



# Anaheim University

**The period covered by the Enrollment Agreement:**

**January 1 - December 31, 2023**

## TESOL Student Enrollment Agreement

Anaheim University • 1240 S. State College Blvd. Room #110 • Anaheim, CA 92806 USA

Tel: 714-772-3330

Fax: 714-772-3331

E-mail: registrar@anaheim.edu

Website: <http://www.anaheim.edu>

FOR EDUCATIONAL SERVICE SUBJECT TO ARTICLE 6 BUT NOT ARTICLE 7 OF THE PRIVATE SECONDARY AND VOCATIONAL EDUCATION

### 1 Agreement for Educational Services

This is an agreement for educational services provided by Anaheim University to the student named on page 4 of this Student Enrollment Agreement. Anaheim University is not a public institution. Once this document is signed by the student and approved by Anaheim University, it legally obligates both Anaheim University and the student. This enrollment agreement becomes legally binding when signed by the student & accepted by the institution.

### 2a Program Description : MA in TESOL

#### Title of Program: Master of Arts degree program in Teaching English to Speakers of Other Languages (MA in TESOL)

**Description of Program:** Procedurally, the material reflects the experiential, task-based philosophy being advocated for the teaching of foreign languages. The program offers principled links between theory, research and practice in language teaching and learning through modules with a solid pedagogical foundation, namely, Second Language Teaching and Learning, Classroom Management and Observation, and Second Language Classroom Research. Extensive knowledge of language and learning is gained through Grammar, Phonology, and Discourse Analysis courses, and specialized skills and knowledge are developed through the professional modules: Curriculum Development, Second Language Acquisition, Research Methods, and Classroom-Based Evaluation. Finally, the research portfolio gives students the opportunity to carry out and present their own detailed empirical research.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

#### Program Completion Requirements:

**Total number of required units: 44 units**

**Method of Instruction:** Online Courses: Reading of textbooks and submission of assignments; weekly 90-minute real time online classes and discussion forums with professor & students

**Online Intensive Seminars:** Anaheim University holds an annual three-day Online Intensive Seminar and students are required to attend two during their program.

**Residential sessions:** There is no residential session requirement.

**Start Date:** \_\_\_\_\_ Please see enclosed schedule of courses offered.

**Scheduled Completion Date:** \_\_\_\_\_ Within 2.5 years from commencement of program. Maximum time allotted to complete program - 3 years from date of matriculation. Students are required to enroll in a course every time a course that is needed for their program completion is offered. Students completing their thesis or research portfolio must remain enrolled each term until their program requirements have been completed in their entirety and they have received final written approval on the completion of their thesis or research portfolio. Students may be granted an extension on the 3-year program length limit only after receiving written approval from the Program Director, the Office of the Registrar, and the Office of Financial Affairs. Each course is equivalent to 180 hours of study over a 9-week period. New courses begin every 10 weeks.

Should you wish to exercise your right to cancel or withdraw from this agreement, you must do so by the following date: \_\_\_\_\_

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study

### 2b Program Description : Graduate Diploma in TESOL

#### Title of Program: Graduate Diploma in Teaching English to Speakers of Other Languages

**Description of Program:** Procedurally, the material reflects the experiential, task-based philosophy being advocated for the teaching of foreign languages. The program offers principled links between theory, research and practice in language teaching and learning. Students select six courses from a choice of 10, which include Second Language Teaching and Learning, Classroom Management and Observation, Second Language Classroom Research, Grammar, Phonology, and Discourse Analysis courses, and Curriculum Development, Second Language Acquisition, Research Methods, and Classroom-Based Evaluation.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

#### Program Completion Requirements:

**Total number of required units: 24 units**

**Method of Instruction:** Online-learning: reading of textbooks and submission of assignments, weekly online correspondence (one 90-minute real time online class per week and daily interaction through an online discussion forum) with professor and students.

