



**COLUMBIA SCHOOL  
OF ENGLISH**

# Enrollment Form

Non-F1 students should submit a \$100- per course tuition deposit with this form in order to enroll.

Year/Term: \_\_\_\_\_

Name:

Last	First	Middle Initial	Date of Birth
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Address:

Street	City/State/Zipcode	Email
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Phone numbers:

Home	Cell	Work
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Emergency Contact Person:

Name	Phone	Relationship
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Gender:  Male  Female    First language: \_\_\_\_\_    Highest Degree Earned : \_\_\_\_\_

Are you an Oregon resident?    US Citizen?    Nationality:    Type of visa:  
 Yes  No     Yes  No

Are you a:  New student     Continuing student     Returning student (Last term of attendance: \_\_\_\_\_ )

Please select the program in which you would like to enroll for this term:

Standard     Intensive     Academic Preparation     Premier     Customized     Other:

Please list the courses in which you would like to enroll below. Schedule information will be completed by the Academic Coordinator and returned to you.

Course Title	Course Number	Days/Times	Required Texts & Fees

For and in consideration of my registration and enrollment at Columbia School of English, I promise and agree to pay all debts incurred or sums charged to my account as a Columbia School of English student. I further understand that upon signing this Agreement, I will be legally obligated to pay all debts owed to Columbia School of English and all charges to my account, including full payment of all student fees payable for any term for which I enroll, unless I officially withdraw from CSE in accordance with CSE's withdrawal policy (on reverse). I understand that tuition is due before I can attend classes, and agree that I have the right to prepay in full my tuition for any term for which I enroll. I understand that any fees not paid in full remain due and payable by me pursuant to the terms of the Deferred Payment Plan stated below. I understand that late payments are assessed a 5% late fee for each week they are past due.

I understand and agree to the terms and conditions stated above.

Student Signature	Date
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Terms of the Deferred Payment Plan: Students are required to pay a minimum of 50% of their tuition due for the present term before attending classes at CSE, and may elect to participate in a deferred payment plan to finance the remaining balance of their tuition for 31 days at a rate of 10% on the balance due.

I further agree to be bound by all provisions of the Deferred Payment Plan as stated above. Initials \_\_\_\_\_

## **CSE Withdrawal Policy**

Students who withdraw after signing the enrollment form must submit a withdrawal form to CSE.

Withdrawing students will be eligible for a refund of tuition for the current term **only if** they submit this form **within the first 3 days** of the term (*The 3-day withdrawal policy does not apply to F-1 students*). However, an administrative charge of \$500- will be deducted from the refund (the administrative charge for part-time students is \$100- per course withdrawn).

Students should provide at least 30 days written notice in order to withdraw or transfer from CSE at the end of an academic term. A student who wishes to withdraw mid-term must enroll in a customized program of study to be eligible to withdraw or transfer during an academic term.

**F-1 Students:** Students holding an F-1 Visa must maintain continuous enrollment in order to keep their visa in-status. F-1 students who enroll and then decide to withdraw violate the conditions of their visa and will be terminated.

## **Drop/Add Policy**

Students can request changes to their program or schedule, but to be eligible for a refund, changes must be requested within the **first 3 days** of beginning classes.

\$100 per class will be subtracted from any approved refund.

Please check the boxes below indicating you understand the above policies.

I understand and agree that I have to pay for all tuition and school fees for this term.

I understand that I must provide 30 days written notice in order to withdraw from CSE and/or transfer to another school, and that I cannot transfer during the term.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_