_\_\_\_\_  
Signature of Agent or Sponsor

\_\_\_\_\_  
Date

### Important Information:

- The tuition is due 7 days in prior to your scheduled start date. Tuition shown anywhere on our brochure, information sheets, web site, or other printed materials does not include prices of textbooks and other class materials; and is subject to change without notice.
- If you are requesting housing service and/or airport pick-up service, you **must** also complete the Housing Application form and/or Airport Pick-Up Request and submit it to us along with appropriate fees.

- Airport pickup fee of **\$125.00** is a one-time service fee you pay Cal America to arrange a one-way transportation from the Los Angeles National Airport (LAX). You **must** request the service and pay in full when you apply to Cal America or at least three (3) weeks prior to your arrival. Any request made during the last three (3) weeks prior to your arrival is subject to additional fees.

Always visit our web site at <http://www.calamerica.edu> for updated information.

**Please email, post or fax complete form to:**

Cal America Education Institute  
Los Angeles: 2960 Wilshire Boulevard, 2<sup>nd</sup> FL Los Angeles, CA 90010 U.S.A.  
FAX: 1.213.383.5110 Email: [info@calamerica.edu](mailto:info@calamerica.edu)  
Long Beach: 1600 Long Beach Blvd. Long Beach, CA 90813 U.S.A  
FAX: 1.562.591.4387 Email: [info@calamerica.edu](mailto:info@calamerica.edu)