**Residential sessions:** There is no residential session requirement.

**Start Date:** \_\_\_\_\_ Please see enclosed schedule of courses offered.

**Scheduled Completion Date:** \_\_\_\_\_ Within 15 months from commencement of program. Maximum time allotted to complete program - 2.5 years from date of matriculation. Students are expected to enroll in a course every time a course that is needed for their program completion is offered. Students may be granted an extension to their program length limit only after receiving written approval from the Program Director, the Office of the Registrar and the Office of Financial Affairs. Each course is equivalent to 180 hours of study over a 9-week period. New courses begin every 10 weeks.

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study

### 2c Program Description : Undergraduate Diploma in TESOL

#### Title of Program: Undergraduate Diploma in Teaching English to Speakers of Other Languages

**Description of Program:** The Diploma in Teaching English to Speakers of Other Languages (TESOL) aims to explore the structure, grammar and phonology of the English language and help prospective teachers increase their knowledge and understanding of teaching techniques and methodologies and develop their teaching skills.

**Equipment to be provided by School:** The software required for the online classrooms, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

**Program Completion Requirements:** Successful completion of four courses: Introduction to TESOL, English Language Teaching Methodology, English Language Teaching Assessment, and Material Development in English Language Teaching. Total number of units: No credit

**Method of Instruction:** Online-learning: reading of textbooks, weekly video lecture, online correspondence and daily interaction through an online discussion forum with instructor and students.

**Residential sessions:** There is no residential session requirement.

**Start Date:** \_\_\_\_\_ New courses begin on the first Monday of each month.

**Scheduled Completion Date:** \_\_\_\_\_ 60 weeks from commencement of program. Maximum time allotted to complete program - 2 years from date of matriculation.

Students may be granted an extension to their program length limit only after receiving written approval from the Program Director, the Office of the Registrar and the Office of Financial Affairs. Each course is equivalent to 135 hours of study over a 15-week period. New courses begin on the first Monday of each month.

**Note:** Course titles are subject to change without notice. Anaheim University in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study.

## 2d Program Description : TESOL Certificate

### Title of Program: Teaching English to Speakers of Other Languages Certificate (TESOL Certificate)

**Description of Program:** This program is designed for language teachers, teachers in preparation or intending teachers. It offers a practical introduction to language teaching and links practice to theory and research. The program offers students the opportunity of developing a solid pedagogical foundation through instruction in the following areas: language teaching methodology, listening, speaking, reading, writing, pronunciation, vocabulary, grammar, discourse, content-based instruction, using coursebooks, computer assisted language learning, learning styles and strategies, learner autonomy in the classroom, classroom-based assessment and cross-cultural communication.

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

#### Program Completion Requirements:

**Completion of the 15-week course.**

**Total number of units: 3 units**

**Method of Instruction:** *Online-learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums), weekly video presentations.

Each course is the equivalent of 135 hours of study over a 15-week period.

**Start Date:** \_\_\_\_\_ New courses begin on the first Monday of each month.

**Scheduled \_\_\_\_\_ Completion Date:** Within 15 weeks from commencement of program. Maximum time allotted to complete program - 30 weeks. Students may be granted an extension to their program length limit only after receiving written approval from the Program Director, the Office of the Registrar and the Office of Financial Affairs. Each course is equivalent to 135 hours of study over a 15-week period. New courses begin on the first Monday of each month.

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course titles, content and requirements at any time during a student's term of study.

## 2e Program Description : Certificate in Teaching English to Young Learners

### Title of Program: Certificate in Teaching English to Young Learners

**Description of Program:** The online Teaching English to Young Learners (TEYL) certification program at Anaheim University is designed for teachers, teachers in preparation or intending teachers. It offers a practical introduction to English Language Teaching for children and links practice to theory and research. The program offers students the opportunity of developing a solid pedagogical foundation towards teaching English to children through instruction in the following areas: Who is the "young learner?", First and Second Language Acquisition, Methods and Approaches in Language Teaching, Teaching Listening, Teaching Speaking, Teaching Reading, Teaching Writing, Teaching Vocabulary, Teaching Grammar, Teaching Pronunciation, Learning Styles and Strategies, The Affective Domain, Working with Parents, Classroom Management, Resources and Technology Support for Language Learning, and Assessment and Evaluation

**Equipment to be provided by School:** The software required for the online classrooms, online video broadcasts, electronic discussion forum, and digital library rest on the University's Internet Server. Students must have access to a computer with Internet capabilities and Microsoft Office installed.

