



Intensive English Program

Enrollment Agreement

LOCATIONS

San Diego - Fashion Valley Campus	123 Camino de la Reina, Suite 100 East San Diego, CA 92108	Phone: (619) 298-1829
San Diego - La Jolla Campus	3252 Holiday Court, Suite 116, La Jolla, CA 92037	Phone: (858) 453-8185
San Diego- Pacific Beach Campus	919 Garnet Avenue, Suite 216, San Diego, CA 92109	Phone: (858) 581-3969
Newport Beach Campus	1601 Dove Street, Suite 105, Newport Beach, CA 92660	Phone: (949) 883-8868
Las Vegas Campus	3100 W. Sahara, Suite 108, Las Vegas, NV 89102	Phone: (702) 383-4088

School Website: www.ssu.edu
School Email: info@ssu.edu

PLEASE PRINT

Name as it Appears on Passport or State Issued ID _____ Date of Application (MM/DD/YYYY) _____

Current U.S. Street Address _____ Telephone Number _____

City _____ Province/State _____ Postal Code _____ Country _____

Date of Birth (MM/DD/YYYY) _____ Place of Birth _____ Country of Citizenship _____

E-mail Address (Required) _____

Please Check All That Apply:

- I am a United States citizen or permanent resident.
- I am not a United States citizen or permanent resident.
- I am studying under an F-1 Visa.

-SEVIS ID Number _____

PLEASE PRINT

Home Country Address _____ Home Country Telephone Number (Include Country Code) _____

City _____ Postal Code _____ Country _____

HOW DID YOU HEAR ABOUT SSU?

- Referral
- Advertisement
- Walk-In
- Website
- Facebook
- Other

If other please fill in your response _____

Name of Referrer _____

CAMPUS I WANT TO ATTEND:

Please Check One:

Las Vegas Campus: 3100 W. Sahara, Suite 108, Las Vegas, NV 89102

Time of Program:

Please Check One:

- Early Morning
- Morning
- Mid-Afternoon
- Afternoon

TUITION CHARGES:

Las Vegas Campus				
	<input type="checkbox"/> Early Morning Program	<input type="checkbox"/> Morning Program	<input type="checkbox"/> Afternoon Program	<input type="checkbox"/> Mid-Afternoon Program
Time:	7:30am to 12:00pm	9:00am to 1:30pm	12:00pm to 4:30pm	2:00pm to 6:30pm
Cost:	\$195 per 4 weeks* plus applicable fees	\$350 per 4 weeks* plus applicable fees	\$195 per 4 weeks* plus applicable fees	\$350 per 4 weeks* plus applicable fees
Instructional Hours	18 hours per week	18 hours per week	18 hours per week	18 hours per week
Program Length:	30 Months	30 Months	30 Months	30 Months

FEEES ASSOCIATED WITH THE INTENSIVE ENGLISH PROGRAM

Administrative Fees Associated With Each Program				
	Early Morning Program	Morning Program	Afternoon Program	Mid-Afternoon Program
Application Fee: (Non-Refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Domestic Courier Fee	\$25.00	\$25.00	\$25.00	\$25.00
International Courier Fee	\$85.00	\$85.00	\$85.00	\$85.00
International Registration Fee (Non-Refundable)	\$150.00	\$150.00	\$150.00	\$150.00
International Enrollment Fee	\$250.00	\$250.00	\$250.00	\$250.00
Course Material Fee per Quarter (13 Weeks):	\$25.00	\$25.00	\$25.00	\$25.00
Book Fee per Course:	\$65.00	\$65.00	\$65.00	\$65.00
Change of Status Consultation Fee:	\$100.00	\$100.00	\$100.00	\$100.00

Tuition Cost:	\$195 per 4 weeks \$633.75 for entire 13 week course \$6,386.25 for entire 30 month program	\$350 per 4 weeks \$1137.50 for entire 13 week course \$11,462.50 for entire 30 month program	\$195 per 4 weeks \$633.75 for entire 13 week course \$6,386.25 for entire 30 month program	\$350 per 4 weeks \$1137.50 for entire 13 week course \$11,462.50 for entire 30 month program
Student Tuition Recovery Fee Fund** (Non-Refundable)	\$4.00**	\$4.00**	\$4.00**	\$4.00**
Late Fee***	\$19.50***	\$35.00***	\$19.50***	\$35.00***
Credit Card Processing Fee****	\$20.00****	\$20.00****	\$20.00****	\$20.00****
Estimated Total for Entire Program	\$7,061.25 to \$8,959.88	\$12,137.00 to \$14,543.75	\$7,061.25 to \$8,959.88	\$12,137.00 to \$14,543.75

* Applies only to documents sent to SSU from outside the U.S.

