



ENGLISH AS A SECOND LANGUAGE (ESL) APPLICATION

COMPLETE THE FOLLOWING FORM. PLEASE TYPE OR CLEARLY PRINT IN INK ALL REQUESTED AND APPLICABLE INFORMATION.

PERSONAL DETAILS

Exact legal name		
First Name (Given Name):	Middle Name:	Last Name (Surname):
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth (mm/dd/yyyy):	Citizenship:

Mailing Address		
Number and Street:		Province:
City/Town:	Postal Code:	Country:

Contact Information	
Primary Phone Number:	Secondary Phone Number (if applicable):
Email Address:	

EDUCATIONAL HISTORY

Secondary Education – High School or Equivalent		
Name of Institution	Country	Year of Graduation

Post-Secondary Education – College/University (if applicable)				
Name of Institution	Country	Attended (from/to)	Graduated (Yes/No)	Degree

OTHER INFORMATION

Emergency Contact Information	
Name:	Phone Number:
Email Address:	Relationship to Student:

Important Questions
What language(s) do you speak?
How do you rate your level of English skills (Check Level)? <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
Do you need housing accommodations?
Do you need airport transportation service?

Sign and date form:



ENGLISH AS A SECOND LANGUAGE (ESL) STUDENT ACKNOWLEDGMENTS AND ENROLLMENT AGREEMENT

CANCELLATION AND REFUND POLICIES

Rejected Applicants: An applicant who is rejected admission into the English as a Second Language (ESL) program, will be refunded all monies paid.

Three-Day Cancellation: An applicant who provides written notice of cancellation within three days (excluding Saturday, Sunday and federal and state holidays) of signing an enrollment agreement or making their payment, whichever is the latest act to occur, is entitled to a refund of all monies paid. No later than 30 days of receiving the notice of cancellation, University of the Potomac shall provide a 100% refund.

Other Cancellations: A student has the option to withdraw from University of the Potomac by giving notice of their intent to terminate enrollment in writing. In the absence of the student giving written notification, the student is dismissed from University of the Potomac after 3 (three) consecutive days of non-attendance.

When determining refunds, the number of days enrolled is calculated from the start date for the program to the withdrawal date. The student's withdrawal date is either the date the student notifies University of the Potomac in writing of the intent to withdraw, or the date University of the Potomac determined that the student was no longer attending classes, usually 3 (three) calendar day after the date of last attendance. Class times missed due to absences are included. Times out of class due to an approved/excused absence, termination and re-enrollment, and University of the Potomac's schedule/unscheduled closure dates are excluded.

University of the Potomac's English as a Second Language (ESL) program tuition is charged on a program basis. All fees are non-refundable. University of the Potomac's refund policy generally allows the school to earn 100% of the charges from students who complete 60% or more of the program. The date of a student's withdrawal is established when University of the Potomac determined the student was no longer attending classes. University of the Potomac may take up to 5 (five) days from the last date of attendance to make the determination that the student was no longer attending classes.

ESL Program Tuition Refund

Last date of attendance as percentage of the payment period for which the student was obligated	Percentage of tuition obligated and paid to be returned
Less than 10%	100% refund
10% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
60% or more	No refund

If applicable, refunds to agencies, private loans, scholarships, and to the student will be made within 30 days of the date the student is determined to have withdrawn. Students will be sent a notification of all refunds made. Although the staff cannot advise students on when to withdraw from the program, students are encouraged to become familiar with the refund policies, make their own decisions and take the appropriate actions. All other charges are non-refundable.

TERMS AND CONDITIONS

I hereby acknowledge receipt of the current ESL's policies and requirements or gained access to the most current copy of University of the Potomac's ESL requirements online at www.potomac.edu and a copy of this enrollment agreement. I understand that the terms within University of the Potomac catalog are incorporated as part of this enrollment agreement. I agree to abide by all terms within University of the Potomac catalog and understand that my enrollment may be terminated if I fail to comply with the rules, regulations, and financial requirements.

I understand that by providing my mailing address, e-mail address, and telephone and/or cell phone numbers, I consent to receive communications sent by, or on behalf of, University of the Potomac (and its subsidiaries, affiliates, and/or agents) via regular mail, e-mail, telephone, cell phone, and/or SMS text message.



University of the Potomac reserves the right to modify its programs, schedule, curricula, policies, and/or procedures as deemed necessary to continue to improve the educational offerings.

University of the Potomac’s grievance procedure is followed in a similar manner that is outlined in the school’s catalog.

I acknowledge that I have been made aware that University of the Potomac’s Right to Know statistics are available to me on the school’s website.

I acknowledge that in accordance with the Cleary Act (P.L., 101-542 amended by P.L., 102-26), I have been made aware that University of the Potomac’s Campus Crime and Security Information is available to me on the school’s website.

I grant permission to University of the Potomac to use my image (photographs and/or videos) taken at the school, other University of the Potomac related places/sponsored events, for use in publications including videos/TV, email blasts, recruiting brochures, newsletters, newspapers, and magazines and to use my image in electronic versions of the same publications or on the website or other electronic forms of media. I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

ARBITRATION AGREEMENT

Any dispute I may bring against University of the Potomac, or any of its parents, subsidiaries, officers, directors, or employees, without limitation, or which the school may bring against me, no matter how characterized, pleaded or styled, shall be resolved by binding arbitration, conducted by the American Arbitration Association, under its Consumer Rules, and decided by a single arbitrator. The arbitrator will decide the case pursuant to the Federal Arbitration Act, and under the laws of the state of District of Columbia, U.S.A. Any dispute over the interpretation, enforceability or scope of this Arbitration Agreement shall be decided by the Arbitrator, and not by a Court. I explicitly waive any right I may have to a jury trial, and understand that the decision of the arbitrator will be binding, and not merely advisory.

Neither University of the Potomac nor I shall file any lawsuit against the other in any court and agree that any suit filed in violation of this provision shall be promptly dismissed by the court in favor of arbitration. Both University of the Potomac and I agree that the party enforcing arbitration shall be awarded costs and fees of compelling arbitration.

The costs of the arbitration filing fee, arbitrator’s compensation, and facilities fees that exceed the applicable court filing fee will be paid by University of the Potomac.

I agree that any dispute or claim I may bring shall be brought solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action. Any remedy available from a court under the law shall be available in the arbitration.

I certify that the information in this application and enrollment agreement are true, complete, and correct to the best of my knowledge. I hereby apply for admission to University of the Potomac’s English as a Second Language (ESL) program and agree to abide by its regulations.

I understand that all information and documentation forwarded in support of the application becomes the property of University of the Potomac’s English as a Second Language (ESL) program.

Signature of Applicant:	Date (mm/dd/yyyy):
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