#### Program Completion Requirements:

**Completion of the 15-week course.**

**Total number of units: No credit**

**Method of Instruction:** *Online-learning:* reading of textbooks, submission of assignments, online interaction (daily online discussion forums), weekly video presentations.

Each course is the equivalent of 135 hours of study over a 15-week period.

**Start Date:** \_\_\_\_\_ New courses begin on the first Monday of each month.

**Scheduled Completion Date:** \_\_\_\_\_ Within 15 weeks from commencement of program. Maximum time allotted to complete program - 30 weeks. Students may be granted an extension to their program length limit only after receiving written approval from the Program Director, the Office of the Registrar and the Office of Financial Affairs. Each course is equivalent to 135 hours of study over a 15-week period. New courses begin on the first Monday of each month.

**Note:** Course titles are subject to change without notice. Anaheim University, in an effort to remain current and on the leading edge of education, reserves the right to change course

## 3a Student Loans

For students who have obtained or are applying for the following guaranteed or insured loan for the purpose of paying tuition.

Name of Lender	Address of Lender	Proceeds to School

If the student defaults on a federal or state loan, both the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

## 3b Student Scholarships.

For students who have obtained or are applying for the following scholarship for the purpose of paying tuition.

Name of Scholarship	Organization Offered Through	Amount of Scholarship

## 4 Non-Refundable Fees, Charges and Deposits

Certain fees, charges and deposits are non-refundable. Even if the student cancels this contract as permitted by law, the student may not receive a refund of the application fee and \$100 registration fee, unless cancellation is made within the 7-day Cancellation Period. The STRF fee is also non-refundable. The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges

## 5 Student Cancellation, Withdrawal, and Refund Rights,

**STUDENT'S RIGHT TO CANCEL:** The student has the right to cancel an enrollment agreement in any manner through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid, less the STRF fee, which is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges and applies only to California residents. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

## 6 Student Tuition Recovery Fund.

If the student is not a resident of California or is the recipient of third-party payment of tuition and course costs, such as workforce investment vouchers or rehabilitation funding, the student is not eligible for protection under and recovery from the Student Tuition Recovery Fund.

## 7 Obligations of Student and School.

The student will meet all financial obligations as required in this agreement, subject to the student's right to cancel (paragraph 5) and withdraw from the course (paragraph 6). The student will demonstrate reasonable progress toward completion of the program. The school respects the student's rights and privacy and will furnish all of the services listed in the catalog and required of this agreement. The school maintains a website where research materials and library resources can be accessed. The school will maintain student records and, upon graduation and completion of an end-of-program survey, will supply an official transcript.

## 8 Student Integrity and Academic Honesty.

Students are expected to conduct themselves with the highest ethical and academic standards and to commit no acts of cheating, plagiarism, or falsification of records. Cheating is an act of obtaining or attempting to obtain credit for work by the use of dishonest, deceptive or fraudulent means; plagiarism is the act of taking ideas, words, or specific substance of another and offering them as one's own; falsification of records is a misrepresentation of statements in submitted records.

## 9 Admissions Practices.

The applicant has been informed that s/he has been accepted into the program and that official transcripts or required documentation must be received by the institution within one enrollment period not to exceed 12 semester credits, or the student's application will no longer be valid.

