



## **APPLICATION & ENROLLMENT AGREEMENT**

**Period Covered By The Enrollment Agreement**

1 - 03 - 23 to 01 - 04 - 24

Accredited by **ACCET** 

**\*MENTOR LANGUAGE INSTITUTE**

**Westwood**

10880 Wilshire Blvd., Suite 122  
Los Angeles, CA 90024  
310-887-0777  
Fax: 310-593-2499  
info@mlied.edu

**\*MENTOR LANGUAGE INSTITUTE**

**Hollywood**

7080 Hollywood Blvd. Suite 314  
Los Angeles, CA 90028  
323-870-7102  
Fax: 323-488-9748  
hollywood@mlied.edu

**[www.mlied.edu](http://www.mlied.edu)**

Please check your preferred campus of instruction:

Westwood

10880 Wilshire Blvd., #122, Los Angeles, CA 90024

Hollywood

7080 Hollywood Blvd., #314, Los Angeles, CA 90028

|                              |   |
|------------------------------|---|
| <input type="checkbox"/> OS  | <input type="checkbox"/> Program Change |
| <input type="checkbox"/> TF  | <input type="checkbox"/> Renewal        |
| <input type="checkbox"/> COS | Office Use Only                         |

**Student Information:**

|                         |  |
|-------------------------|--|
| Family Name (Surname):  |  |
| First (Given) Name:     | Middle Name:   |
| Country of Birth:       | Date of Birth (month/day/year):                                    |
| Country of Citizenship: | Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female |
| City/Province of Birth: | Email Address:   |

**Home Country Address:**

Street Number \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax/Cell (\_\_\_\_\_) \_\_\_\_\_

**USA Address:**

Street Number \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax/Cell (\_\_\_\_\_) \_\_\_\_\_

**Person to Notify in Case of an Emergency: (In the US)**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

**Program:**  ESL  Vacation ESL  Conversation  Business Plus  
Hours required to complete:  1,728  1,516.8  1,728  TOEIC® 432

**Program:**  TOEFL®  TOEFL® and University  IELTS™  Private lesson  
Hours required to complete:  Preparation 648  Preparation 648  432 Number of hours: \_\_\_\_\_

**Combination:**  No Combination  2 Programs

**Class Schedule:**  Morning  Afternoon  Evening  Private Lesson

**Course Length:**  12 Weeks  4 Weeks  Other \_\_\_\_\_

**Course Starting Date:** \_\_\_\_\_ **Scheduled Completion Date:** \_\_\_\_\_  
(month/day/year) 1) LOA: \_\_\_\_\_ to \_\_\_\_\_ (month/day/year)

New schedule Completion Date: \_\_\_\_\_ X

2) LOA: \_\_\_\_\_ to \_\_\_\_\_

New schedule Completion Date: \_\_\_\_\_ X

**Do you need an I-20?**  Yes\*  No

\*All I-20 applications must be accompanied by a \$150.00 **non-refundable**, and a financial statement verifying your ability to meet expenses. SEVIS fee may also apply.  
(Estimated expenses per school year: \$15,600.00 USD)

**Please indicate how you would like us to deliver your I-20:**

Express Mail (additional fee of \$120.00 will apply)  In Person

**How did you hear about Mentor Language Institute? (Please check all that apply)**

Friend  MLI Student : Name: \_\_\_\_\_  Agent : Name: \_\_\_\_\_  
 Internet  Google  Bing  SNS :  Instagram  Facebook  
 Yahoo  Other \_\_\_\_\_  Youtube  Other: \_\_\_\_\_

**WITHDRAWAL FROM COURSE:**

You have the right to withdraw from a course of instruction at any time. A withdrawal can take place either by written notice provided by you to the school you are attending or by your conduct, including but not necessarily limited to, your lack of attendance.

**STUDENT’S RIGHT TO CANCEL:**

You have the right to cancel this enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment date \_\_\_\_\_, whichever is later. "Cancellation" is defined as: any voluntary change in enrollment or request for refund prior to enrollment.

**REFUND POLICY:**

You shall be refunded 100% of the amount paid for institutional charges, less both a \$150 non-refundable Processing fee and the \$120 shipping and handling fee (if MLI processed the mailing of your I-20), if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

If Mentor Language Institute cancels a program subsequent to a student’s enrollment, all fees will be refunded.

If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable Processing fee, \$120 shipping and handling fee (if applicable) and the STRF fee.

