



Excel English Institute
Application/Enrollment Agreement
 10260 North Central Expressway, Suite 250
 Dallas, Texas 75231
 www.excelenglishinstitute.com

Student Info

First Name: _____ Last Name: _____ Date of Birth: ____/____/____
M D Y

Gender: ___ Female ___ Male Country: _____

U.S. Address:

_____ Apt. # _____ City _____ State _____ Zip code _____

Phone #: (____) _____ Email: _____

Emergency Contact #: (____) _____ Relationship to Student: _____

How did you hear about our school? _____ Online search _____ Referral _____ Social media _____ Other

PAYMENTS

Intensive English Program: (M-Th, 9:00 am – 1:30 pm)

- Registration - \$50.00
- Tuition - \$400.00
- Books - \$150.00

Accent Reduction: (Sat 10:00 am to 1:00 pm)

- Tuition - \$100.00
- Book - \$50.00

TOEFL Preparation: (M-Th 2:00 pm – 6:30 pm)

- Registration - \$50.00
- Tuition - \$400.00
- Book - \$65.00

Refund/Cancellation Policy:

Rejection & cancellation before the start of class:

1. If Excel cancels a class, all monies paid will be refunded in full, including the registration fee.
2. If a student is accepted by Excel, cancels before the start of classes or never attends the class, all monies paid will be refunded, less the registration fee.
3. If a student must be absent for more than 1 week, he/she may freeze tuition 1 time with good cause.

Withdrawal or termination after the start of class:

1. Registration Fees are non-refundable
2. If a student enrolled for the 4 week period withdraws during:
 - First week - **80% refund of unexpended tuition, prorated according to last day of class.**
 - Second week - **70% refund of unexpended tuition, prorated according to last day of class attended.**
 - Third and Fourth week - no refund is possible, except in extenuating circumstances.

All additional costs not included in the tuition fee are not subject to refund computation.
Refunds are made within 30 days from the date of the receipt of a refund request.

To be filled out by the school administrator

Placement Test Score: _____

Session: _____

Start Date: ____/____/____

Intensive English Program: Beginning Intermediate Advanced

Accent Reduction Program

TOEFL Preparation

I certify that I have read and understood the Enrollment Agreement and I agree to fulfill my obligations and responsibilities. This signed paper serves as a binding agreement between the school and the student.

Student Signature

Date

Administrator Signature

Date