**10. Policy on Student Satisfaction and Student Grievance Procedures.** Anaheim University places great emphasis on putting the educational experience of its student body as the first priority of its administration, faculty, and staff. In line with this "Students First, Always" policy, the University seeks to continuously improve the educational experience of its students, including the quality of academics, learning resources, online learning system, and Student Services. Students have the opportunity to provide feedback at the end of each term through questionnaires. In addition, students always have the opportunity to provide feedback, seek assistance, and express grievances to Student Services by sending an e-mail. Grievances sent in writing will receive a response within 10 days of the University receiving the grievance. Once a grievance is received, it will be directed to the appropriate department and the individual responsible for overseeing that department. Grievances that cannot be resolved by the department will be referred to the Vice-President for Administrative Affairs and the Office of the President. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free, or by completing a complaint form, which can be obtained on the bureau's internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov). Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Ste 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), by calling 888-370-7589 or 916-574-8900, or by sending a fax to 916-263-1897, or contacting the Distance Education Accrediting Commission (DEAC) at <https://www.deac.org/Student-Center/Complaint-Process.aspx> (916) 574-8900. Fax: (916) 263-1897, or the Distance Education Accrediting Commission (DEAC) at 1101 17th Street NW, Suite 808, Washington, DC 20036, ATTN: COMPLAINTS

**11. Student Complaint Process** Anaheim University is registered with the Maryland Higher Education Commission. The complaint process for students who are enrolled in Anaheim University and reside in Maryland is as follows: (1) Difficulties with program structures, schedules, or other issues should first be discussed with the student's professor. (2) If unresolved, students should then email the support team [support@anaheim.edu](mailto:support@anaheim.edu) with any questions or concerns. The support team will respond as quickly as possible with a resolution to the student's problem. Anaheim University is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Any complaints should be directed to: Maryland Attorney General, Consumer Protection Division, 200 St. Paul St. Baltimore, MD 21202, 410-528-8662 or 888-743-0823 (toll free)

**12a Itemization and total of fees and charges – Postgraduate Programs.** *The following itemizes all of the fees and charges for which the student is responsible.*

MA in TESOL DEGREE PROGRAM	GRADUATE DIPLOMA in TESOL PROGRAM	Affordable Pay-As-You-Learn System: Pay for only one course at a time, or receive a 10% discount on tuition by paying 100% of your program fees at the time you enroll
<b>Non-Refundable Fees</b>	<b>Non-Refundable Fees</b>	<b>Note:</b> Program fees do not include textbooks. A student can plan on approximately \$200 in textbook purchases per course. A textbook list may be found in the online resources of the student website.
Application Fee (Non-refundable after 7 days) \$ 75.00	Application Fee (Non-refundable after 7 days) \$ 75.00	<b>Monthly Payment Plans:</b> Monthly Payment Plan: Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign Attachment D of the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968.
Registration Fee (Non-refundable after 7 days) \$ 100.00	Registration Fee (Non-refundable after 7 days) \$ 100.00	<b>*Student Tuition Recovery Fund (STRF):</b> The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
STRF Fee* (non-refundable; CA residents only) \$ 13.50	STRF Fee* (non-refundable; CA residents only) \$ 6.50	<b>YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU ARRANGE A STUDENT LOAN FROM A LENDER, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST IMPOSED BY THE LENDING INSTITUTION LESS THE AMOUNT OF ANY REFUND.</b>
<b>DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</b>	<b>DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</b>	
<b>Course Fees</b>	<b>Course Fees</b>	
Tuition per course (\$500 per credit x four credits) \$ 2,000.00	Tuition per course (\$500 per credit x four credits) \$ 2,000.00	
Records Fee per term \$ 200.00	Records Fee per term \$ 200.00	
<b>TOTAL PER COURSE FEES \$ 2,200.00</b>	<b>TOTAL PER COURSE FEES \$ 2,200.00</b>	
Online Intensive Seminar Fees (2 required - \$1,500 each) \$ 3,000.00	<b>Additional Fees</b>	
	Transfer credit fee (per course) (optional) \$ 75.00	
	Original Transcript No cost	
	Each Additional Transcript Fee \$ 25.00	
<b>Additional Fees</b>	<b>End of Program Fees</b>	
Thesis fee \$ 2,700.00	Diploma No cost	
Thesis Binding Fee (optional) \$450.00	Replacement Diploma (Optional) \$ 200.00	
Transfer credit fee (per course) (optional) \$ 75.00	Replacement Cover (optional) \$ 75.00	
Original Transcript No cost	Course Completion Letter (optional) \$ 35.00	
Each Additional Transcript Fee \$ 25.00		
<b>End of Program Fees</b>	<b>TOTAL FEES AND CHARGES</b>	
Diploma No cost	<b>TOTAL COST OF PROGRAM \$ 13,375.00*</b>	
Replacement Diploma (Optional) \$ 200.00		
Replacement Cover (optional) \$ 75.00		
Course Completion Letter (optional) \$ 35.00		
<b>Degree Program Total (Portfolio Track) \$ 27,375.00</b>		
<b>Degree Program Total (Thesis Track) \$ 30,075.00</b>		

