

Enrollment Agreement

L.A. Institute of Translation and Interpretation, Inc.

2975 Wilshire Blvd. #640, CA 90010

(213) 368 - 0700

Name of Student : _____

Social Security No. : ____ - ____ - _____ Driver's License / ID No.: _____

Address : _____

Street

City

State

Zip

E-mail : _____ Phone: _____

Emergency Contact Person

Name: _____ Relationship: _____

Phone: _____

When students are unable to understand the terms and conditions of the enrollment agreement due to English not being their primary language, and if recruitment was not conducted in English, they shall have the right to obtain a clear explanation of the enrollment agreement, disclosures, and statements including the terms and conditions and all cancellation and refund policies in their primary language from a qualified school officer, upon their request.

Instruction will be provided at L.A. Translation and Interpretation at 2975 Wilshire Blvd. #640, CA 90010. The institution offers none of its programs via distance learning and currently has no plan to provide it.

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** www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897, (916) 431-6959 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.

Program Information

Program/Major: _____

Program Start Date: ___/___/___ Scheduled Completion Date: ___/___/___

Full Time Part Time

Number of Weeks: _____

Total Number of Credit Hours: _____

Period Covered by the Enrollment Agreement: ___/___/___ to ___/___/___

This agreement is covered by period between the date of starting the program and the date of completion.

Student's Right to Cancel

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. Those students who want to cancel the enrollment agreement or withdraw from the college shall obtain a refund by the following policies and procedures:

- The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee 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 institution shall also provide a pro rata refund paid for institutional charges for students who have completed 60 percent or less of the period of attendance. No refund is made after 60 percent of the attendance period is complete.

Accordingly, the student must exercise his or her right to cancel or withdraw, and the refund policy by ___/___/___.

In order to cancel this enrollment agreement with L.A. Translation and Interpretation, the student shall mail or deliver to the address on the first page of this agreement a signed and dated form of "Notice of Cancellation," "Leave of Absence" or "Withdrawal Notice" along with "Refund Application" to the attention of the L.A. Translation and Interpretation academic affair office. Then, the refund shall be made to the student within 45 days following L.A. Translation and Interpretation's receipt of the cancellation notice. The refund excludes non-refundable registration fees. If a 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, and that, if

the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) 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.

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

Student Tuition Recovery Fund (STRF)

"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."

"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 Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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:

1. 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.
2. 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.
3. 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.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. 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.

6. 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.

7. 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."

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at LA Institute of Translation and Interpretation is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in translation and interpretation 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 are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all 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 LA Institute of Translation and Interpretation to determine if your credits will transfer.

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.

Student Initial

Fees and Charges

Registration Fee	\$ _____	Non-Refundable
Tuition	\$ _____	
Books	\$ _____	
Additional Fees	\$ _____	
Student Tuition Recovery Fund	\$ <u>0.00</u> _____	Non-Refundable

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$ _____
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$ _____
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$ _____

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 THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

THE ENROLLMENT AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE INSTITUTION.

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

Date

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Signature of Student

Date

Signature of School Official

Date

Name and Title of School Official