



## L.A. Translation and Interpretation

APPLICATION FOR ADMISSION		
APPLICANT INFORMATION		
Name:		
Class Title:		
Date of birth:	SSN:	Phone:
Current address:		
City:	State:	ZIP Code:
Own <i>circle</i>	Rent <i>(Please circle)</i>	
EMPLOYMENT INFORMATION		
Current employer:		
Employer address:		How long?
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Position:	Hourly    Salary <i>(Please circle)</i>	Annual income:
EMERGENCY CONTACT		
Name of a relative not residing with you:		
Address:		Phone:
City:	State:	ZIP Code:
Relationship:		
INTERPRETER TEST EXPERIENCE		
Have you taken the state certification test before?		
How many times?		Did you pass?
Have you taken the interpretation courses?		Where?
SIGNATURES		
I authorize the verification of the information provided on this form as to my credit and employment. I have received a copy of this application.		
Signature of applicant:		Date:

**STUDENT'S RIGHT TO CANCEL.** You have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address (2975 Wilshire Blvd. Suite 640, Los Angeles, CA 90010) of the School shown on the top of this Agreement and attention to the President. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. A notice of cancellation shall be in writing, and 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.



## **L.A. Translation and Interpretation**

L.A. Translation and Interpretation will refund 100% of the amount paid for institutional charges, less a reasonable deposit or application not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal. If the student defaults on a federal or state loan, both the following may occur:

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897.

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).

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

The transferability of credits you earn at L.A. Translation and Interpretation is at the complete discretion of an institution to which you may seek to transfer.

Acceptance of the credits you earn in our M.A. program is also at the complete discretion of the institution to which you may seek to transfer.

If the credit that you earn at this institution are 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 L.A. Translation to determine if your credits will transfer.



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<b>Registration Fee(non-refundable):</b>	
<b>Tuition</b>	
<b>Books</b>	
<b>Additional Fees</b>	
<b>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</b>	
<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM</b>	
<b>CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</b>	

LA Institute of Translation and Interpretation

Payment Plan:

\$ \_\_\_\_\_ . Payments will begin on \_\_\_\_\_ and end on \_\_\_\_\_ .

Total Charges \$ \_\_\_\_\_ Deposit/Discount\$ \_\_\_\_\_ Payer \_\_\_\_\_

Notice:

You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.

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 School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet. \_\_\_\_\_ (Initial)

I understand that this is a legally binding contract. 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

ACKNOWLEDGED and ACCEPTED

\_\_\_\_\_  
Date

I certify that L.A. Translation and Interpretation has met the disclosure requirements of Educational Code 94900 of the Private Postsecondary and Vocational Reform Act of 1989.

\_\_\_\_\_  
Signature and Title of School Official

\_\_\_\_\_  
Date

THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.