\*Assumes completion in 11 terms.

\*\*Students will spend a total of 2 terms and 8 units completing the research portfolio or thesis. Students choosing the thesis track will also have the option of paying \$450 to have their thesis professionally bound.

**Transfer Credit**

Have you been granted any transfer credits (\$75/course)?

☐ YES
 ☐ NO

Please check



If so, for which course(s)?

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**12b Itemization and total of fees and charges – Undergrad. Programs.** *The following itemizes all of the fees and charges for which the student is responsible.*

UNDERGRADUATE DIPLOMA in TESOL PROGRAM	TESOL & TEYL CERTIFICATE PROGRAMS	<b>Note:</b> Program fees do not include textbooks. A student can plan on approximately \$200 in textbook purchases per course. A textbook list may be found in the online resources of the student website.
<b>Non-Refundable Fees</b>	<b>Non-Refundable Fees</b>	<b>Monthly Payment Plans:</b> Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign Attachment D of the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968.
Application Fee (Non-refundable after 7 days) \$ 50.00	Application Fee (Non-refundable after 7 days) \$ 50.00	<b>Student Tuition Recovery Fund (STRF):</b> The Student Tuition Recovery Fund (STRF) is administered by the California BPPE and applies only to California residents. The STRF fee is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
Registration Fee (Non-refundable after 7 days) \$ 100.00	Registration Fee (Non-refundable after 7 days) \$ 100.00	<b>YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU ARRANGE A STUDENT LOAN FROM A LENDER, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST IMPOSED BY THE LENDING INSTITUTION LESS THE AMOUNT OF ANY REFUND.</b>
STRF Fee* (non-refundable; CA residents only) \$ 1.50	STRF Fee* (non-refundable; CA residents only) \$ 0.00	
<b>DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</b>	<b>DUE UPON SUBMISSION OF THIS ENROLLMENT AGREEMENT</b>	
Records Fee \$ 200.00	<b>Course Fee</b>	
<b>Course Fees</b>	<b>TOTAL COURSE FEE \$ 750.00</b>	
<b>TOTAL PER COURSE FEES \$ 750.00</b>	<b>Additional Fees</b>	
<b>Additional Fees</b>	Certificate No cost	
Diploma No cost	Replacement Diploma (Optional) \$ 100.00	
Replacement Diploma (Optional) \$ 100.00	Replacement Cover (optional) \$ 50.00	
Replacement Cover (optional) \$ 50.00	Course Completion Letter (optional) \$ 35.00	
Course Completion Letter (optional) \$ 35.00	Extension fee (optional - one 15 week term) \$ 200.00	
<b>TOTAL FEES AND CHARGES</b>	<b>TOTAL FEES AND CHARGES</b>	
<b>TOTAL COST OF PROGRAM \$ 3,350*</b>	<b>TOTAL COST OF PROGRAM \$ 900.00*</b>	
*Assumes completion in 4 terms.	*Assumes completion in 15 weeks. Maximum cost of program is \$1100 (extension fee of \$200 for one additional 15-week term).	
<b>Affordable Pay-As-You-Learn System:</b> Pay for only one course at a time, or receive a 10% discount on tuition by paying 100% of your program fees at the time you enroll.		

