



**Excel English Institute**  
**Application/Enrollment Agreement**  
 1101 East Arapaho Road, Suite 150  
 Richardson, TX 75081  
 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