**Student Tuition Recover Fee Fund

***Tuition payment is due every 4th Thursday (every four weeks after starting date). If tuition is not received by this deadline, a 10% fee will be added. Continuing students who forget to pay their tuition and continue to attend classes are charged a late fee of 10% and are NOT allowed to attend class until tuition has been paid.

**** There is a \$20 processing fee if the payment made by Credit Card is over \$100.00

IMPORTANT DATES

Program Start Date: _____
(MM/DD/YYYY)

Scheduled Course Completion Date: _____
(MM/DD/YYYY)

Date to Cancel or Withdraw: _____
(MM/DD/YYYY)

This enrollment agreement covers: _____ to _____
(Contract Start Date) (Contract End Date)

PLACEMENT LEVEL

Placement Test Date: _____ Placement Level: _____
(MM/DD/YYYY)

STUDENT LOANS

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. Ed. Code §94911 (f)

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. Ed. Code §94911 (g)(1)(2)

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid for attendance through the first class session or the seventh day after enrollment, whichever is later.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of the Registrar. If the student cancels the Agreement, the School will refund any money that s/he has paid, less any deduction for nonrefundable fees, and for any equipment not returned in good condition; within thirty days after his/her Notice of Cancellation is received.

If a 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. SSU does not currently participate in federal aid programs.

To cancel enrollment and/or obtain a refund, the student must provide written notice to the Office of Registrar, Southern States University, by mail at 123 Camino de la Reina, Suite 100 East, San Diego, CA, 92108, or by email at LMartin@ssu.edu

STUDENT'S REFUND POLICY

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. Students who withdraw before 60% of a quarter is completed are eligible to receive a partial refund of tuition and fees paid. Students have a right to cancel their enrollment agreement and obtain a refund by submitting a *Withdrawal Form* to the Registrar's Office prior to the withdrawal deadline. Only when the completed *Withdrawal Form* has been submitted to the Registrar's Office does the withdrawal become official. The effective date used to determine a refund of fees will be based and computed from the last possible date of class attendance (regardless of whether the student attended).

Refunds will be made within 30 days of official withdrawal, or within 30 days of the date of the last possible day of the student's attendance. The refund distribution will be handled as prescribed by federal and state law, as well as according to accrediting body regulations. The refund procedure is uniformly applied to all students, regardless of the form of their tuition payment. In case of conflicting laws and/or regulations, Federal and/or State regulations will take precedence in that order. A student may receive a refund check only when the refund amount exceeds the balance that he/she owes to the University. The basis for refunds is as follows:

Students who cancel their registration and withdraw from the University on or before the first day of a term are eligible for a full refund of all fees paid for that term (and any future terms that have been prepaid) less the nonrefundable fees. For an example please see below:

$$\text{Refund Amount} = \text{All prepaid amounts} - (\text{non-refundable fees})$$

Students who withdraw from the University after the first day of the term, but prior to completion of greater than 60% of the education program, are entitled to a refund on a prorated basis, less the non-refundable fees. Please see the example below:

$$\text{Refund Amount} = [(\text{all prepaid tuition for the courses being withdrawn from}) \times (\text{weeks left to be completed} / \text{total number of weeks in quarter})] - (\text{non-refundable fees})$$

If the (weeks left to be completed / total number of weeks in quarter) is less than 40%, then no refund is due to the student.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Southern States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the coursework you earn in SSU's Intensive English Programs is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree 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 SSU to determine if your coursework will transfer.

PAYMENT METHODS

Credit Card:



Name on Card _____

(Note: There is a \$20 processing fee if the payment is over \$100.00.)

Card Number _____

Expiration Date _____

Check/Money Order:

Please make check payable to Southern States University, 123 Camino de la Reina, Suite 100 East, San Diego, CA 92108; Phone: (619) 298-1829 Fax: (619) 704-0175. (Note: Any check returned unpaid by the bank will incur a \$30.00 fee)

E check

Bank Wire Transfer:

The following is the information requested concerning your wire transfer:

Bank Name: Wells Fargo Bank
Branch: San Diego - CA

Account Number: 7655659501
Routing Number: 121000248
SWIFT Code: WFBIUS6S

Wire Beneficiary: Southern States University
123 Camino De La Reina Suite 100 East
San Diego, CA 92108

(Note: Wells Fargo Bank charges \$30.00 for the wire transfer fee. Be sure to include this amount to the total fee).

ACCEPTANCE OF ENROLLMENT AGREEMENT

I acknowledge that I am obligated to pay for the program of instruction selected, and for all other services and materials furnished or made available by the school, including any charges made by the school for books and supplies, and any other fees and expenses that I incur upon enrollment. I understand that I will not be able to graduate or receive my diploma prior to full payment of all fees and charges. If the payment plan extends beyond the program completion date, I agree that I am obligated to pay all fees and charges documented on the Fees and Charges page of this agreement, subject to the refund policy which is also documented in this agreement.