**12c TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE**

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:

MA Portfolio Track: \$27,375 MA Thesis Track: \$30,075  
Graduate Dip: \$13,375 Undergrad Dip: \$3,350 Certificate: \$900  
\$175.00

THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:

**Notice Concerning State Approval**

Anaheim University is approved to operate by the California Bureau for Private Post-Secondary Education. "Approval to operate" means that Anaheim University operates in compliance with state standards as set forth in the California Education Code and the California Code of Regulations.

**Notice Concerning Transferability of Units and Degrees Earned at our Institution**

Anaheim University is accredited by the Distance Education Accrediting Commission (DEAC). The DEAC is listed by the U.S. Department of Education as a recognized accrediting agency and recognized by the Council for Higher Education Accreditation (CHEA). In general, qualifications from accredited universities are widely recognized; however, prospective students are advised to check with their respective school districts, state, professional organizations and government agencies when licensing and/or credentials are the eventual objective of the prospective student. It is entirely up to the discretion of the college, university or institution for which a student is seeking admission, to decide on the acceptance of the said student into a given degree program and the transferability of units and degrees to other institutions is not guaranteed. It is recommended that if transfer of credit or degree is the eventual goal of the prospective student, that the student contact all institutions in which the student is potentially interested in seeking enrollment. The transferability of credits you earn at Anaheim University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Master of Arts, Graduate Diploma, Undergraduate Diploma, or Certificate in TESOL or Certificate in Teaching English to Young Learners you earn in the Anaheim University Graduate School of Education or David Nunan TESOL Institute is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Anaheim University to determine if your credits, degree, diploma or certificate will transfer.

→ Signature of student

Date (Month / Day / Year)

Signature of Anaheim University Representative

Date (Month / Day / Year)

**Attachment A to Student Enrollment Agreement**  
"Checklist of Pre-Enrollment Disclosures" (please initial below)

Date of Application



The school represents and the school acknowledges that before the student signed the enrollment agreement, the school provided each of the following materials to the student, and gave the student a sufficient opportunity to read and review each of the materials before obtaining the student's signature to the agreement. The initials of the school's representative and the student signify that the materials were provided to the student at the time and in the manner required.

I have received all of the materials in the following checklist of Pre-Enrollment Disclosures, which I acknowledge by initialing them:

**Enrollment agreement** - upon signing the enrollment agreement, the student received a copy of this agreement, including all applicable information, the title of the program, and an itemization and total of all charges:

School	AU	Student	STUDENT INITIALS
			(Please initial)

**Catalog [or brochure]** - before signing the enrollment agreement, the student received a copy of the school's catalog [or brochure], including a description of the program of instruction:

School	AU	Student	STUDENT INITIALS
			(Please initial)

**Explanation of withdrawal and refund rights (Attachment B of this enrollment agreement)** - before signing the enrollment agreement, the student received a written statement of the refund policy that applies if the student withdraws after the cancellation period, including examples of how the policy applies:

School	AU	Student	STUDENT INITIALS
			(Please initial)

**Performance Fact Sheet (Attachment C of this enrollment agreement)** - "Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and ate the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."

School	AU	Student	STUDENT INITIALS
			(Please initial)

→ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**14 Certification by student**

"I understand that this is a legally binding contract. 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. I also understand that the University reserves the right to change admission standards, tuition and other fees, graduation requirements, and any and all academic and administrative policies or course schedules during my term of study.

Signature of student

Date (Month / Day / Year)

Signature of Anaheim University Representative

Date (Month / Day / Year)

**Publicity Release and Personal Data**

I authorize Anaheim University to use my name, statements and likeness, without charge, for promotional purposes in Anaheim University publications, video webpages, or in other formats.

Signature of student: →

Date

First Name

Last Name

(Month

OFFICE USE ONLY

Copy given to student: \_\_\_\_\_

Date: \_\_\_\_\_

(Month / Day / Year)

Address: Street Address

City

State / Province / Prefecture

Zip / Postal Code

Country

Program for which you are enrolling:

MA in TESOL

Graduate Diploma in TESOL

Undergraduate Diploma in TESOL

TESOL Certificate

TEYL Certificate

**Anaheim University and Accessibility Accommodations**

Anaheim University will make reasonable provision for students with learning or other disabilities. Do you have a disability that you would like the University to accommodate?

