



CAL AMERICA EDUCATION INSTITUTE

Application Form

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

1. Student Information

Student Name: _____ Male Female
(As shown on Passport) (Last Name) (First Name) (Middle Name)

Date of Birth: YYY 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

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:

"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: CalAmerica _____ Advertisement: _____ Agent: _____

7. Payment

*Fees must be received upon the application form submission

Required: *\$ 100.00 Application Fee (non-refundable) *\$ 150.00 I-20 Process (International Student only)

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
440 Shatto Pl
Los Angeles, CA 90020

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.

Cancellation and Refund Policy

1. **Rejection of Applicant:** If an applicant is rejected for enrollment by an institution, or if a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$250 non-refundable charges if such charges are clearly itemized in the enrollment agreement as non-refundable (the \$250 in non-refundable fees includes the \$100 application fee and the \$150 I-20 processing fee (for international students only)).
2. **Program Cancellation:** If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
3. **Cancellation Prior to the Start of Class or No Show:** If an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no show), the institution will refund all monies paid, less any actual housing costs incurred by the institution and a maximum total of \$250 identified non-refundable charges including any application/registration fee, courier fees, and travel cancellation insurance, if such charges are clearly itemized in the enrollment agreement as being non-refundable (the \$250 in non-refundable fees includes the \$100 application fee and the \$150 I-20 processing fee (for international students only)).

Refund Due Dates

1. If an applicant never attends class (no-show) or cancels the enrollment prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is: (a) the date the student gives notice of withdrawal to the institution; (b) the date the institution administratively withdraws the student, as identified under #7 above; or (c) the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy. If a student provides advanced notice of withdrawal such that the 45-day window ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance (LDA).

Refund Example

Assuming that 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

$$\begin{array}{r} \text{\$1,000.00} \times \frac{\text{(240 hours - 120 hours of attendance)}}{\text{240 Hours}} = \text{\$500.00 (Refund Amount)} \end{array}$$

****If a student with an F-1 visa decides to withdraw from or is dropped from the program, the student may be found in violation of his/her F-1 visa status. The Student Exchange Visitor's Program (SEVP) will be informed of all students who drop out and/or withdraw from classes.

WITHDRAWAL

1. Students have the right to withdraw from a course of instruction at any time.
2. A withdrawal can take place either by written notice provided by you to the school you are attending or by your conduct, including but not necessarily limited to, your lack of attendance.
3. In the event that no notice of withdrawal (written or verbal) is provided, an institution must automatically administratively withdraw a student after s/he has been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of the institution) and complete a refund calculation, processing any refunds to or on behalf of the student.

Withdrawal or Termination After Start of Class:

1. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
2. **First Period of Financial Obligation:** For students whose last day of attendance occurs at any point in the first four weeks of their initial period of financial obligation, the institution may retain the charges applicable to the first four weeks. For students whose last date of attendance occurs after the first four weeks but before or at the mid-point of their period of financial obligation, the institution may retain a prorated amount of tuition. For students whose last date of attendance occurs after the midpoint, the institution may retain all of the charges for that period. Any tuition paid for the balance of the program must be refunded in full.
3. **Subsequent Periods of Financial Obligation or Enrollment periods:** For students who have completed the first period of financial obligation or extended their enrollment at the institution but whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, the institution may retain a prorated amount of tuition for that period. For students whose last date of attendance occurs after the midpoint of any subsequent period of financial obligation, the institution may retain all of the tuition for that period. Any tuition paid for the balance of the program must be refunded in full.

Repeating Levels

Any of Testing Prep Classes (i.e. – TOEFL, TOEIC, Business English) is not allowed to repeat to any students.

Tuition Discount

An institution must treat students fairly and equitably relative to tuition, other charges, and refunds. Tuition discounts may be offered, on a limited basis, to students, provided that: (a) all students meeting the eligibility criteria are given the tuition discount; and (b) there is a fair, equitable, and reasonable rationale for the tuition discount. This includes but is not limited to discounts for multiple term/session enrollments, full tuition payment by or on behalf of the student for a period not to exceed 12 months, a specific program offered at a specific time of year, and/or promotions to increase student diversity. An institution may not offer targeted tuition discounts and financial incentives to induce students from specific competing institutions to transfer. Note that refunds made to or on behalf of students with tuition discounts must be based on the discounted tuition charged, except when students with multiple term/session discounts fail to attend multiple terms/sessions.

Overseas Agent

If the institution utilizes an authorized overseas agent for recruiting students, the institution must inform the student of its contractual relationship with the agent and how that relationship will affect the ability of the student to obtain a refund. In addition, the institution must document that the refund has been made on behalf of the student to the agent.

Definitions:

Cancellation: A student who never attends classes at the institution after enrolling and informs the institution in advance.

No Show: A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows exactly the same as cancellations.

Withdrawal: A student who has attended at least one class at the institution, but does not complete the program s/he signed up to take.

Termination: A type of withdrawal initiated by the institution due to failure of the student to meet one or more institutional policy.

Date of Determination (DOD): The date: (1) the student gives notice of withdrawal to the institution, (2) the institution administratively withdraws the student, as identified under #7 above; or (3) the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy.

Last Date of Attendance (LDA): The final date the student attends class.

Period of Financial Obligation: The training period for which a student is legally obligated to pay (e.g. month, term, or session), which may be less than the total period of enrollment, if tuition is charged in smaller increments, such as by the month, term, and/or session. Under no circumstance may a period of financial obligation exceed a 12-month period.

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.

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: 440 Shatto Pl, Los Angeles, CA 90020 U.S.A.
FAX: 1.213.383.5110 Email: info@calamerica.edu