

**TRANSWORLD SCHOOLS**  
551 Sutter St., San Francisco, CA 94102. Tel: (415) 932-6576  
Instruction provided at the address above

## 2024 ENROLLMENT AGREEMENT- ESL PROGRAM

Student Name \_\_\_\_\_ Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Address in USA \_\_\_\_\_ City \_\_\_\_\_ State/ZIP \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_ Birth Date \_\_\_\_\_

Next of Kin/ Name \_\_\_\_\_ Telephone \_\_\_\_\_

Nationality \_\_\_\_\_ Native Tongue \_\_\_\_\_ M [ ] F [ ]

Course Name \_\_\_\_\_ Full-Time [ ] Part-Time [ ] Start Date \_\_\_\_\_

(Class Schedule -Full-Time: M,T,W,Th,F - 9-12:10/12.40-2:10)

How did you hear about Transworld Schools? \_\_\_\_\_

This Enrollment Agreement is valid for the period \_\_\_\_\_ to \_\_\_\_\_

### Student's Right to Cancel the Course

A student is allowed to cancel an agreement for a course of instruction and obtain a refund of charges paid (less the non-refundable \$100 application fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later, including any equipment or other goods and services included in the agreement. The student is advised that a notice of cancellation shall be in writing, and that a withdrawal will be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to, a student's lack of attendance. If mailed in, the cancellation note becomes effective as of the postmark if properly addressed with proper postage. You will receive a complete refund within 30 days of course cancellation. You must return all equipment and materials to the school within the 30 days cancellation period, or the cost of the equipment and materials will be deducted from your refund.

**Student’s Right to Withdraw and Refund Rights**

**Student’s Agreement**

Course	
Tuition for 4 weeks	
Application Fee	\$100 non-refundable
Materials/Textbook Fee	\$100
STRF	0
Total Course Fees	
Housing Fee	\$150 non refundable

I understand that the total cost for the course of instruction for \_\_\_\_ weeks in length/\_\_\_\_ total clock hours is \$\_\_\_\_\_ (as presented on the Transworld Schools Brochure –Course Name \_\_\_\_\_ total tuition for full course + \$100 application, plus Student’s non-refundable contribution to the Student Tuition Recovery Fund (STRF) which is calculated as \$0 zero of tuition paid if the student is eligible to contribute to STRF). Your calculated STRF amount is \_\_\_\_\_. Courses may be purchased in increments where the minimum course length is \_\_weeks/\_\_\_\_hours at \$\_\_\_\_\_. Course dates from\_\_\_\_\_ to\_\_\_\_\_. Projected Course Completion Date is \_\_\_\_\_. I will pay a one-time \$100 textbook/material fee.. I agree that I am responsible for this amount. I intend to pay this amount by credit card/personal check/other\_\_\_\_\_. My current tuition balance owing is \_\_\_\_\_. I have received and read the current school catalog.

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE  
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM  
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT

**Class Schedule**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9AM-12.10PM	CLASS	CLASS	CLASS	CLASS	CLASS
12.40 - 3.50PM	CLASS	CLASS	CLASS	CLASS	CLASS
4 - 5.30PM	CLASS	CLASS	CLASS	CLASS	CLASS

**I understand that this agreement becomes a legally binding document after I sign it and it is accepted by the school.**

I have had the contents of this contract translated and/or interpreted for me, and I understand my obligations.

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.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Copy Received: \_\_\_\_\_  
 (Initials)

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 3-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 3-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 Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Copy Received: \_\_\_\_\_  
(Initials)

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 Boulevard, Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897. 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, by fax (916) 263-1897 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) and/or by contacting ACCET (Accrediting Council for Continuing Education & Training), 1200 19<sup>th</sup> St. NW Suite 200, Washington DC 20036. Tel: (202) 955-1113.

### **TRANSWORLD SCHOOLS – Background**

Transworld Schools, opened in 1997, offers English in the U.S. and overseas and English as a Second Language Courses (ESL) to non-native speakers of English. Transworld Schools is owned by Ceri Rich-Odeh.

Transworld Schools does not provide federal or state funding or loans to students and if the student has received federal student financial aid, funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. Transworld does not participate in federal or state student financial aid programs. If the student obtains a loan to pay for an educational program, the student 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 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.

Classes are held at the Transworld school building at 551 Sutter Street, San Francisco, CA 94012. Online instruction is provided remotely to the student through live online classes using the zoom conferencing platform.

### **ADMISSION STANDARDS AND GRADUATION REQUIREMENTS**

#### **Admissions Policy**

The minimum requirements for admission are sixteen years of age and completion of the Transworld Schools application form and admission process.

