



Anaheim University

TESOL Student Enrollment Agreement

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FOR EDUCATIONAL SERVICE SUBJECT TO ARTICLE 6 BUT NOT ARTICLE 7 OF THE PRIVATE POSTSECONDARY AND VOCATIONAL EDUCATION REFORM ACT.

1 Agreement for Educational Services

This is an agreement for educational services provided by Anaheim University to the student named on page 3 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.

Any questions or problems concerning this school which have not been satisfactorily answered or resolved by the school should be directed to the Bureau for Private Postsecondary and Vocational Education, Sacramento, California 95814

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 skills modules: Curriculum Development, Second Language Acquisition, Research Methods, and Classroom-Based Evaluation. Finally, the thesis 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-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: two four-day seminars must be attended prior to completion of MA program to be either in California or in another selected location.

Each course is the equivalent of 180 hours of study over a 9-week period. New courses begin every 10 weeks.

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 may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 180 hours of study over a 9-week period. New course 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

2b 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 and classroom-based assessment.

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).

Each course is the equivalent of 90 hours of study over a 15-week period. New courses begin on the first Monday of each month.

Start Date: Please see enclosed schedule of courses offered.

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 at the discretion of the Dean. Each course is equivalent to 90 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

2c Program Description : Certificate in Teaching English to Young Learners

Title of Program: Certificate in Teaching English to Young Learners

Description of Program: Designed for language teachers, teachers in preparation or intending teachers, this course will provide a theoretical and practical foundation in the teaching of English to Young Learners. It will cover the key concepts of child-centered learning, teaching techniques for the four language skills (listening, speaking, reading, and writing), classroom organization, lesson planning, and effective teaching. The course will be taught in a blended format composed of online learning and on-campus study group sessions.

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:

Completion of the 12-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) and on-campus study group sessions.. Each course is the equivalent of 120 hours of study over a 12-week period. New courses begin on the first Monday of each month.

Start Date: Please see enclosed schedule of courses offered.

Scheduled Completion Date: Within 12 weeks from commencement of program. Maximum time allotted to complete program - 24 weeks. Students may be granted an extension to their program at the discretion of the Dean. Each course is equivalent to 120 hours of study over a 12-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

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

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 5-day Cancellation Period.

5 Student's Right to Cancel and Receive a Refund. BUYER'S RIGHT TO CANCEL.

The student has the right to cancel this agreement in any manner, within 5 days (the Cancellation Period) from the date the University receives the first payment of tuition and obtain a full refund of all monies paid. Students canceling after the Cancellation Period will receive a refund of all amounts paid less the non-refundable application fee of \$100 (MA in TESOL) or \$50 (TESOL Certificate and Certificate in Teaching English to Young Learners) and non-refundable registration fee of \$100. The student may cancel this agreement and obtain a refund by giving notice to the Anaheim University Registrar at the address on the top of the first page of this agreement. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with postage prepaid. The student should keep a record of the date, time and place of mailing any notice of cancellation.

6 Student's Right to Withdraw and Receive a Refund. Unless the student has completed more than 60 percent of a course of instruction, the student has the right to withdraw and receive a refund of the unused portion of tuition and other charges. If the student withdraws from the program after the expiration of the time for canceling this agreement, the student is obligated to pay only for educational services rendered, plus a non-refundable application fee of \$100 MA in TESOL) or \$50 (TESOL Certificate and Certificate in Teaching English to Young Learners) and non-refundable registration fee of \$100. For an explanation of the student's right to withdraw and receive a refund, including the kinds of expenses included in the refund, the student should read the explanation entitled "Explanation of Course Withdrawal and Refund Rights" which is attached to and included as a part of this agreement.

7 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. Students are responsible for paying the state assessment amount of the Student Tuition Recovery Fund.

8 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). Students are expected to conduct themselves with the highest ethical and academic standards and demonstrate reasonable progress toward completion of their degree program. **The school** respects 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, will supply an official transcript.