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

60% of your class hours paid will be on \_\_\_\_/\_\_\_\_/\_\_\_\_ **Student’s Initials:** \_\_\_\_\_

1) Due to LOA, 60% of your class hours paid will be on \_\_\_\_/\_\_\_\_/\_\_\_\_ Student’s Initials: \_\_\_\_\_

2) Due to LOA, 60% of your class hours paid will be on \_\_\_\_/\_\_\_\_/\_\_\_\_ Student’s Initials: \_\_\_\_\_

Upon cancellation, withdrawal, termination or completion of enrollment, any refund due the student will be determined and will be paid within 45 days after the date of determination.

If your enrollment was facilitated by an authorized MLI overseas agent, the refund shall be made to the agent. However, the processing of any refund may be governed by the contractual agreement between you and the agent. You are advised to consult with your agent prior to entering into this enrollment agreement should you have any questions.

**LOANS:**

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

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the 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 assistance until the loan is repaid.

**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.

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

The transferability of credits you earn at Mentor language Institute (MLI) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma, or certificate you earn in \_\_\_\_\_ is also at the complete discretion of the institution to which you may seek to transfer.

If the 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 Mentor language Institute (MLI) to determine if your diploma or certificate will transfer.

At this time, Mentor language Institute offers non-credit courses and therefore does not recognize any credits earned at other institutions in courses of ESL study or through challenge examinations and achievement tests.

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.

**Student's Initials:** \_\_\_\_\_

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.

**Student's Initials:** \_\_\_\_\_

| <b>Fees</b>                   | <b>Description/Note</b>   | <i>(please check if applicable)</i> | <b>Amount</b>       |
|-------------------------------|---|-------------------------------------|---------------------|
| Processing Fee                | \$150; Non-Refundable   | <input type="checkbox"/>            | \$ _____            |
| Textbooks / Materials Fee     | Depends on Course (usually \$90-\$219)  | <input type="checkbox"/>            | \$ _____            |
| Shipping & Handling           | \$120; Non-Refundable   | <input type="checkbox"/>            | \$ _____            |
| ID Card Fee Renewal           | \$5   | <input type="checkbox"/>            | \$ _____            |
| SEVIS Fee                     | \$350; Non-Refundable after paid to SEVP  | <input type="checkbox"/>            | \$ _____            |
| Student Tuition Recovery Fund | Non-Refundable; depend on program   | <input checked="" type="checkbox"/> | included in tuition |
|                               | <b>ESL or Vacation ESL:</b> \$47.50; <b>Conversation:</b> \$25; <b>IELTS™</b> : \$12.50 |                                     |                     |
|                               | <b>TOEFL® Preparation:</b> \$20; <b>Business Plus TOEIC®:</b> \$7.5                     |                                     |                     |
|                               | <b>TOEFL® and University Preparation:</b> \$10  |                                     |                     |
| Other <i>(Please Explain)</i> | _____   | <input type="checkbox"/>            | \$ _____            |

**FEES SUBTOTAL:** \_\_\_\_\_ \$ \_\_\_\_\_

Tuition for \_\_\_\_\_ for \_\_\_\_\_ weeks (see Tuition Chart)  
*level/program # of weeks enrolled* \$ \_\_\_\_\_

**TOTAL CHARGES DUE FOR THE CURRENT PERIOD OF ATTENDANCE:** \$ \_\_\_\_\_

Deposit  - \$ \_\_\_\_\_

**TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:** \$ \_\_\_\_\_

**Payment in Full Election** (for students enrolling in classes for 4 months or longer)

I agree to pay the full tuition of \_\_\_\_\_ to take advantage of the offered discount.

**Student's Initials:** \_\_\_\_\_

All fees can be paid by cash, credit card, personal check, international or postal money order, traveler's check, cashier's check, and direct wire transfer (ask for details). Please make checks payable to:

**MENTOR LANGUAGE INSTITUTE**

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM**

The estimated total charges for each program (when paid in full) would not exceed the amount listed below plus the "Fees Subtotal" above.

**ESL (96 weeks): \$19,296 | TOEFL® (36 weeks): \$7,524 |**

**Conversation (96 weeks): \$9,648 | Vacation ESL (96 weeks): \$19,296 | Business Plus TOEIC® (24 weeks): \$2,604 | IELTS™ (24 weeks): \$5,208 | TOEFL® and University Preparation (36 weeks): \$3,762**

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:

Physical Address: 1747 N. Market Blvd., Suite 225, Sacramento California, 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Website: www.bppe.ca.gov

Toll Free Number: 1 (888) 370-7589

Fax Number: (916) 263-1897

**Complaints:**

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

This enrollment agreement is legally binding when signed by the student and accepted by the institution.

**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.**

If I am unable to understand in English, I have had all terms and conditions, and the cancellation and refund policy explained to me in a language I am fluent in.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date (Month / Day / Year)**

\_\_\_\_\_  
**Signature of Admissions Officer**

\_\_\_\_\_  
**Date (Month / Day / Year)**