Transworld Schools is able to enrol and train students with physical disabilities; the school is wheelchair accessible. The institution does not discriminate on the basis of sex, race, ethnic origin or religion. Non-US citizens and non-native speakers of English are accepted for ESL programs.

### **Admissions Procedures**

To apply, complete the application form in the Transworld Schools' brochure, or online at [www.transworldschools.com](http://www.transworldschools.com). All applicants are welcome to visit the school and watch a class and/or watch a class taught online before applying. Transworld will assist you with booking accommodation at a Student Residence or Host Family for a \$150 booking fee; however, the accommodation is not under Transworld Schools' control. Students will pay the residence or host family directly. Please visit our website at [www.transworldschools.com](http://www.transworldschools.com) for a full list of housing options.

Student residences are located within 10 minutes walking distance to the school and prices range from \$750 per month for a shared room/shared bath to \$1400 per month for a private room/ private bath. Host families are located within 40 minutes by public transportation and prices range from \$750 per month for a shared room to \$1400 per month for a private room.

### **Educational Policies**

#### **Satisfactory Academic Progress and Grades**

##### **(1) Grading Policy**

Transworld Schools uses the following grading policy for all courses:

<u>Transworld Grade</u>	<u>Equivalent GPA</u>	<u>Equivalent %</u>
A	4.0	90-100
B	3.0	89-80
C	2.0	79-70
D	1.0	69-60
F	0.0	Below 60
P		Pass (elective)
I	Incomplete	
W	Withdrawal	

Evaluation will be based on the following:

- (1) Continual assessment of classwork, weekly throughout the course.
- (2) Grading of written assignments, not less than bi-monthly throughout the course.
- (3) Mid and End of course progress test, not less than once per month.

The minimum requirement for course completion is 80% attendance and a course progress grade of C.

##### **(2) Attendance, Tardiness, and Absenteeism**

Transworld Schools expects all students to attend not less than 80% of all classes and to arrive at class to start on time. If you are going to be late or absent, you must call the school. Three (3) tardies of more than 5 minutes each will result in one (1) absence. As the student is required to attend 80% of his/her classes on the regular ESL schedule, there is no opportunity to make-up missed ESL classes. If you are regularly absent or late, or have more than 2 consecutive absences without a doctor's letter, the School Director will meet with you and assist you in finding a solution. A copy of the meeting and outcome will be placed in your file and you will be put on probation. If the absenteeism/tardiness persists, and if all efforts on the part of the staff and student fail to resolve the situation, Transworld Schools reserves the right to dismiss the student.

##### **(3) Leave of Absence Policy**

You must attend 80% of the course in order to complete. You must request any Leave of Absence (LOA) in writing and sign it. You must include your expected date of return in your written request. You may not take more than 50% of your total course length as a LOA. If you have a student visa, you will not be allowed to take a leave of absence other than for documented emergencies and this will be recorded on your SEVIS record according to SEVIS (student visa) regulations.

**(4) Re-Admission**

Students who are dismissed and are requesting re-admission should discuss their re-entry status with the School Director.

**(5) Behavior Problems**

Transworld Schools reserves the right to dismiss the student for continuous disruptive behavior. Smoking is not permitted anywhere in the school, or in the building where the school is housed, including the lunch room and restrooms.

**(6) Sexual Harassment**

If you feel that you are the victim of sexual harassment, you should report any such incident to the School Director or to the staff member of your choice. All reports of sexual harassment received by Transworld Schools will be investigated in a completely confidential manner. Any student or staff member who is found to have sexually harassed other students or staff members will be dismissed.

**(7) Student Records**

All student records are kept in the administrative offices at Transworld Schools for five years. Student transcripts and are kept permanently. Students may access their student file. All student files are confidential and Transworld Schools is not able to release any information regarding an individual student without that student's written permission.

**(8) Transfer of Credits**

No credit hours are awarded for ESL courses and Transworld Schools does not accept transfer of credits from other schools or programs for ESL courses. There are no transfer or articulation agreements between Transworld Schools and any other college or university that provides for the transfer of credits earned in the program or instruction.

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

The transferability of credits you earn at Transworld Schools is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in ESL is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is 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 the institution to which you may seek to transfer after attending Transworld Schools to determine if your certificate will transfer.

