



# **CEL Enrollment agreement**

Period covered by this Enrollment agreement: January 1, 2026 - December 31, 2026

**CEL Enrollment Agreement**

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

**Enrollment agreement**

First name: \_\_\_\_\_  
Last name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_  
Age: \_\_\_\_\_  
Gender: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**Home address:**

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
ZIP: \_\_\_\_\_  
Country: \_\_\_\_\_  
Phone: \_\_\_\_\_

**US address:**

Address: \_\_\_\_\_  
City: \_\_\_\_\_  
ZIP: \_\_\_\_\_  
USA phone number: \_\_\_\_\_

**Program information:**

Program Name: \_\_\_\_\_  
Clock hours per week: \_\_\_\_\_  
Total clock hours for completion: \_\_\_\_\_  
Program Start date: \_\_\_\_\_  
Scheduled Completion date: \_\_\_\_\_

## **Location of Instruction**

All instruction will be provided at the College of English Language, 945 Hornblend Street, Suite G, 2nd floor, San Diego CA 92109

## **FERPA Rights**

In compliance with federal regulations, CEL will allow all students to view their files if they request. As well, CEL will not give out any personal information unless it is authorized in writing by the student.

## **Verification of Funds and Agreement to Terms of Refund and Cancellation Policies**

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 or by completing a complaint form, which can be obtained on the bureau's internet Website ([www.bppe.ca.gov](http://www.bppe.ca.gov)). \*The following may be used for inserts: Toll-free telephone #: (888) 370-7589 Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

## **Policy on the retention of student records**

CEL maintains records for each student who is or has been enrolled in a CEL program. These records include student identification information, academic progress, and eligibility for a Certificate of Participation.

Student records are maintained for a minimum of seven (7) years.

Transcripts are maintained permanently, and students may request a duplicate transcript or Certificate of Participation at no cost, provided they were in good standing during their enrollment.

## **Any unanswered questions**

A student or any member of the public may file a complaint with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form at [www.bppe.ca.gov](http://www.bppe.ca.gov).

## STUDENT'S RIGHT TO CANCEL

You have the right to cancel this enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7th) day after enrollment, whichever is later. Cancellation must be made in writing. The date of cancellation shall be the postmark date or the date the written notice is received by the institution.

## INSTITUTIONAL CANCELLATION POLICY (BEFORE START DATE)

If cancellation is received prior to the program start date, the following will apply:

- Cancellation received 3 days or more before the start date: the registration fee will be retained.
- The institutional cancellation fee will not exceed \$250.

All cancellations must be submitted in writing to the CEL Admissions and Housing Office.

## REFUND POLICY (CANCELLATION AFTER START DATE)

If a student cancels after the start of the program, the institutional cancellation fee will not exceed \$250 if the cancellation occurs within the first class session or the seventh (7th) day after enrollment, whichever is later.

Students may withdraw from a course at any time of the scheduled program. Tuition will be refunded on a prorated basis based on the student's last date of attendance.

The date of withdrawal shall be the last date of recorded attendance or the date written notice is received by the institution, whichever is later.

Refunds will be processed within thirty (30) days.

## Fees

Please refer to the attached invoice for all related fees.

# STATE OF CALIFORNIA STUDENT TUITION RECOVERY FUND

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. Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.  
<https://bppe.ca.gov/lawsregs/strf.shtml> (5, CCR Section 76120)

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste. 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 574-8900 or by fax (916) 263-1897.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 9
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but you have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

#### **TITLE IV POLICY / NO STUDENT LOANS**

CEL students are not eligible for Title IV funding. CEL does not offer student loans or financial aid. If you get a student loan, you are responsible for repaying the loan plus interest, less the amount of any refund.

If the student defaults on a federal or state loan, both of 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.

If you have received federal student financial aid funds, you are entitled to a refund of money not paid from federal student financial aid program funds.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The College of English Language (CEL) does not award academic credits, degrees, or diplomas. CEL issues a Certificate of Participation upon meeting the requirements outlined in the school catalog.

The acceptance of the Certificate of Participation is at the complete discretion of any institution to which you may seek to transfer. If the certificate is not accepted by 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 CEL to determine whether the Certificate of Participation will be recognized.

**ACKNOWLEDGEMENTS**

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 date 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."

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

\_\_\_\_\_  
Date, Print Name

\_\_\_\_\_  
Signature

**PROGRAM COSTS:**

- \$ \_\_\_\_\_ Tuition
- \$ \_\_\_\_\_ Registration Fee (non-refundable)
- \$ \_\_\_\_\_ California Student Tuition Recovery Fund Fee (non-refundable) (calculated at \$0.0 per \$1000)
- \$ \_\_\_\_\_ Other Charges for \_\_\_\_\_
- \$ \_\_\_\_\_ Charges paid to an entity other than CEL that is specifically required for participation in the educational program
- \$ \_\_\_\_\_ TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE
- \$ \_\_\_\_\_ ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM
- \$ \_\_\_\_\_ TOTAL CHARGES YOU ARE REQUIRED TO PAY ON ENROLLMENT

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later.

The last date for cancellation is : \_\_\_\_/\_\_\_\_/\_\_\_\_\_( MM/DD/YY)

This enrollment agreement is a legally binding contract when signed by the student and accepted by the school.

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.

\_\_\_\_\_  
Date, Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature and Title of School Official Accepting

\_\_\_\_\_  
Enrollment Date