

TYSONS INSTITUTE
STUDENT ENROLLMENT AGREEMENT

8230 Old Courthouse Road, suite 425, Vienna, VA 22182
Tel: 703-506-1300 | Email: info@ti.edu | Website: www.ti.edu

STUDENT INFORMATION

STUDENT NAME: _____

DATE OF BIRTH: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ EMAIL: _____

SOCIAL SECURITY NUMBER (IF ANY): _____

EMERGENCY CONTACT: _____

PROGRAM INFORMATION

DATE OF ADMISSION: _____ PROGRAM/COURSE: _____

PROGRAM START DATE: _____ ANTICIPATED END DATE: _____

-
- FULL-TIME
- PART-TIME
- DAY
- EVENING

DAYS/EVENINGS CLASS MEETS:

-
- MONDAY
- TUESDAY
- WEDNESDAY
- THURSDAY

TIME OF DAY/EVENING CLASS BEGINS: _____ TIME OF DAY/EVENING CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CREDIT/CLOCK HOURS: _____

ITEMIZATION & TOTAL TUITION FEES

Tuition	Certificate Program
Per Credit Hour	\$400
Per Course	\$1,800
Per Term (maximum)*	\$7,200
Total Program	\$7,200-14,400

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
Registration Fee	Registration for the new course term	\$10
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	\$25/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
Books and Supplies	Students are responsible for all books and supplies required for the courses or programs	NA

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$ _____ *

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

STUDENT AGREES TO PAY ABOVE SPECIFIED FEES AS FOLLOWING:

Cash \$ _____

Credit Card \$ _____ **Exp. Date:** _____

Sponsor \$ _____ **Sponsor Name:** _____

Credit Card Number:

Check \$ _____ **Check Number:** _____
 Student Loan \$ _____
 Corporate \$ _____ **Corporate Name:** _____
BALANCE DUE \$ _____ **Payment Agreement:** _____

Tuition and other fees are not subject to change prior to program completion date. By signing, you (student) acknowledge your understanding that tuition & fees are fixed up to your program completion date.

Cancellation and Refund Policies

A full refund of all monies paid will be made to the applicant, less a maximum application fee of \$100, if an applicant is rejected for enrollment by an institution or if a prospective international student has his/her visa application rejected, of \$200 as clearly itemized in the enrollment agreement as nonrefundable.

The Institution will refund all monies paid by the student if it cancels a program subsequent to a student's enrollment or if an applicant accepted by the Institution cancels prior to the start of scheduled classes or never attends class (no-show).

Refund amounts is based on a student's last date of attendance. The institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week when determining the number of weeks completed by the student.

If a student elects to withdraw from specific course(s) or completely from the Institute, the following refund schedule will be used to determine any outstanding financial obligation for which the student may be responsible:

Withdrawal Date	Tuition Refund
End of the 1 st week of the term	100%
Less than 25% of the Term	75%
25% and up but less than 50%	50%
50% and up but less than 75%	25%
75% and up	No Refund

A student applicant will be considered a student as of the first day of classes. If an international student accepts an I-20 from the Institute, they are financially responsible according to the above schedule.

If no payment was made, the Institute will bill the student for the due amount according to the schedule above. If a student is participating in a payment plan and the installment payment is insufficient to cover the student's obligation according to the schedule above, then the Institute will send the student a bill for the difference.

If a student's financial obligation is not fulfilled, the Institute is authorized to do the following until the monies owed are paid:

1. Withhold the release of the student's academic records or any information based upon the records.
2. Withhold the issue of the student's transcripts.
3. If the student's account remains delinquent, the Institute reserves the right to terminate enrollment and cancel M-1 visas of international students. Late tuition payments are subject to financial penalties.

The following actions may occur if delinquent tuition remains unpaid:

1. Placement of student's account with a licensed collection agency. Collection agencies may assess collection fees up to 40% of student's balance.
2. Assessment of litigation and court costs.
3. Student's delinquency will be reported to a national credit bureau

Payment Plan Policy

All students are eligible for the Tysons Institute Payment Plan Program, which is a service provided for students to pay fees on a monthly installment basis with the understanding that the individual payment schedule is to be strictly followed. Students must attain an approval from submitting the Truth in Lending statement to qualify for the payment plan. Students must have a zero balance, or be on an approved pay plan schedule, in order to be eligible to enroll in subsequent quarter classes.

Payment Plan Options (tuition only)

Payment Plan A:

The total is due for the quarter may be paid in full on or before the first day of class

Deferred Payment Plans: Students also may select from payment plans that allow students and parents to pay tuition and fees over time, deferring some of the cost until later. There are two deferred payment plans.

Payment Plan B:

33 percent of yearly tuition costs are due on or before the 15th day of each quarter 1. The student will make 3 equal payments a year.

Payment Plan C:

The total for the year is divided into eleven equal payments (about 9% percent of the yearly tuition) payable on or before the 15th day of each month.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT 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.

Signature of Student

Date

Signature and Title of School Official Accepting Enrollment

Date

UNDERSTANDINGS

INITIAL

1. **Catalog:** Information about TI is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. TI reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in TI, the Student agrees to abide by the terms stated in the catalog and all school policies.
2. **Location:** All residential instruction occurs at 8230 Old Courthouse Road, Ste 425, Vienna VA 22182.
3. I understand that I will be awarded a Certificate when I have completed all of the program requirements and that I am not guarantee employment after completion of the program. A graduate must have passed each course and have satisfied all financial obligations.
4. 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.
5. Tysons Institute informs its students of its policies and procedures adopted by the Institute. Each student is responsible to be familiar with the information presented by the Institute. Accordingly, the Institute disseminates Catalog & Student Handbook to its students. I acknowledge that I received the Institute's Catalog & Student Handbook via a hard copy, electronic file, or compact disk and understand their terms and condition as stated.