



Enrollment Agreement

Student Name:	
Student Number:	
Date of Birth:	
Email Address:	
Phone Number:	
Address:	
Last 4 Digits of Social Security Number/Passport:	

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below, as well as attest to receiving a copy of the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner's Regulations.

	Course	Weeks	Total Hours	Tuition Fees	Text books	Non-Refundable Registration Fee	Courier Fee (if required F1 Visa only)	Accommodation placement fee (optional)	Accommodation fee monthly (optional)	Emergency medical insurance (optional)	Total
	General English – Elementary A	10	100	3400	55	100	90	100	295	\$2.25/per day	3555
	General English – Elementary B	10	120	3400	55	100	90	100	295	\$2.25/per day	3555
	General English – Pre intermediate A	10	100	3400	55	100	90	100	295	\$2.25/per day	3555
	General English – Pre intermediate B	10	100	3400	55	100	90	100	295	\$2.25/per day	3555
	General English – Intermediate A	10	100	3400	55	100	90	100	295	\$2.25/per day	3555
	General English – Intermediate B	10	100	3400	55	100	90	100	295	\$2.25/per day	3555
	General English Upper Intermediate A	10	100	3400	55	100	90	100	295	\$2.25/per day	3555
	General English Upper Intermediate B	10	100	3400	55	100	90	100	295	\$2.25/per day	3555
	General English Advanced A	10	120	3400	55	100	90	100	295	\$2.25/per day	3555
	General English Advanced B	10	120	3400	55	100	90	100	295	\$2.25/per day	3555

Start Date: _____
Expected Graduation Date: _____



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Terms and Conditions

Method of Payment: Circle as applicable

<input type="checkbox"/> Payment in full	<input type="checkbox"/> Partial payment	<input type="checkbox"/> Credit card	<input type="checkbox"/> Cash
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Payment Conditions:

All students must have paid in full at least 15 days before arrival. Tuition, accommodation and / or airport transfer details will not be confirmed until all fees have been paid in full.

Enrollment Terms and Conditions as Provided to Students:

1. Payment of Fees - All students must have paid in full at least 15 days before arrival. Tuition, accommodation and/or airport transfer details will not be confirmed until all fees have been paid in full.

2. Insurance - Every student must have appropriate medical insurance.

3. Registration Fee and Accommodation Arrangement Fee - The \$100 Registration Fee and optional \$100 the Accommodation Arrangement Fee are non-refundable.

4. Cancellation and Refund Policy

4.1 For cancellation requests received before the first day of class, or for students who never attend their course (no show), students will be charged only the non-refundable registration and accommodation arrangement fees, plus the fees related to services (courier or insurance) that have already been provided by that date, the sum of which is not to exceed \$500. In addition, student may be liable for fees connected with accommodation cancellation (see section 5 for accommodation cancellation and refund information).

4.2 From the first day of class, no refunds will apply to courses of 4 weeks or less.

4.3 For courses longer than 4 weeks, students who terminate their course or whose course is terminated by the institution for violation of attendance, conduct or satisfactory academic performance policies within the first four weeks will be entitled to a refund of all tuition fees except for those relating to the first 4 weeks.

4.4 For courses longer than 4 weeks, students who terminate their course or whose course is terminated by the institution for violation of attendance, conduct or satisfactory academic performance policies after 4 weeks but before or at the mid-point of their course will be entitled to a pro-rated amount of tuition.

4.5 No refunds apply for courses cancelled after the mid-point.

4.6 Refunds are calculated from the end of the last week the student attended classes.

4.7 Pro-rated refunds will be calculated on a weekly basis. **OHC** considers a partial week to be the same as a whole week.

4.8 **OHC** will make all refunds within 45 days of the date of determination. **OHC** will only refund the person or agency that made the initial payment.

5. Accommodation

- Weekly accommodation providers (this includes the Vanderbilt Residence, the West Side Residence and The Broadway Hotel and Hostel)

5.1 Where cancellations are received in writing at least 15 days before the arrival date, the cost of accommodation will be refunded in full.

5.2 For cancellations received in writing less than 15 days before the first day of the accommodation reservation but before the arrival date, OHC will withhold a cost equal to one week of accommodation.

5.3 After arrival, four weeks' notice is required to change or cancel accommodation.

5.4 Where reservations are made more than one month in advance, first two months' payment must be received at least one month in advance.

5.5 Where cancellations are received in writing at least one calendar month before the arrival date, the cost of accommodation will be refunded.

5.6 For cancellations received in writing less than one calendar month before the first day of the accommodation reservation but



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before the arrival date, OHC will withhold a cost equal to one calendar month.

5.7 After arrival, one calendar months' notice is required to change or cancel accommodation. An administrative fee of \$100 will be applied to any changes.

6. General

6.1 OHC reserves the right to terminate without refund the classes and accommodation of any student whose conduct is clearly inappropriate.

6.2 OHC makes every possible effort to ensure the best deal available for our students. However, if an accommodation provider subsequently publishes a discounted rate, OHC cannot be held responsible for the price difference.

6.3 Minimum age to attend our adult group programs is 16 years old.

7. Approval to Use Photos & Printed Material

I understand that OHC may take my photograph or ask me for written statements during studies which may be used for promotional or marketing purposes in the future. I grant OHC, and its affiliates, the world-wide right to use my first/given name, country of origin, photograph and written statements for any commercial use. **Initial here if you do not wish to grant permission to OHC ____.**

8. Loss / Damage

OHC is not responsible for the loss or damage of any personal belongings brought onto the premises or into accommodation; students are encouraged to have sufficient insurance coverage in the event of loss or damage and to ensure the safe-keeping of their belongings at all times.

9. Force Majeure

OHC is not liable in the event they are unable to fulfill any obligation to which it is contractually bound because of fire, natural disaster, acts of governments, failure of suppliers or subcontractors, labor disputes or other reasons outside our control.

Please read the following and sign beside:

1. I have read, understood and accepted the OHC Enrollment Agreement, including the Terms and Conditions and the Cancellation and Refund policy.
2. I have read and understood the OHC price lists and hereby affirm that I have sufficient funds to pay for all tuition costs, accommodation and all other personal expenses during the full period of my course at OHC.
3. I authorize OHC to take appropriate action in the event of any medical emergency and I understand that I am responsible for all medical bills incurred.
4. If student is less than eighteen (18) years old, a parent or legal guardian signature is required. By signing below, I acknowledge that I have read and understand this agreement or that I am legally authorized to sign it on behalf of the student name above. I understand that the term "Student" as used in this agreement shall, where appropriate, refer to me individually and I accept the obligation that apply to me as a result, including, but not limited to, the payment terms of this enrollment agreement.

Parent/Guardian Name: _____

Relationship to Student: _____

5. I certify that the information provided in this enrollment form is accurate and complete.

Student Name: _____	Authorized Agent Name: _____
Date: _____	Date: _____
Signature: _____	Authorized Agent Certificate Number: _____
	Authorized Agent signature: _____



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I have received a copy of the Student Disclosure Material.

Student Name: _____	Authorized Agent Name: _____
Date: _____	Date: _____
Signature: _____	Authorized Agent Certificate Number: _____
	Authorized Agent signature: _____