Please check



YES

NO

If yes, please provide documentation and detail on how your disability can best be accommodated. **4**



## Payment Information: Registration Fee

To complete the enrollment process, Anaheim University must receive a one-time registration fee of \$100 at the time the enrollment agreement is submitted. This fee is non-refundable after seven days. Please indicate the method of payment you would like to use:

- ☐ Credit card (form available at [www.anaheim.edu/credit-card](http://www.anaheim.edu/credit-card))
- ☐ Please check here if you would like to use the same credit card that was used for your application fee
- ☐ Check (please mail to Anaheim University, Office of Admissions Room 110, 1240 S. State College Blvd., Anaheim, CA 92806)
- ☐ Bank transfer (please contact [registrar@anaheim.edu](mailto:registrar@anaheim.edu) for further information)

Please check



## Attachment B to Student Enrollment Agreement

### Explanation of Program Withdrawal and Refund Rights

#### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel an enrollment agreement in any manner through the first day of the course, or the seventh day after signing the enrollment agreement, whichever is later (the "Cancellation Period"), and obtain a full refund of all monies paid, less the STRF fee, which is currently fifty cents (\$.50) per one thousand dollars (\$1,000) of institutional charges and applies only to California residents. Students canceling after the seven-day Cancellation Period will receive a refund of all amounts paid, less the non-refundable registration fee of \$100 and the non-refundable application fee of \$75 (for graduate programs) or \$50 (for undergraduate programs).

The written notice of cancellation may be given by e-mail, fax, or postal service (in which case, the effective date begins when the letter is deposited in the mail properly addressed with postage prepaid). The "Official Notice of Withdrawal" form can be downloaded from the University website.

For the purposes of determining the student's obligation for the time attended, the student will be considered to have withdrawn from the program when any of the following occurs, unless the Dean or Program Director determines a different course of action:

- The student notifies the school of the withdrawal.
- The school terminates the student's enrollment.
- The student fails to attend classes for a three-week period. In this case, the date of withdrawal will be the last date of attendance.
- The student fails to submit three consecutive lessons or fails to submit a completed lesson required for home study or correspondence within 60 days of its due date.
- The student has not responded to communication in any form from the University for four months.

Students who have been withdrawn from their program for any of the above reasons may be required to submit a new application (and all applicable fees) if they wish to continue. Tuition for all courses is refunded based on the number of weeks completed. Students who have completed 60 percent or less of the period attendance shall be given a pro rata refund as indicated in the table below:

For Courses Lasting from 7 - 10 weeks	Percentage of Refundable Tuition	SAMPLE CALCULATION based on \$2,200 tuition for a 7 - 10 week course
Week 1 (days 0 - 7)	100% of tuition refunded	Refund: \$2,200 (100% of \$2,200)
Week 2 (days 8 - 14)	85% of tuition refunded	Refund: \$1,870 (85% of \$2,200)
Week 3 (days 15 - 21)	70% of tuition refunded	Refund: \$1,540 (70% of \$2,200)
Week 4 (days 22 - 28)	55% of tuition refunded	Refund: \$1,210 (55% of \$2,200)
Week 5 (days 29 - 35)	40% of tuition refunded	Refund: \$880 (40% of \$2,200)
Week 6 (days 36 - 42)	20% of tuition refunded	Refund: \$440 (20% of \$2,200)
Weeks 7 - 10	0% of tuition refunded	Refund: \$0

