

ALI Agent Agreement Form

Thank you for choosing to partner with the American Learning Institute (ALI)! ALI is an intensive English language program accredited by the Accrediting Council for Continuing Education & Training (ACCET). ALI welcomes all students that meet the school's eligibility requirements.

Party A: American Learning Institute

Party B: Agent Name, *Name of Agency Affiliation if Applicable*

Application Process (New Visa Students)

Party B must provide the following documentation on a prospective student:

- Completed ALI Student Application
- Copy of Student's passport and passport(s) of the dependent(s) if applicable
- Financial statement dated within past 3 months of application date (bank balance is required to show at least **\$18,000 USD, +\$6,000** for each dependent)
- Application fee of **\$300** (includes international mailing of documents)

After Party B has provided all of the above documentation, Party A will issue a Letter of Acceptance and mail the I-20 to Party B.

Party B is responsible for giving the I-20 form to the student, assisting the student in paying the **\$200 I-901 fee** at <https://www.fmjfee.com/i901fee/index.html>, and making a visa appointment with the student's respective embassy.

Party A can only provide acceptance into ALI; it cannot guarantee approval of the visa.

Study Period:

Party A will issue an I-20 form valid for 20 months (the length of a full program at ALI). If and only if the prospective student needs more than 20 months at ALI to complete the academic program, then Party A will extend the valid I-20 for an additional 12 months upon the student's request. As per SEVP regulations, the prospective student has the freedom to transfer out of ALI once he/she has received a letter of acceptance from an SEVP approved transfer in school. The prospective student is still obligated to pay partial or full tuition based on their status of attendance/last confirmed date of attendance at ALI.

Housing and Transportation:

Party A is not responsible for housing or transportation for the prospective students. Party A can suggest housing options, which include hotel accommodations upon arrival and homestay and apartment options upon the prospective student's enquiry; however, Party A is not liable for any unforeseen repercussions for providing housing and/or transportation recommendations.



Terms and Conditions of Contract

Eligibility Requirement:

When asking to become a recruiting agent on behalf of the American Learning Institute, Party B must first refer a prospective student to ALI, along with verifiable credentials regarding the said student.

Ethical Expectations:

Party B must understand and comply to relevant ACCET regulations and general school policies on accepted methods and standards of advertising and recruitment, which state:

“An institution and/or its representatives must not make misrepresentations including any false, erroneous or misleading statements in writing, visually, orally, or through other means that have the capacity, likelihood, or tendency to deceive or confuse a student, prospective student, member of the public, or accrediting, federal, or state agencies. Misrepresentations are prohibited in all forms, including advertising, promotional materials, or in the marketing or sales of the institution’s courses and/or programs.”

- ACCET Document 30, “Policy on Recruiting, Advertising, and Promotional Practices”-

Termination Clause:

During the period under contract, Party A possesses the right to unilaterally terminate the contract of Party B should Party A find any probable cause that Party B has violated and/or failed to meet the ethical standards of any of the following:

- SEVP-Regulations on International Students
- ACCET Regulations on Ethical Advertising and Marketing
- General ethical and moral decorum on recruiting and advertising

Monetary Compensation

Due to legal reasons, Party A is unable to offer any monetary compensation solely for student referrals to the school. Party B will receive 0% commission for completing the application process on behalf of a student.

At the end of a term, Party A will review the paid tuition and record of attendance of the recruited student(s)* to monetarily compensate Party B with a one-time commission only under the following circumstances:

- Party A has received the required documents, verifiable and authenticated, of the prospective student(s) for the admissions process.
- The student has enrolled in and attended classes at the American Learning Institute.

ACADEMIC CALENDAR 2019

	Trimester 1	Trimester 2	Trimester 3
REGISTRATION			
Early Registration Period	(2018) December 10-28	April 15-26	August 12-23
Registration Deadline	(2018) Friday, Dec. 28	Friday, April 26	Friday, August 23
Late Registration* (<i>late fees</i>)	January 2-4	April 29-May 3	August 26-30
New Student Orientation	Thursday, January 3	Thursday, May 2	Thursday, August 29
CLASS DATES			
First Day Class Begins	Monday, January 7	Monday, May 6	Tuesday, September 3
Last Day Class Ends	Friday, April 12	Friday, August 9	Friday, December 6
TESTS (Exam scores will be available one week after exam. TOEFL-ITP scores will be available two weeks after exam.)			
Placement Tests	(2018) December 10-28	April 15-26	August 12-23
Mid-Term Exams	February 20-21	June 19-20	October 16-17
Final Exams	April 10-11	August 7-8	December 4-5
TOEFL-ITP Exam	Friday, February 22	Friday, June 21	Friday, October 18
PAYMENT DEADLINES* (Please pay tuition by the Friday listed below to avoid late fees.)			
1 st Installment	(2018) Friday, Dec. 28	Friday, April 26	Friday, August 23
2 nd Installment	Friday, January 25	Friday, May 31	Friday, September 27
3 rd Installment	Friday, February 22	Friday, June 28	Friday, October 25
LATE FEE (Late fees continue to increase by \$50 each week.)			
1 st week late (\$25)	January 2-4	April 29-May 3	August 26-30
2 nd week late (\$50)	January 7-11	May 6-10	September 3-6
3 rd week late (\$100)	January 14-18	May 13-17	September 9-13
NO CLASSES			
Holidays (Office will be closed)	(2018) December 31 & January 1- New Year's Day January 21- Martin Luther King February 18 - Presidents Day	May 27- Memorial Day July 4-Independence Day	September 2-Labor Day October 14- Columbus Day November 28 - Thanksgiving Day December 24-25 Christmas
One Week Break (Office will be open except on above holidays)	March 11-15	July 8-12	November 25-29
Trimester Break (Office will be open)	April 15-May 3	August 12-30	December 9-January 3
Field Trips will be posted each trimester when event has been confirmed.			

