

**ALI RICHARDSON  
FLEXIBLE ENGLISH PROGRAM  
APPLICATION**

**How did you hear about ALI?** \_\_\_\_\_

**History:** Have you ever attended ALI Richardson in the past?  No  Yes—Date of Withdraw: \_\_\_\_\_ Reason for Withdraw: \_\_\_\_\_

**Applying for**  1<sup>st</sup> Trimester (Jan - Apr)  2<sup>nd</sup> Trimester (May - Aug)  3<sup>rd</sup> Trimester (Sep - Dec) of Year 20\_\_\_\_\_

**Application Fee:** (Fees are non-refundable: *Initial* \_\_\_\_\_) \$50

**Course Selection: Students enrolling in the Flexible English Program may select one class per term.**

Listening/Speaking  Reading/Writing

**Applicant:** \_\_\_\_\_  
*Family Name First Name Middle Initial*

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Gender:**  
 Male  
 Female

**Place of Birth:** \_\_\_\_\_ **Country of Citizenship:** \_\_\_\_\_  
*City Country*

**Contact Information:** \_\_\_\_\_  
*Telephone Cell Phone E-mail*

**Address in U.S (If known):**

\_\_\_\_\_  
*Street Suite/Apt. City State or Province Zip code*

**Emergency Contact Information:**

\_\_\_\_\_  
*Family Name First Name Relationship Phone Number E-mail*

**Applicant's Certification:**

I certify that the answers and responses provided for all of the items on the **ALI Application Form** are complete and true to the best of my knowledge and belief. I understand that providing incomplete, incorrect, or false information may result in the rescission of my admission and subject me to the requirements and/or disciplinary measures as provided under the **ALI Student Handbook and all policies**.

I also agree to accept full responsibilities for my actions while participating in the program and any related activities, including but not limited to, excursions and agree to assume responsibilities for all injuries that may occur from my participation.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## 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'S ACKNOWLEDGMENTS

1. If accepted, I will comply with laws, regulations, and rules of federal, state, and local governments.
2. If accepted, I will comply with rules and regulations of American Learning Institute.
3. ALI has provided me a copy of or has informed me that a Student Handbook is available for my review at ALIDallas.com.
3. I certify that: (a) I understand the cancellation and refund policy, (b) I have made true and correct statements, (c) All information provided is accurate and no material omission has taken place, (d) All materials provided herewith are accurate and a true copy of the original (if not an original), and (e) ALI will rely on information provided herewith and any misrepresentation or material omission would make me ineligible, cancellable, dismissible, or terminate-able from ALI

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_



## STUDENT ENROLLMENT AGREEMENT

### Tuition and Fees (per trimester)

	2020 Trimester 1	2020 Trimester 2	2020 Trimester 3
Option #1: Tuition paid in full	<b>USD 900</b>	<b>USD 900</b>	<b>USD 900</b>
Option #2: Tuition paid in two installments	<b>USD 1,000</b> (\$500/\$500)	<b>USD 1,000</b> (\$500/\$500)	<b>USD 1,000</b> (\$500/\$500)
	* Includes \$100 non-refundable installment fee on first installment	* Includes \$100 non-refundable installment fee on first installment	* Includes \$100 non-refundable installment fee on first installment
* Tuition includes books and testing fees			

**Registration 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 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.**

By signing this agreement, I am acknowledging and certify the following;

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|--|----------------------|
| (1) I have read and understand ALI’s Student Handbook,                               | <i>Initial</i> _____ |
| (2) I am aware of my obligation to ALI,  | <i>Initial</i> _____ |
| (3) I will comply with laws and regulations of federal, state, and local government. | <i>Initial</i> _____ |

Signature of Student	Printed Name of Student	/ / Date
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Signature of Authorized School Official	Printed Name of Authorized School Official	/ / Date
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