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, prior to signing this agreement.

Student Initials

I certify that I have received the Catalog, School Performance Fact Sheet, information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student Initials

I am aware that the SSU General Catalog is located on SSU's website, www.ssu.edu, and is readily accessible to all students and the general public.

Student Initials

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$ _____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$ _____

TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$ _____

This agreement is a legally binding instrument when signed by the student and accepted by the University.

Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it, and that you have been given: (a) a written statement of the refund policy and (b) a chance to review the SSU Student Handbook and the SSU Course Catalog, including a description of the program of study and all material facts concerning the school which are likely to affect your decision to enroll. The SSU Catalog can be found on SSU's home page at www.ssu.edu.

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.

Upon acceptance, a copy of this agreement shall be sent to you for your records.

Southern States University has met the disclosure requirements of Education Code 94810 of the Private and Postsecondary and Vocational Reform Act of 2009.

Student Name (Print)

SSU Representatives Name (Print)

Student Signature

SSU Representatives Signature

Date (MM/DD/YYYY)

Date (MM/DD/YYYY)



STATEMENT OF FINANCIAL SUPPORT – INTENSIVE ENGLISH PROGRAM

A Statement of Financial Support is required of all international students applying to and studying at Southern States University. This form should be completed by the F1 student’s **sponsor** and accompanied by a copy of a **recent bank statement** (within 3 months of the submission of the student application).

- STUDENT’S SPONSOR INFORMATION - WRITE “SELF” IF APPLICANT IS SELF SPONSORED	
FIRST NAME:	
MIDDLE NAME:	
LAST NAME:	
ADDRESS	STREET:
	CITY, STATE, ZIP CODE:
	COUNTRY:
PHONE:	
EMAIL:	

THE INDIVIDUAL NAMED ABOVE WILL PROVIDE CONTINUED SUPPORT FOR:	
SURNAME (FAMILY):	
GIVEN NAME:	
MIDDLE:	
RELATIONSHIP TO SPONSOR:	
NATURE OF SUPPORT PROVIDED (tuition, books, general living expenses, etc.):	
NAME (S) OF SPOUSE AND/OR CHILDREN ACCOMPANYING OR FOLLOWING TO JOIN STUDENT:	

Select one	Intended Length of IEP Study	Bank Statement Minimum Balance for Early Morning/Afternoon Program	Bank Statement Minimum Balance for Morning/Mid Afternoon Program
	4 to 13 weeks	\$3,634	\$4,138
	14 to 26 weeks	\$7,268	\$8,275
	27 to 39 weeks	\$10,901	\$12,413
	40 to 52 weeks	\$14,535	\$16,550
	53 to 65 weeks	\$18,169	\$20,688
	66 to 78 weeks	\$21,803	\$24,825
	79 to 91 weeks	\$25,436	\$28,963
	92 to 104 weeks	\$29,070	\$33,100
	105 to 117 weeks	\$32,704	\$37,238
	118 to 130 weeks	\$36,338	\$41,375

I, _____ (name of sponsor), guarantee financial support for _____ (name of student) for the entire tenure of his/her studies at Southern States University. I also affirm that the information included on this form is true and correct, and guarantee that all attached documentation in support is complete and accurate.

Signature of Sponsor: _____ **Date:** _____



**SOUTHERN STATES
UNIVERSITY**

Waiver of Liability for Field Trips

WAIVER OF LIABILITY FOR FIELD TRIPS

SPONSORED BY SSU

I understand that participation in any school-sponsored field trip is voluntary. Therefore, any loss or injury suffered by me or to my property because of my participation in any activity or use of equipment or facilities during this field trip is my sole responsibility. SSU, its Board of Directors, the field trip leader(s) and the field trip coordinator(s) will not be held liable for any such loss or damage to my person or property.

I have read the above agreement, understand and accept its terms and consequences, and freely, voluntarily and knowingly sign this waiver.

Student Name _____ Email: _____

Student Signature _____ Date: _____

* Is SSU permitted to use your image (including any motion picture or still photographs, poses, acts and appearances or the sound records made by SSU of your voice) for any purposes in connection with promoting SSU and its activities, which may include advertising, promotion and marketing without previous notification?

Yes

No



SOUTHERN STATES UNIVERSITY

Catalog Acknowledgment

I am aware that the current **SSU Catalog** can be found on SSU's website at **www.ssu.edu**, and it is my responsibility to read and familiarize myself with it. I acknowledge that it is my responsibility to comply with the policies and procedures contained in the **SSU Catalog**, and that if I do not I will be subject to the consequences stated therein.

Student Name _____ Email: _____

Student Signature _____ Date: _____