**9) Student Tuition Recovery Fund (STRF)**

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 OF STUDENT RIGHTS**

**STUDENT'S RIGHT TO CANCEL**

- (1) A student is allowed to cancel an agreement for a course of instruction and obtain a refund of charges paid (less the non-refundable \$100 application) through attendance at the first class session, or the seventh day after enrollment, whichever is later, including any equipment or other goods and services included in the agreement, where the first business day is the day

on which the student (1) attended the first class of the course of instruction which is the subject of the agreement, (2) received a copy of the notice of cancellation, or (3) received a copy of this agreement and all mandatory information that must be disclosed to student prior to a course agreement, including a copy of the agreement, completion and placement rate, catalog, etc., whichever occurs last. The student must provide written notice of cancellation to the school, and if mailed in, becomes effective as of the postmark if properly addressed with proper postage.

- (2) After the end of the cancellation period, you also have the right to withdraw from the school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school administration for a description of the refund policy.
- (3) If the school closes before you complete the course you have paid for, you may be entitled to a refund. For more information, contact ACCET at 1722 N. Street, NW., Washington, DC 20036. Telephone: (202) 955-1113.
- (4) If you have any complaints, additional questions regarding the catalog or the addendum that have not been satisfactorily answered by the institution, or problems which you cannot work out with the school, write or call: Bureau of Private Postsecondary Education by calling (888) 370-7589 toll-free, by fax (916) 263-1897, by completing a complaint form, which can be obtained on the Bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov), or by writing to the Bureau for Private Postsecondary Education at 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834 and/or contact ACCET at 1722 N. Street, NW., Washington, DC 20036. Telephone: (202) 955-1113.

## **REFUND POLICY**

### **Refund During Cancellation Period**

A student is allowed to cancel an agreement for a course of instruction and obtain a refund of charges paid (less the non-refundable \$100 application fee) through attendance at the first class session, or the seventh day after enrollment, whichever is later, including any equipment or other goods and services included in the agreement. The student is advised that a notice of cancellation shall be in writing, and that a withdrawal will be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to, a student's lack of attendance. If mailed in, the cancellation note becomes effective as of the postmark if properly addressed with proper postage.

The cancellation date is \_\_\_\_\_

### **Refund After Cancellation Period**

If a student withdraws after seven (7) business days where the first day is the first day class was attended, the student is entitled to only a partial refund. The student has the right to withdraw from school at any time and receive a refund for that part of the course not taken, for which the student has paid. The amount of that refund is to be "100% pro-rated" which means that the student is refunded for all classes paid for but not taken after the point of last date of attendance (LDA) from the course. The refund is to be paid within thirty (30) days of withdrawal and a refund notice is to be sent to the student.

### **Refund Example**

The following is an example of refunds and amounts. The 4-Week Intensive English Course costs \$460 and meets for 72 clock hours. There is no special equipment for this course. There is an additional \$100 non-refundable charge for materials. There is an additional \$100 non-refundable application fee. If the student has paid for the course in full (\$460) and withdraws after completing 36 hours of instruction, or 50% of the course, the student will receive 50% of the tuition as a refund (\$230).

### **Tuition Payment**

A \$100 non-refundable Application Fee is due 4 weeks prior to the course start date (later when applications are accepted less than a month prior to course start date). The tuition is due on the first day of the course. Students may pay in payments every 4 weeks throughout the course and failure to pay tuition on the first day of the 4 week period class will result in exclusion from the class until tuition is paid. Transworld Schools treats all students fairly and equitably relative to tuition, other charges, and refunds.

### **Student Complaint Procedure**

If you experience any problems at Transworld Schools, you should tell an instructor or the School Director. The school will give you a written response to your complaint within 10 days. If the complaint or relief requested by you is rejected, the reasons for the rejection should be written in the response. Your participation in the complaint procedure and the disposition of the complaint must not limit or waive any of your rights or remedies. Any document signed by you that purports to limit or waive your rights and remedies is void.

If you have any complaints, additional questions regarding the catalog or addendum that the school has not satisfactorily answered by the institution, or problems that you cannot work out with the school, write or call: Bureau of Private Postsecondary Education by calling (888) 370-7589 toll-free, by fax (916) 263-1897, by completing a complaint form, which can be obtained on the Bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov), or by writing to the Bureau of Private Postsecondary Education at 1747 North Market Boulevard, Suite 225, Sacramento, CA 95834 and/or by contacting ACCET at 1722 N. Street, NW., Washington, DC 20036. Telephone: (202) 955-1113.

### **ESL Faculty**

Ceri Rich-Odeh: Director; BA, MA, TESOL

Mai Dajani: ESL Instructor; BA, MA, TESOL

Marc Gregory: ESL Instructor; BA, MA, TESOL

Andrew Englade: ESL Instructor; BA, TESOL

Toni Cox: ESL Instructor; BA, TESOL, MATESOL

Logan Hesse: ESL Instructor; BA, TESOL

Lisa Landes: ESL Instructor; BA, MA, TESOL