**NOTICE: YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.**

For Courses Lasting from 7 - 10 weeks	Percentage of Refundable Tuition	SAMPLE CALCULATION based on \$2,200 tuition for a 7 - 10 week course
Week 1 (days 0 - 7)	100% of tuition refunded	Refund: \$2,200 (100% of \$2,200)
Week 2 (days 8 - 14)	80% of tuition refunded	Refund: \$1,760 (80% of \$2,200)
Week 3 (days 15 - 21)	60% of tuition refunded	Refund: \$1,320 (60% of \$2,200)
Week 4 (days 22 - 28)	40% of tuition refunded	Refund: \$ 880 (40% of \$2,200)
Week 5 (days 29 - 35)	20% of tuition refunded	Refund: \$ 440 (20% of \$2,200)
Week 6 (days 36 - 42)	0% of tuition refunded	Refund: \$0

For the Online Intensive Seminar portion of the MA program, students are entitled to a refund of the 24-hour Intensive Online Seminar as follows:

Hours Completed for the 24-hour TESOL Online Intensive Seminar	Percentage of Refunded Tuition	SAMPLE CALCULATION Based on \$1,500 for 24 hours of instruction
Up to 2.4 hours (10% of total hours)	90% of residential fee	Refund: \$1,350 (90% of \$1,500)
2.5 – 6 hours (25% of total hours)	75% of residential fee	Refund: \$1,125 (75% of \$1,500)
6 – 12 hours (50% of total hours)	50% of residential fee	Refund: \$ 750 (50% of \$1,500)
More than 12 hours	0% of residential fee	Refund: \$0

If any portion of the student's tuition was paid from the proceeds of a loan, the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of the refund will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received. Any remaining amount will then be paid to the student. If there is a balance due, the student will be responsible in proportion to the amount of the benefits received. Any remaining amount will be paid to the student. If the student paid for his/her entire program at the time of enrollment and received the 10% tuition discount for payment in full, the regular course tuition will be used in the calculation of the refund since the discount will no longer apply. All monies due the student will be refunded within 30 days of the notice of cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## Attachment D to Enrollment Agreement

### Explanation of Monthly Payment Plan and TILA Disclosures

Students who choose to pay for their programs with an approved monthly payment plan arrangement must complete and sign a Payment Plan Agreement provided as Attachment D to the Enrollment Agreement. All monthly payment plans are offered in compliance with the regulations of the Truth-in-Lending Act of 1968.

Student Name: \_\_\_\_\_

Program: \_\_\_\_\_

Total Amount Owed	Monthly Payment Amount	Number of Payments	Interest	Total Amount to be Paid*
\$ _____	\$ _____	_____	0%	\$ _____

\*Because no interest is charged (the interest rate is 0%), the "Total Amount to be Paid" is the same as the "Total Amount Owed"

Monthly payments will be made using one of the following methods (please select one):

- \_\_\_\_\_ Credit Card  
\_\_\_\_\_ Bank Transfer  
\_\_\_\_\_ Check/Money Order

Date of the month payments are to be processed: \_\_\_\_\_

#### Payment Plan Disclosures. Please initial next to each statement.

\_\_\_\_\_ This is not a loan or financial aid. This is an agreement between Anaheim University and \_\_\_\_\_ for the repayment of the amount \$ \_\_\_\_\_. No interest will be assessed on this amount.

\_\_\_\_\_ There is no penalty for paying additional amounts towards the balance or paying the loan off early.

\_\_\_\_\_ Credit Card Payments: Students paying by credit card will provide Anaheim University with a valid credit card to make their payments. Students may update their credit card information at any time. Students are responsible for ensuring their credit card on file has not expired and providing an updated card if their card does expire. Missed payments due to expired cards are due immediately.

\_\_\_\_\_ Changes to the amount and length of the plan can be made in writing and need to be approved by the Financial office of Anaheim University.

\_\_\_\_\_ Diplomas/Certificates and official transcripts will be not be provided to the student until all financial obligations to the University have been met.

\_\_\_\_\_ This monthly payment plan is in effect only while the student is on active status and in good academic standing with Anaheim University. If the student withdraws or is dismissed from the program, any pending tuition or fees for courses that have been completed will be due in full immediately upon withdrawal.

"My signature below indicates that I have read and understand the information above."

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: Anaheim University Representative

\_\_\_\_\_  
Date