



SHEPHERD SCHOOL IN LAS VEGAS
1280 S. Jones Blvd #120 Las Vegas, NV 89146
Tel. 702.735.6622, Fax. 702.735.5422

Revised 12-01-2015 **Shepherd School of Language**
ENROLLMENT AGREEMENT

Welcome to Shepherd School of Language (SSL) in Las Vegas. It is a requirement that every student receives a copy of the enrollment agreement, signed by the student and by an authorized representative of SSL. We will do our best to assist you, while staying within the guidelines set down by the state of Nevada. Please complete the form and submit with your Admission Application.

STUDENT INFORMATION:

SEVIS ID #: N _____

First Name	M.I. (optional)	Last Name	
Address	City	State	Zip Code
Date of Birth	Current Phone Number		

PROGRAM INFORMATION:

The Student requests enrollment in a course/program whose title and objective is described in the School Catalog as: **INTENSIVE ENGLISH PROGRAM (IEP)** consisting of: 32 Weeks per Level, for 20 Hours per Week and 320 hours per two-month sessions for a total of _____ Clock Hours. According to the results the placement exam results, the student will start in the following level:

- Basic Proficiency (1A & 1B) Intermediate Proficiency (2A & 2B) Advanced Proficiency (3A & 3B)

COURSE SCHEDULE:

Classes are in session Monday through Thursday from _____ 9:00 _____ am until _____ 1:45 _____ pm.

The course is scheduled to start _____ / _____ / _____ and is scheduled to complete on _____ / _____ / _____.

Successful graduates of the course will receive a Certificate.**

***total contract time and estimated fees and may change according to student's progress*

Current Academic Session/Year:

- Spring I 20 _____ Spring II 20 _____ Summer I 20 _____ Summer II 20 _____ Fall I 20 _____ Fall II 20 _____

TUITION FEES & POLICIES:

Fees are payable prior to the start class date, unless other arrangements are made. Students are to place a _____ month deposit on the total contract price, plus administrative fees, and cost of textbooks prior to the start of class. Students will then be charged per month tuition every month until completion.

APPLICATION FEE:	\$ 95.00	(non-refundable one-time fee)
SEVIS FEE:	\$	(non-refundable & if paid by SSL)
Express Mail FEE:	\$	(non-refundable & if applicable)
ESTIMATED TOTAL TUITION FEE:	\$	() months
MATERIALS FEE:	\$	
SCHOOL HAS RECEIVED:	\$	
BALANCE OWED:	\$	
PAYMENT METHOD: (check one) <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CASH <input type="checkbox"/> CHECK <input type="checkbox"/> WIRE TRANSFER		

Please note that any credit card payment or refund by credit card is subjected to a 3% charge.

I understand that this is a legally binding contract. I have received a copy or have access to an electronic copy of the current catalog and fact sheet of the Shepherd School of Language in Las Vegas, the provisions of which I have read and understood all provisions of this agreement. 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.

Student Signature

Date

REFUND & CANCELLATION POLICY (Prior to start of class):

If SSL does not accept your application or you cancel your enrollment agreement or your F-1 visa / status application is rejected, SSL will full refund all pre-paid tuition and housing fees collected. Note that **application fee, health plan fees, materials fee (books), and/or wire transfer fees will not be refunded.**

If you enter the US on a student visa / status sponsored by SSL and cancel your program or do not show up for class, SSL will retain any actual housing costs (up to \$500) incurred by SSL and the first Six (6) weeks of tuition as a non-refundable fee. Student health plan fees are not refundable (if applicable).

You have the right to cancel your enrollment agreement and obtain a refund of tuition charges prior to attendance on the first day of class. Cancellation occurs when the student gives a written notice of cancellation or withdrawal to the Campus Director. The student can also mail, hand deliver or fax the cancellation. If sent by mail, it is effective when deposited in the mail, properly addressed with prepaid postage.

Cancellation notices are to be mailed to: SSL, 1280 S. Jones Blvd, Suite 120, Las Vegas, NV 89146.

If you cancel your enrollment agreement with SSL, a refund will be initiated by completing a Notice of Cancellation/Withdrawal form. Refunds will be made within 30 calendar days of your cancellation, withdrawal or termination from the program. SSL follows all applicable state and federal regulations, including those related to student refunds.

REFUND & CANCELLATION POLICY (After start of class):

SSL is not obligated to make any refunds to students who are terminated due to violation of SSL disciplinary and/or attendance policies or local, state, or federal law.

First session: SSL retains the tuition charges for the 4 weeks before or at the mid-point of the session (8 weeks), For students who withdraw after the midpoint, SSL may retain all of the charges for the first session.

After First session: If students withdraw before or at the midpoint of each month, SSL may retain a prorated amount of tuition up to the midpoint (2 weeks). If students complete more than midpoint of each month, you will not be eligible for a refund of tuition.

EXAMPLE CALCULATION: \$95 paid (Application Fee) + \$1,190 paid (1 session = 8 weeks = 2 months) = \$297.50*
(Application fee (\$95) & 6 weeks of tuition will be retained =\$892.50)

**Student arrives in the US on an SSL sponsored visa and does not show up for class*

If you are currently enrolled for a month (4 weeks), but cancel under the 50% completion mark of the session (before week 2), refunds will be calculated from your **last recorded day of attendance (LDA)** and will be prorated on a weekly basis. SSL counts any part of the week that you studied as a full week of attendance for refund calculations.

EXAMPLE CALCULATION: \$595 paid for a month (4 weeks) – \$297.50 (2 weeks pro-rated tuition) = \$297.50 Refunded **

***Student enrolls, but cancels under 50% of completion mark of the session, weekly prorate amount is \$148.75*

The school will refund money collected from a third party on the students behalf if the school cancels or discontinues the course of study that the student is enrolled in, or if the student drops out. If any part of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds. If a student obtains a loan to pay for his or her educational program, the student will have the full responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Administrative Offices, Classrooms & Main Campus Address: 1280 S. Jones Blvd. #120 Las Vegas, NV 89146 www.ssl.edu

The School reserves the right to postpone training in the event of a national disaster, acts of God, such as fire, flood, earthquake and/or labor disputes, equipment failure, for a maximum of 30-days. The Student will be duly notified and compensated if applicable. The School reserves the right to withdraw a scheduled program if enrollment is insufficient to make up a class. All monies paid will be refunded, less the registration fee.

I understand that this is a legally binding contract. I have received a copy or have access to an electronic copy of the current catalog and fact sheet of the Shepherd School of Language in Las Vegas, the provisions of which I have read and understood all provisions of this agreement. 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.

Student Signature

Date

My signature below certifies that I am an authorized representative of this School and that I have personally explained the institution's cancellation and refund policies to the Student.

School Representative

Date

This enrollment agreement is required by the State of Nevada. Enrollments may not be shared, sold or transferred as required by the State of Nevada. Any questions or problems that have not been satisfactorily answered or resolved should be directed to the Nevada Commission on Postsecondary Education, 1820 East Sahara Avenue, Suite 111, Las Vegas, NV 89104.

SSL does not provide placement assistance for its students nor transfer or grant credit in Nevada for previous training.