9 Itemization and total of fees and charges.		The following itemizes all of the fees and charges for which the student is responsible.	
MA in TESOL DEGREE PROGRAM		CERTIFICATE IN TEACHING ENGLISH TO YOUNG LEARNERS	
Application		Application	
Application Fee (Non-refundable)	\$ 100.00	Application Fee (Non-refundable)	\$ 50.00
Registration Fees		Registration Fees	
Registration Fee (Non-refundable)	\$ 100.00	Registration Fee (Non-refundable)	\$ 100.00
Course Fees		Course Fees	
Tuition per course (\$375 per credit x four credits)	\$ 1,500.00	Tuition per course	\$ 750.00
Records Fee per term	\$ 200.00	On-campus fee	\$ 1,500.00
TOTAL PER COURSE FEES	\$ 1,700.00	TOTAL PER COURSE FEES	\$ 2,250.00
Transfer credit fee (per credit)	\$ 125.00	Extension Fees	
Residential Session Fees (2 required - \$800 each) (Room & Board not included)	\$ 1,600.00	Extension fee (per 12 week term)	\$ 200.00
End of Program Fees		TOTAL FEES AND CHARGES	
Graduation Fee	\$ 300.00	Total Cost of Program	\$ 2,400.00
Original Transcript	No cost		
Each Additional Transcript Fee	\$ 25.00		
Diploma	No cost		
Replacement Diploma	\$ 100.00		
Thesis	\$ 300.00		
Thesis Binding Fee	\$ 150.00		
Optional Thesis Binding Fee	\$ 50.00		
TOTAL FEES AND CHARGES		TOTAL FEES AND CHARGES	
Total Cost of Program	\$ 20,150.00	Total Cost of Program	\$ 900.00

Note: Textbook fees are not included. Please see the enclosed textbook list for a textbook fee estimate. To maintain active status, the records fee must be paid even if skipping a term.

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

Notice Concerning State Approval

All of the degree programs offered by Anaheim University have been reviewed, evaluated and approved by the Bureau of Private Postsecondary and Vocational Education for the State of California. The University has been awarded Institutional Approval. "Approval" or "approval to operate" means that the council has determined and certified that an institution meets minimum standards established by the council for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of the program.

Notice Concerning Transferability of Units and Degrees Earned at our University

The University does not claim private or regional accreditation and prospective students are instructed 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 said student into a given degree program. 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 may seek enrollment.

Signature of student _____ Date (Month / Day / Year) _____ Signature of Anaheim University Representative _____ Date (Month / Day / Year) _____

Attachment A to Student Enrollment Agreement Date of Application _____
"Checklist of Pre-Enrollment Disclosures"

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:

- 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:
- 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:
- Explanation of withdrawal and refund rights** - 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 Student School Student School Student

10 Certification by student

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

Signature of student _____ Date (Month / Day / Year) _____ Signature of Anaheim University Representative _____ Date (Month / Day / Year) _____

Personal Data

First Name	Last Name	OFFICE USE ONLY Copy given to student: _____	
Address: Street Address		Date: _____ (Month / Day / Year)	
City	State / Province / Prefecture	Zip / Postal Code	Country

Select the program you applied for: Master of Arts in TESOL TESOL Certificate Certificate in Teaching English to Young Learners

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 circle

YES	NO
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If yes, please provide documentation and detail on how your disability can best be accommodated.

Attachment B to Student Enrollment Agreement**Explanation of Program Withdrawal and Refund Rights**

The student has the right to cancel this agreement in any manner, within 5 days (the "Cancellation Period") from the date the University received the first payment of tuition, and obtain a full refund of all monies paid. Students canceling after the Cancellation Period will receive a refund of all amounts paid less the non-refundable application fee of \$100 (MA in TESOL) or \$50 (TESOL Certificate and Certificate in Teaching English to Young Learners) and non-refundable registration fee of \$100. The student may cancel this agreement and obtain a refund by giving notice to the Anaheim University Registrar at the address on the top of the first page of this agreement. The written notice of cancellation, if sent by mail, is effective when it is deposited in the mail properly addressed with postage prepaid. The student should keep a record of the date, time and place of mailing any notice of cancellation.

Unless the student has completed more than 60 percent of a course of instruction, the student has the right to withdraw and receive a refund of the unused portion of tuition fees and other charges. If the student withdraws from the program after the expiration of the Cancellation Period, the student is obligated to pay only for educational services rendered, plus a non-refundable application fee of \$100 (MA in TESOL) or \$50 (TESOL Certificate and Certificate in Teaching English to Young Learners) and a non-refundable registration fee of \$100.

