



Main Campus
 1442 Biscayne.
 Miami Fl. 33132
 Phone (305) 377 8817

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ATLANTIS LANGUAGE INSTITUTE ENROLLMENT AGREEMENT

STEP 1: COMPLETE PERSONAL INFORMATION

To be eligible to apply for ALI's ESL program, prospects must be 16 years old, or older. Students must present an ID card. Parenthood representation is required for applicants under 18 years of age during the enrollment process

I hereby declare that I am 16 years old, or older. I'm applying for enrollment at Atlantis Language Institute. A representative has explained to me the program details and terms of the Enrollment Agreement.

Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Country: _____

Email address: _____

Contact Phone numbers:

Home: _____ Work: _____ Cell: _____

Emergency contact name & phone number: _____

STEP 2: STATE YOUR PROGRAM at ALI

I hereby apply for admission to the Program indicated below.

Entire PROGRAM	PROGRAM levels/courses	Course Length	COST (per level)
___ All 5 levels 800 contact hours 40 weeks	ESL1 ___ ESL2 ___ ESL3 ___ ESL4 ___ ESL5 ___	160 contact hours/level 8 weeks each level	\$1600.00

CREDENTIAL TO BE AWARDED:

Upon satisfactory completion of each level: ALI's **Certificate of Completion**

Upon satisfactory completion of the PROGRAM (5 LEVELS): **ALI's Diploma**

Applicant Statement of Commitment

I commit to observe and meet all the academic and administrative responsibilities towards my successful completion of all courses.

I understand that the course textbook, the Lab software and other possible learning materials mean additional costs and are to be paid by the students in a timely manner.

I understand that the cost of the books required for each level is subject to the student's own diligence; in all cases the student must have the book handy on the first day of classes.

I understand that I must devote individual practice of my skills as required on this program. The access to the Lab software implies a one time payment included in the cost of tuition. This payment grants 24-7 unlimited access to Burlington English for as long as the student remains enrolled in this ESL program.

I understand that admission to Atlantis Language Institute **does not** constitute admission to Atlantis University. However, I'm aware that, being an active ALI's student, awards me the right to receive the same services offered to Atlantis University active students.

STEP 3: TUITION, PAYMENT PLANS, AND TERMS OF PAYMENT

Application fee: There is a one-time application fee of \$ 90.00 for ATLANTIS Language Institute. Fee is non-refundable and should be paid upon issuance of this document.

Please check: I am paying the Application Fee of \$90.00.



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TERMS OF PAYMENT

Please, select one:

Plan One: Full payment at time of signing enrollment agreement. Total: \$ _____

Plan Two: Payment Schedule as follows:

Initial Deposit	Number of further installments	Amount per installment	Payments due date
\$ _____	_____	\$ _____	<input type="checkbox"/> Monthly <input type="checkbox"/> Other (Specify) Same day each payment beginning on: ____/____/____

Compliance with Financial Duties:

___ I understand that there are eight (8) weeks of instruction and practice for each level.

___ I hereby acknowledge my commitment to a minimum first payment of sixteen (16) weeks (2 levels) on this agreement.

___ I acknowledge that a late fee of 6% over payment due may be assessed to past due balances

ALL important disclosure: Tuition for the program is as shown on this document. There is no carrying interest connected to the program, nor are there any other charges beyond the ones exposed in this agreement. Contracts are not sold to a third party at any time.

The student's final official transcripts, Certificates and Diploma of Completion will remain on hold until all fees and financial obligations have been met.

SCHEDULE, TIME, AND ATTENDANCE

This agreement covers an initial tuition period for two (2) levels: ___ **ESL 1** ___ **ESL 2** ___ **ESL 3** ___ **ESL 4** ___ **ESL 5**

___ I hereby agree to schedule my class as follows:

(Start date) Beginning on ____/____/____ Anticipated completion: ____/____/____

(Days of the week attending) ___ MONDAY ___ TUESDAY ___ WEDNESDAY ___ THURSDAY ___ FRIDAY

Class time: Daily from: ____:____ AM PM through ____:____ PM

Note: Registration begins 6 weeks prior to the first day of class and ends one week after the first day of class.

CANCELATION AND RETURN POLICY

1. A cancellation from the program may be in writing or verbally.
2. A cancellation made after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Registration fee
3. If the applicant made an initial deposit and is not accepted by the Atlantis Language Institute prior to the beginning of the program, all tuition fees will be refunded
4. If the student cancels within three (3) business days after signing the Enrollment Agreement, all tuition fees will be refunded
5. Courses can be dropped from the student's schedule during the first week of the course without financial penalties for the student.
6. Withdrawal or termination from the program prior to 20% completion of the registered courses in the term will result in a prorated refund of tuition.
7. A cancellation after completing 20% of the registered courses in the term will result in no refund, and students will be responsible for the total cost of the program as agreed on this document
8. The termination date for refund computation purposes is the last date of actual attendance by the student.
9. Refunds will take place within 30 days from the day the school determines the student drop status.
10. For students with five (5) consecutive unexcused absences, the date of termination will be defined within 14 days from the last date of attendance, or the date in which the student provides an official notice to the school of the intention to withdraw from the program.

Other Terms and Conditions. A student may be terminated for creating a safety hazard to other students, disobedient or disrespectful behavior to faculty or other students, unsatisfactory academic progress, poor attendance, unprofessional conduct, excessive absence or lateness, failure to pay fees when due, cheating, falsifying records, breach of enrollment agreement, entering the ATLANTIS Language Institute site while under the influence or effects of alcohol, drugs, or narcotics, of any kind, carrying a concealed or potentially dangerous weapon or sexual harassment or harassment of any kind. Terms of the refund policy will apply. The Institute will provide its graduates with assistance and job leads upon graduation, but cannot guarantee job placement or employment.

Step 4 READ & SIGN

Notice to student: Sign this Enrollment Agreement with full acknowledgement of its entire content. You are entitled to refuse signing if it contains any blank spaces. You are entitled to an exact copy of this signed document. Keep it to protect your legal rights.



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Enrollment Agreement Disputes/Arbitration Policy

The institute's enrollment agreement is the legal binding document between the student and ALI. Atlantis Language Institute and Atlantis University reserve the right to make changes as required or necessary to their course offerings, curricula, academic policies and other regulations affecting the students, to be effective whenever determined by any of the institutions. ALI states that such changes will govern current and formerly enrolled students. Enrollment of all students is subject to this statement. Changes will be publicly accessible for the students in the facility and timely updated on handbooks and websites.

_____ Student Initials

____ I have read the terms and conditions contained in this Enrollment Agreement and understand that this Agreement constitutes a binding contract upon written acceptance by the Atlantis Language Institute

____ I have received a copy of this Enrollment Agreement. It is signed by the school and me as a student/parent.

Student signature _____

Date _____

Parent/guardian signature if student's age is under 18 _____

FOR ALL USE ONLY

Applicant Credit Card information

Name on card: _____

Card number: _____ Expiration date: ___/___/___

Payment has been received as shown below:

Initial Deposit: \$ _____ Tuition: \$ _____

Date ___/___/___

Signature of Director of Admissions: _____

Title: _____

Signature of Authorized School Representative: _____

Title: _____

Acceptance date: Date ___/___/___