





# Application/Enrollment Agreement

## REFUND AND CANCELLATION POLICY

**General:** SSL reserves the right to postpone programs in case of a national disaster, acts of God, such as fire, flood, earthquake, and/or labor disputes, or equipment failure for 30 days. SSL reserves the right to withdraw students from the program if enrollment is insufficient to make up a class, and all monies paid will be refunded.

**Administrative Withdrawal:** When no notice of withdrawal (written or verbal) is provided, SSL automatically administratively withdraws a student from the program, and any refunds will be processed on behalf of the student if a student: (a) has not been registered by the last business day of the second week of the session without submitting required supporting documentation. (b) has been absent for a maximum of 8 consecutive class days. (F-1 only: I-20 will be terminated on the following business day)

**Refund Due Dates:** SSL follows all applicable state and federal regulations, including those related to student refunds. If an applicant never attends class (no-show) or cancels the enrollment before the class start date, all refunds due must be made within 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 must be calculated using the LDA and be paid within 45 calendar days from the DOD. The DOD is (a) the date the student gives notice of withdrawal to the institution, (b) the date the institution administratively withdraws the student, or (c) 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. If a student provides advance notice of withdrawal, such that the 45-day window ends before the LDA, the refund will be paid within 45 calendar days from the LDA.

**Cancellations:** Rejection of Applicant: If an applicant is rejected for enrollment by SSL, or if a prospective student's visa application is rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$500 non-refundable charges. Program Cancellation: If SSL cancels a program after a student's enrollment, SSL will refund all monies paid by the student. Cancellation Before the Start of Class or No Show: Except under the circumstance identified in \*, if an applicant accepted by the SSL cancels before the start of scheduled classes or never attends class (no show), the SSL will refund all monies paid, less a maximum total of \$500 identified nonrefundable charges. \*Cancellation Before the Start of Class or No Show: If an applicant either accepted by the SSL enters the United States on an I-20 obtained through the institution (Initial I-20) or receives approval for a change of visa status with an I-20 issued by the institution (Change of Status) and subsequently cancels before the start of scheduled classes or never attends class (no shows), the SSL may retain: (a) For an enrollment period of fewer than 12 weeks, all the tuition charges for up to four weeks of the first session, and a maximum total of \$500 for non-refundable charges. (b) For an enrollment period of 12 weeks or more, all the tuition charges for up to six weeks of the first session and a maximum total of \$500 for non-refundable charges.

**Withdrawal or Termination after Start of Class:** First Period of Financial Obligation: For students whose LDA occurs at any point in the first four weeks of their initial period of financial obligation, the SSL may retain the charges applicable to the first four weeks. For students whose LDA occurs after the first four weeks but before or at the mid-point of their period of financial obligation, the institution may retain a prorated amount of tuition. Subsequent Periods of Financial Obligation or Enrollment Periods: For students who have completed the first period of financial obligation or extended their enrollment at the institution but whose LDA occurs before or at the midpoint of any subsequent period of financial obligation, the institution may retain a prorated amount of tuition for that period. For students whose LDA occurs after the midpoint in either case, the SSL retains all the tuition for that period. Any tuition paid for the balance of the program will be refunded in full.

If the student requests any paid service to get a refund, the student will be responsible for all necessary expenses related to a refund. i.e., processing fee, bank charge, mailing service fee, wire transfer fee, etc.

## PHOTO RELEASE

I grant permission to SSL to use photographs taken of me in school publications such as websites, social media, recruiting brochures, newsletters, and magazines, to use the pictures on display boards, and to use such photographs in electronic versions of the same publications or on school website of other electronic forms or media, and to offer them for use or distribution in other non-school publications, electronic, or otherwise, without notifying me. I hereby waive any right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photograph. I hereby agree to release, defend, and hold harmless The Shepherd School of Language and its agents or employees, including any firm publishing and/or distributing the finished product in whole or in part, whether on paper or via electronic media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any misuse, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in taking, processing, reduction or production of the finished product, its publication or distribution. I have read this release before the initial below, and I fully understand the contents, meaning, and impact of this release.

Initial (required)

## FIELD TRIP ASSUMPTION OF RISK & WAIVER

I will participate in The Shepherd School of Language field trip as part of the Intensive English Program (IEP) in which I am enrolled. I hereby acknowledge that I have voluntarily and freely elected to participate in this field trip and am not required to do so. I understand and agree that The Shepherd School of Language and/or its representatives assume no liability in the event of accident or illness, nor for damage or injury to person or property of any nature whatsoever from the time I depart from The Shepherd School of Language campus until the time I return. In participating in this field trip, I voluntarily and freely assume all risk of accident, injury, illness, or damage to or loss of property. The Shepherd School of Language shall not be responsible to any person for my acts or omissions. I agree to release, indemnify, and hold harmless The Shepherd School of Language from and against any claim I, my parents or guardian, or any other person may have for any losses, damages, or injuries arising from or in connection with my participation in field trips. I am competent to execute this Assumption of Risk and Waiver; that in doing so of my own free will and accord, voluntarily and without coercion, and that I do so intending to bind myself, my executor, my heirs, and administrators or assigns to the fullest extent.

Initial (required)

► My signature below certifies that I understand that this is a legally binding contract. I was provided a copy or had access to an electronic copy of the Student Handbook of the Shepherd School of Language, this enrollment document, and given ample opportunity to review and understand the terms and conditions of enrollment, including the SSL's refund policy, before signing the enrollment agreement. I fully understand the contents, meaning, and impact of these policies and procedures of this agreement. I know I am free to address any specific questions regarding this policy by submitting those questions in writing before signing. I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of these policies and procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## OFFICIAL USE ONLY

► My signature below certifies that I am an authorized representative of this school and that I have personally explained SSL's cancellation and refund policies to the student.

\_\_\_\_\_  
School Representative