The remaining tuition, (tuition charges remaining after subtracting the non-refundable fees already retained) will be refunded based on the course completion ratio and the tuition percentage listed below:

Students who withdraw during:

6 Week Course	Receive	9 Week Course	Receive	10 Week Course	Receive	12 Week Course	Receive	15 Week Course	Receive
Week 1	100%	Week 1	100%	Week 1	100%	Week 1	100%	Week 1	100%
Week 2	75%	Weeks 2 - 3	75%	Weeks 2 - 3	75%	Weeks 2 - 5	75%	Weeks 2 - 5	75%
Week 3	50%	Weeks 4 - 5	50%	Weeks 4 - 5	50%	Week 6	50%	Weeks 6 - 8	50%
Week 4	25%	Week 6	25%	Week 6	25%	Week 7	25%	Week 9	25%

The school is entitled to retain the entire course tuition following 60% completion.

The amount of courses completed shall be the ratio of completed weeks to the total weeks required to complete the course.

Students withdrawing from the Residential portion of the TESOL program are entitled to a refund of the Residential session as follows:

- a) Up to and including completion of the first 10% of resident training, 90% of the session fee.
- b) After completion of more than 10% and up to 25% of resident training, 75% of the session fee.
- c) After completion of more than 25% and up to 50% of resident training, 50% of the session fee.
- d) If the student completes more than half of the resident training, the University is entitled to the full tuition.

The amount of residential session completed shall be the ratio of completed days to the total days required to complete the course.

All monies due the student will be refunded within thirty days.

For Example:

<i>A student pays \$1700 tuition for a 6 week course.</i>	
Upon withdrawal during the first week:	the refund amount would be \$1700.
Upon withdrawal during the second week:	the refund amount would be \$1275 (\$1700 less \$425).
Upon withdrawal during the third week:	the refund amount would be \$850 (\$1700 less \$850).
Upon withdrawal during the fourth week:	the refund amount would be \$425 (\$1700 less \$1275).
The school shall be entitled to retain the entire course tuition following 60% of course completion.	

When the student has "withdrawn"

For the purpose 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:

- When the student notifies the school of the withdrawal or the actual date of withdrawal, whichever is later.
- When the school terminates the student's enrollment.
- When the student fails to attend classes for a three-week period or fails to submit three consecutive lessons. In this case, the date of withdrawal will be deemed to be the last date of attendance.

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 there is a balance due, the student will be responsible.

Anaheim University

School of Education

MA in TESOL Degree Program Required Textbooks (subject to change)

COURSE NUMBER/TITLE	TEXTBOOK TITLE	AUTHOR	PUBLISHER	COPYRIGHT DATE/EDITION	ISBN
EDU 500 - Second Language Teaching and Learning	<i>Second Language Teaching and Learning</i>	Nunan, D.	Heinle & Heinle / International Thomson Publishing	1999, 1st Edition	0833408389
EDU 510 - Grammar for Language Teachers	<i>New Perspectives on Grammar Teaching in Second Language Classrooms</i>	Hinkel, E. and S. Fotos (eds.)	Lawrence Erlbaum	2002, 1st Edition	0805839550
EDU 520 - Phonology for Language Teachers	<i>Teaching Pronunciation: A Reference for Teachers of English to Speakers of Other Languages</i>	Celce-Murcia, M., Brinton, D., and J. Goodwin	Cambridge University Press	1996, 1st Edition	0521406943
	<i>Teaching Pronunciation: A Reference for Teachers of English to Speakers of Other Languages (AUDIOBOOK - optional)</i>	Celce-Murcia, M., Brinton, D., and J. Goodwin	Cambridge University Press	1996, 1st Edition	0521406951
	<i>Practical English Language Teaching: Speaking (optional)</i>	Bailey, K.M.	McGraw-Hill	2005, 1st Edition	0071247505

