



# Anaheim University Admissions Application

Office of Admissions Rm.110 1240 S. State College Blvd. Anaheim, CA 92806 USA

Tel: 714-772-3330

Fax: 714-772-3331

E-mail: admissions@anaheim.edu

Website: http://www.anaheim.edu



attach photo here

## Personal Data

Full Legal Name: Last		First		Middle Initial	
Gender (For statistical purposes only) <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth Month / Day / Year	U.S. Social Security # (if applicable)		Country of Citizenship
Native Language	TOEFL iBT Score	TOEFL Score (Paper)	TOEFL Score (Computer Based)	TOEIC Score	IELTS Score
Home Telephone Number		Work Telephone Number		Fax Number <input type="checkbox"/> Home <input type="checkbox"/> Office	Cell Phone Number
Mailing Address: Street Address/Apt.#				Email Address	
City	State / Province / Prefecture		Zip/Postal Code		Country

## Professional Background

Current Employer Name		Occupation/Job Title		Employment Duration	
Employer Branch Address	Street Address				
City	State / Province / Prefecture		Zip/Postal Code		Country

## Academic Background

Last Educational Institution Attended		Location	Years Attended	Subject Area	Qualification/Degree Obtained
Previously Attended Educational Institution		Location	Years Attended	Subject Area	Qualification/Degree Obtained

## Enrollment Information

Program for which you are Seeking Acceptance <input type="checkbox"/> TESOL Certificate		Desired Start Date
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### Anaheim University and Disability Accommodations

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

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

**Important Notice regarding the Family, Educational Rights and Privacy Act:** In accordance with the Family, Educational Rights and Privacy Act of 1974 (section 438 of Public Law 93-380). Information in these records may not be released to a third party without the written consent of the student.

This is to certify that all of the information presented in this application is true and correct at this time and that I will send timely notice to the University of any significant change in the information presented herein. I understand that this is an application for enrollment and that the University does not guarantee my acceptance into any Anaheim University program. I have read and fully understand all Anaheim University policies and procedures. I also understand that the University reserves the right to change admission standards, tuition fees, graduation requirements, and any and all academic and administrative policies or course schedules during my term of study.

→  
Signature \_\_\_\_\_ Date (Month / Day / Year) \_\_\_\_\_

OFFICE USE ONLY			
Application Fee Rec.	Date	Receipt Date	AU



# 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 2 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 : 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.  
**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 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

### 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
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### 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
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**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 \$50 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 \$50 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 and Student Privacy Policy.** 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 their program. The school respects students' rights and protects the privacy of all of its student and graduate records in compliance with the provisions of the Family Education Rights and Privacy Act of 1974 (FERPA). Anaheim University must have written permission from students or graduates before information from their records is released to anyone other than the student or graduate (unless exempted under FERPA). Anaheim University treats student information as strictly confidential. Anaheim University 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 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.

The following itemizes all of the fees and charges for which the student is responsible.

10 Itemization and total of fees and charges.	
TESOL CERTIFICATE PROGRAM	
<b>Application</b>	
Application Fee (Non-refundable)	\$ 50.00
<b>Registration Fees</b>	
Registration Fee (Non-refundable)	\$ 100.00
<b>Course Fees</b>	
Tuition per course	\$ 750.00
<b>TOTAL PER COURSE FEES</b>	<b>\$ 900.00</b>
<b>Extension Fees</b>	
Extension fee (per 15 week term)	\$ 200.00
Less GEOS Discount	\$ 300.00
<b>TOTAL COST OF PROGRAM</b>	<b>\$ 600.00</b>

Note: Textbook fees are not included. Please see the enclosed textbook list for a textbook fee estimate.  
**YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.**

Personal Data	
First Name	Last Name
Address: Street Address	
City	State / Province / Prefecture
Zip / Postal Code	Country


**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**

Anaheim University is accredited by the Accrediting Commission of the Distance Education and Training Council (DETC). The DETC is listed by the U.S. Department of Education as a nationally-recognized accrediting agency. Anaheim University and its programs have been examined and found to meet the educational and business ethics standards set by the DETC Accrediting Commission. The Accrediting Commission of the DETC is 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.

			
Signature of student	Date (Month / Day / Year)	Signature of AU 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:

**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	<input type="text" value="AU"/>	Student	<input type="text" value="STUDENT INITIALS"/>	(Please initial)
School	<input type="text" value="AU"/>	Student	<input type="text" value="STUDENT INITIALS"/>	(Please initial)
School	<input type="text" value="AU"/>	Student	<input type="text" value="STUDENT INITIALS"/>	(Please initial)

### 11 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) \_\_\_\_\_

#### OFFICE USE ONLY

Copy given to student: \_\_\_\_\_ Date: \_\_\_\_\_  
(Month / Day / Year)

### 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.

## 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 \$50 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 \$50 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 the	
15 Week Course	Receive
1st Week	100%
2nd, 3rd, 4th, and 5th weeks	75%
6th, 7th, and 8th weeks	50%
9th week	25%

#### 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.

For Example:

A student pays \$450 tuition for a 15 week course.	
Upon withdrawal during the first week:	the refund amount would be \$450.00.
Upon withdrawal during the second week:	the refund amount would be \$337.50 (\$450.00 less \$ 112.50).
Upon withdrawal during the sixth week:	the refund amount would be \$225.00 (\$450.00 less \$225.00).
Upon withdrawal during the ninth week:	the refund amount would be \$112.50 (\$450.00 less \$337.50).
The school shall be entitled to retain the entire course tuition following 60% of course completion.	