* Tuition refunds are prorated for returning students through week 6. New students are required to pay the first four weeks of their tuition if transferring out within the first four weeks of school while the refunds are prorated if transferring out during week 5 or 6.

* Starting week 7, no refunds are given and students are responsible for paying their full tuition before transferring out.

Office Hours

School Days:

Monday –Thursday 8:30am-10:30pm

Non-School Days:

Friday and Breaks 9:00am-5:00pm

Holidays and Weekends:

Closed



TRIMESTER 1

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

TRIMESTER 2

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

TRIMESTER 3

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

CANCELLATION AND REFUND POLICY

A. CANCELLATION

1. REJECTION OF APPLICANT:

If an applicant is rejected for enrollment, or if a prospective student has his/her Visa application rejected, a full refund of all monies paid, less non-refundable charges, will be made.

2. PROGRAM CANCELLATION:

If ALI cancels a program subsequent to a student's enrollment, ALI will refund all monies paid by the student.

3. CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:

Except under the circumstance identified in **Section (4)**, below, 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 or incurred by ALI, less non-refundable charges.

4. CANCELLATION PRIOR TO THE START OF CLASS OR NO SHOW:

If an applicant accepted by ALI enters the United States on an I-20 obtained through the institution and **subsequently** cancels prior to the start of scheduled classes or never attends class (no show), the institution may retain all the tuition charges for up to **six weeks** of the first term, and a maximum total of **\$500** identified non-refundable charges.

B. WITHDRAWAL OR TERMINATION AFTER START OF CLASS

1. PRORATED REFUNDS WILL BE CALCULATED ON A WEEKLY BASIS

When determining the number of weeks, the institution will **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 TERM/SESSION – AFTER THE CLASS START DATE**

For students whose last day of attendance occurs at any point in the first four weeks, the institution may retain the charges applicable to the first **four weeks**. For students whose last day of attendance occurs after the first four weeks but before or at the midpoint of the term/session, the institution may retain a **prorated** amount of tuition. For students whose last day of attendance occurs after the midpoint, the institution may retain **all of the charges** for that term.

3. **SUBSEQUENT TERMS/SESSIONS – AFTER THE START DATE**

For students who have completed the first term/session at ALI but whose last day of attendance occurs before or at the midpoint of any subsequent term/session, the institution may retain a **prorated** amount of tuition up to the midpoint. For students whose last day of attendance occurs after the midpoint of any subsequent session, the institution may retain **all of the tuition** for that term/session.

C. REFUND DUE DATES

If an applicant never attends class (no-show) or cancels prior to the class start date, all refunds due will be made within **forty-five (45) calendar days** of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within **forty-five (45) calendar days** from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to the institution or 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.



STUDENT ENROLLMENT AGREEMENT

Tuition and Fees (per trimester) * Tuition includes books and testing fees

	2018 Trimester 1	2018 Trimester 2	2018 Trimester 3
Option #1: Tuition paid in full	USD 2000	USD 2000	USD 2000
Option #2: Tuition paid in three installments *Includes non-refundable installation fee on first installment.	USD 2200 (\$900/\$700/\$600) <small>*Includes \$200 non-refundable installment fee on first installment.</small>	USD 2200 (\$900/\$700/\$600) <small>*Includes \$200 non-refundable installment fee on first installment.</small>	USD 2200 (\$900/\$700/\$600) <small>*Includes \$200 non-refundable installment fee on first installment.</small>
<i>Late registration fee</i> Non-refundable	<i>USD 100</i>	<i>USD 100</i>	<i>USD 100</i>

Registration: All students must register two weeks prior to the commencement of the trimester.

Late Registration: Students registering for classes the week prior to the first day of the trimester will be charged a **late registration fee**, which is **non-refundable**.

Deadline: ALI takes student registrations until the last Friday before classes begin. Thereafter, students who wish to register after the enrollment deadline should wait for the next available trimester.

Payment

At the time of registration, students are strictly responsible for paying the full trimester’s tuition. ALI provides an installment plan for students, **if and only if, the student agrees and accepts full tuition liability for the applicable trimester**. Students will be charged a non-refundable installment fee on the first installment.

Payment Due Date

If student has agreed to pay full trimester’s tuition in installments, such monthly installment payments must be submitted **by the dates posted in the Academic Calendar**. An additional fee will be assessed for any late payment. Students who make payments after the due date will incur an additional fee.

During the 1st week late: additional \$25 will be assessed in addition to the tuition.

During the 2nd week late: additional \$25 will be assessed to the previous week’s total amount.

From the 3rd week late: **additional \$50** will be assessed per week to the previous week’s total amount.

A student may not register for courses in a new trimester if he or she has any unpaid bills or charges from previous trimesters, or has not made acceptable financial arrangements with the school to ensure full payment in the trimester. Students are not permitted to have a transcript or other information forwarded or to graduate until their financial accounts are cleared. Any student accounts forwarded to collections for non-payment are subject to additional fees and collection efforts, as allowed by law.