EDU 530 - Discourse Analysis for Language Teachers	<i>Discourse Analysis for Language Teachers</i>	McCarthy, M.	Cambridge University Press	1991, 1st Edition	521367468
	"Discourse" in <i>The Cambridge Guide to TESOL</i> (optional)	McCarthy, M.: R. Carter and D. Nunan (eds.)	Cambridge University Press	2001, 1st Edition	0521805163
	<i>What is This Thing Called Language?</i>	Nunan, D.	Palgrave Macmillan	2007, 1st Edition	0230008488
	<i>Introducing Discourse Analysis</i>	Nunan, D.	English Centre	2004, 1st Edition	available from AU office
EDU 540 - Second Language Acquisition	<i>The Study of Second Language Acquisition</i>	Ellis, R.	Oxford University Press	1994, 1st Edition	0194371891
	<i>Second Language Acquisition</i>	Ellis, R.	Oxford University Press	1997, 1st Edition	019437212X
EDU 550 - Classroom Management and Observation	<i>The Self-Directed Teacher: Managing the Learning Process</i>	Nunan, D. and C. Lamb	Cambridge University Press	1996, 1st Edition	0521497736
	<i>Classroom Observation Tasks: A Resource Book for Language Teachers and Trainers</i>	Wajnryb, R.	Cambridge University Press	1992, 1st Edition	0521407222

EDU 560 - Second Language Classroom Research	"Classroom Interaction" in <i>The Cambridge Guide to TESOL</i> (optional)	Tsui, A.: R. Carter and D. Nunan (eds.)	Cambridge University Press	2001, 1st Edition	521805163
	<i>Second Language Classroom Research</i>	Bailey, K. & D. Nunan	TBA	TBA	TBA
EDU 570 - Classroom-Based Evaluation	<i>Learning About Language Assessment: Dilemmas, Decisions and Directions</i>	Bailey, K.	Heinle/Thomson	1997, 1st Edition	0838466885
EDU 580 - Curriculum Development	"Syllabus design" in <i>Teaching English as a Second or Foreign Language</i> (optional)	Nunan, D.: M. Celce-Murcia (ed.)	Heinle & Heinle	2001, 3rd Edition	0838419925
	<i>Curriculum Development in Language Teaching</i>	Richards, J.C. (ed.)	Cambridge University Press	2001, 1st Edition	0521804914
EDU 590 - Research Methods in Language Learning	<i>Research Methods in Language Learning</i>	Nunan, D.	Cambridge University Press	1992, 1st Edition	0521429684
	<i>Voices from the Language Classroom: Qualitative Research in Second Language Education</i>	Bailey, K. and D. Nunan (eds.)	Cambridge University Press	1996, 1st Edition	0521559049

Last Update 8/19/08

***PLEASE CONTACT STUDENT SERVICES TO VERIFY TEXTS FOR COURSES BEFORE PURCHASING.

Anaheim University School of Education

TESOL Certificate Required Textbook (subject to change)

COURSE NUMBER/TITLE	TEXTBOOK TITLE	AUTHOR	PUBLISHER	COPYRIGHT DATE/EDITION	ISBN
TESOL Certificate	<i>Practical English Language Teaching</i>	Nunan, D.	McGraw-Hill Companies	2003, 1st edition	978-0072820621

Last Update 3/24/08

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Anaheim University School of Education

Certificate in Teaching English to Young Learners Required Textbooks (subject to change)

COURSE NUMBER/TITLE	TEXTBOOK TITLE	AUTHOR	PUBLISHER	COPYRIGHT DATE/EDITION	ISBN
Certificate in Teaching English to Young Learners	<i>Teaching English to Children</i>	Wendy A Scott & Lisbeth H Ytreberg	Longman	1990	0-582-74606
	<i>Teaching English to Children in Asia</i>	David Pau	Longman	2003	962005251
	<i>Approaches and Methods in Language Learning</i>	Jack C. Richards & Theodore S. Rodgers	Cambridge University Press, Anaheim University Press & Tokyo Shoseki	2007	4487800692
	<i>SuperKids Teacher's Guide</i>	Aleda Krause & Greg Cossu	Longman	2003	9789620052927
	<i>SuperTots Teacher's Guide</i>	Aleda Krause & Greg Cossu	Longman	2003	9780130997517
	<i>Practical Handbook for Elementary School English Activities</i>	Ministry of Science, Education Culture, Science and Technology	Kairyudo Publishing Co., Ltd.	2001	4-304-04078-2 c3037