

# UCEDA INTERNATIONAL APPLICATION STUDENT ENROLLMENT CONTRACT

Student Name: \_\_\_\_\_  
First Name Middle Name Last Name

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_  
mm/dd/yyyy

*I am hereby enrolling in the Intensive English Program (IEP) at UCEDA International. I understand that my enrollment is subject to the terms and conditions of this enrollment agreement.*

Program Start Date: \_\_\_\_\_ Program End Date: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

Total Program Duration: \_\_\_\_\_ months.

Rates	Course Hours	Total Tuition	Monthly	Promo: Pay in full - save 5%
12-month IEP	18 hours per week	\$6,300	\$525*	Only \$499 per month - \$5,988 total
9-month IEP	18 hours per week	\$4,851	\$539*	Only \$512 per month - \$4,608 total
6-month IEP	18 hours per week	\$3,360	\$560*	Only \$532 per month - \$3,192 total
3-month IEP	18 hours per week	\$1,797	\$599*	
Premium IEP	20 hours per week	\$1,797	\$599*	

*\*Tuition payments may be divided into monthly installments only for program durations longer than three months.  
 A non-refundable tuition deposit for the final month of your program must be received prior to your Program Start Date.*

Additional Fees	
Registration Fee (non-refundable)	
\$150 (Initial Status)	
\$500 (Change of Status)	
\$100 (Transfer)	
Graduation Fee	\$75
Official Transcript	\$25
Document Delivery Fee (IS only, estimated)	\$89
Late Fee (only for late payments)	\$30
Program Extension Fee (if needed)	\$100
Student ID Card	\$10
Make Up Hours (6h)	\$45

## Terms & Conditions

**All UCEDA students are required to observe the following basic school policies:**

**Conduct:** Show respect for others. The following behavior is unacceptable and will not be permitted on school premises: verbal or physical abuse; racism; sexism; sexual harassment; cheating or dishonesty; international disruption of school activities; or theft or damage to school premises. Students must comply with local and federal laws and avoid any action on school premises that may conflict with educational objectives. Smoking, drug use, and consumption of alcohol on school premises is prohibited.

**Attendance:** Come to class every day. If there is an emergency, notify the school. If absent for medical reasons, give a doctor's note. F-1 students must attend 18 hours per week. Students with less than 80% attendance will be placed on formal Probation. Students with unauthorized absences for 3 consecutive weeks, or less than 70% attendance over 3 months, may be Terminated immediately. Federal law allows F-1 students to take an annual vacation after completing at least 6 consecutive months of intensive study. Written advance notice is required. Vacation from your program may be taken once per calendar year, for 30 to 90 days. Only students who intend to register for the following course session are eligible for vacation. A decision by the student not to attend a portion of the annual program does not excuse the student from timely payment of monthly tuition installments.

**Tuition and Fees:** Timely payment of tuition and fees is a requirement for maintaining Active student status. For students paying tuition on a monthly basis, tuition and lab fees are due on the first calendar day of every month. Late payments will be subject to a Late Fee of \$30, which will increase by \$1 per day until full payment is received. Students who are more than 30 days overdue may be suspended from classes until their account is paid in full. This can affect your academic progress, and can lead to termination of student status. Tuition rates are subject to change on an annual basis. Please access: [www.uced.edu/tuition](http://www.uced.edu/tuition).

**Refunds:** Registration fees and other fees related to administrative services and course materials, including Lab Fees, are non-refundable. For full time students, tuition is generally charged on an annual basis. Tuition refunds shall be calculated in accordance with regulations as a function of the full program tuition, less any discounts received, and the date of withdrawal/termination relative to the schedule program start and end dates: 90% refund during week 1; 80% refund during week 2-3; 55% refund prior to 25% completion; and 25% refund prior to 50% completion. For programs of study designed for less than 300 instructional hours, refunds will be pro-rated on a weekly basis. Refunds shall be issued by check within 10 business days of the date of withdrawal.

**School closure:** In the event of an unannounced school closure, students enrolled at the time of the closure must contact the New Jersey Department of Labor and Workforce Development Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at [trainingevaluationunit@dol.nj.gov](mailto:trainingevaluationunit@dol.nj.gov).

**Complaint Resolution:** For routine matters, you will find the office staff and your academic advisor to be very helpful. Students may also submit formal complaints to the Intensive English Program Director - [iep@uced.edu](mailto:iep@uced.edu) with the word "Complaint" in the subject line. A complete outline of complaint resolution procedures and other policies can be found in the Student Handbook, or at: [uced.edu/policies](http://uced.edu/policies).

**Reporting Requirements:** Under federal law, you must report to the school regarding changes such as: changes to contact information; drop below full course of study; addition or loss of a dependent; enrollment in other institutions; applications for change of visa status; or early departure from the country. Federal laws requires UCEDA to report any violations of F-1 Student Visa regulations. Students who are Terminated lose their eligibility for student visa status, and are required to depart from the United States within 15 days. To avoid this inconvenience, please discuss any concerns with a representative right away.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
mm/dd/yyyy