



TYSONS INSTITUTE

Enrollment Agreement

COMPLETE ALL ITEMS AND RETURN TO THE INSTITUTE (PLEASE PRINT) AGREEMENT

I _____, acknowledge that I am enrolling for the following program, which will involve _____ Quarters of study and will take approximately _____ to complete.

Major:

- Software Application
- Web Design I
- Web Design II
- Data Base Program
- Executive Management
- English As a Second Language (ESL)
- Undeclared/None
- Conditional Admission

The start date for the program is ___/___/___ and the expected completion date is ___/___/___

TUITION & FEES

Tuition	CIS Program
Per Credit Hour	\$366.67
Per Course	\$1,650
Per Quarter (full-time) *	\$6,600
Total Program (2 Years) **	\$13,200

Services Provided	Explanation	Fee
Application Fee	For all programs of study	\$100
SEVIS	International Students	\$200
I-539 Application to Extend/Change Non-Immigrant Status	International Students	\$370
Processing Fee	International Students	\$250
Postal Fee	International	\$65
	Domestic	\$35
New Student Orientation Fee	New student welcome package, orientation seminars, workshop, e-mail, and other account setup	Free & Mandatory
English Placement Test Fee	Those who need to take the test only (CASA)	Free
Health Insurance	Per academic year, those who need to sign up through the Institute.	NA
Late Registration Fee	After the last day of registration before the end of the add/drop period.	\$50
Add/Drop Fee	Per course term	\$60
Course Cancellation Fee	Per course term	\$100
Returned Check Fee	If the check issued by the student is not honored by their bank.	\$50
Student ID Card, / Replacement	If student ID card is lost or a replacement is needed. Student ID cards must be renewed every year.	\$25
Technology Fee	The Technology fee is a nominal charge in addition to tuition costs that will be used for technology enhancement	\$20/Quarter
Transcript Processing Fee	Upon request by the student. It will take three business days to process transcript requests.	\$25
Graduation Application /Diploma Processing Fee	All students graduating must pay this fee when submitting the Graduation Application Form.	\$100

CANCELLATION & REFUNDS

I understand that I may cancel this agreement at any time by calling Tysons Institute. In addition, I am also aware that this agreement becomes legally binding, upon the school’s acceptance of my application for admission.

Should I choose to cancel, the following schedule and costs would be applied to determine my financial obligations to Tysons Institute

- 100% of the total cost indicated above may be retained three days prior to the first day of class
 - 75% of the total cost indicated above may be retained if the withdrawal occurs during the first quarter of the program
 - 50% of the total cost indicated above may be retained if the withdrawal occurs during the second quarter of the program
 - 25% of the total cost indicated above may be retained if the withdrawal occurs during the third quarter of the program
 - 0% of the total cost indicated above may be retained if the withdrawal occurs during the fourth quarter of the program
- *Enrollment Fees are non-refundable

ACADEMIC AND FINANCIAL ADMISSION REQUIREMENTS

The Institute requires all of its admitting students to obtain a high school diploma or GED Certificate. A student may be admitted by submitting a signed affidavit of earning a high school or equivalent credentials and providing such evidence to the Institute within the end of the student’s starting term or three months thereafter, whichever occurs sooner. The Institute currently does not admit any students under an ability-to-benefit determination.

All international (M-1 visa) applicants must submit a Statement of Financial Support detailing the source(s) of funding for their program of study. Please visit our web site (www.tysonsinstitute.com) to download the Institute’s “Statement of Financial Support” Form. International applicants will need to submit the following documentation in addition to the Statement of Financial Support Form:

1. A recent letter from their bank or their sponsor’s bank providing the following data:
 - a. The account holders legal name;
 - b. Total amount deposited within the last 3-6 months; and
 - c. The current balance.
2. A statement certifying that their family or other sponsors are going to support them financially during the period of stay in the US.

DECLARATION

I certify that I have read and acknowledge this Agreement. I also understand that failure to comply with my financial obligations could result in my seat at Tysons Institute being terminated with immediate effect

Applicant’s Name (please print)

Applicant’s Signature / /
Date (MM/DD/YYYY)

Tysons Institute Official Signature Date (MM/DD/YYYY)

QUESTIONS? WRITE, EMAIL OR CALL US

Mail	By Phone/Fax/Email
Tysonsinstitute.com	Tel: 703.506.1300
8230 Old Courthouse Road	Fax: 703.648-6152
Suite 425	Email: info@ti.edu
Vienna VA 22182	www.ti.edu
USA	

FOR OFFICE USE ONLY Student ID Number:
