



Central Pacific College

1585 Kapiolani Blvd. Suite 1705 ⑩ Honolulu, HI 96814 ⑩ Ph: (808) 791-7800
⑩ Fax: (808) 748-0897 info@cpchawaii.edu ⑩ www.cpchawaii.edu

COMPLETE ENROLLMENT AGREEMENT

STUDENT INFORMATION

First Name: _____ Last Name: _____ Middle Name: _____

Gender: () Male () Female

Date of Birth: _____ / _____ / _____
Month Day Year

Country of Citizenship: _____ Country of Birth: _____

City/Province of Birth: _____

Address in Your Country

Street address: _____ City: _____

State/Prefecture: _____ Country: _____ Zip code: _____

Telephone Number: _____

Address in the US

Street address: _____ Apt.No.(#): _____

City: _____ State: _____ Zipcode: _____

Telephone Number: _____ Email: _____

Emergency Contact Information

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Email Address: _____

Emergency Contact Telephone Number: _____

PROGRAM INFORMATION

Start Date: _____/_____/_____ End Date: _____/_____/_____

- Program: () English Proficiency Program (EPP)
 - 20 hrs/week, 320 clock hours for per level, 2560 clock hours for all levels
 () Conversation Program (CP)
 - 18 hrs/week, 432 clock hours for per level, 1728 clock hours for all levels
 () TOEFL
 - 20 hrs/week, 320 clock hours for per level, 2560 clock hours for all levels
 () Short Term English Program (STEP)
 - 16 hrs/week, 256 clock hours for per level, 2048 clock hours for all levels
 () Club Keiki Program
 - 35 hrs total

- Program Schedule: () Morning (9am- 12:50pm)
 () Conversation Program (1:10 pm - 5:25 pm)
 () Club Keiki Program (8:45 am -3:45 pm)

Program Days: () Monday through Thursday () Monday through Friday

PAYMENT INFORMATION

English Proficiency Program		Short Term English Program		Conversation Program		Club Keiki Program	
Weeks of study	Price per week	Weeks of study	Price per week	Weeks of study	Price per week	Weeks of study	Price per week
1 - 4	\$327/wk	1	\$297/wk	1 - 4	\$327/wk	1	\$970
5 - 7	\$320/wk	2	\$296/wk	5 - 7	\$320/wk	2	\$1,700
8 - 11	\$300/wk	3	\$282/wk	8 - 11	\$300/wk	3	\$2,400
12	\$3264	4	\$1,124	12	\$1,800	4	\$3,120
12 - 23	\$272/wk	5 - 8	\$275/wk	12 - 23	\$150/wk	5	\$3,750
24	\$6,144	9 - 12	\$262/wk	24	\$3,384	6	\$4,320
24 - 35	\$256/wk	12	\$3,144	24 - 35	\$141/wk		
36 - 47	\$241/wk	13 - 24	\$235/wk	36 - 47	\$133/wk		
48	\$9,648			48	\$5,789		

REFUND POLICY

Cancellation Before Classes Begin or No-show before entry into the U.S.

If a student cancels prior to the start of scheduled classes and has not entered the United States, CPC will refund all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. However, certain mandatory government or service-related fees are paid by CPC on behalf of the student and are non-refundable once paid or processed, even if the student cancels prior to the start of the program. Refunds will be made either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

Cancellation Before Classes Begin or No-show after entry into the U.S.

If a student has entered in the United States and cancels prior to the start of scheduled classes or never attends class (no shows), CPC will retain:

- For an enrollment period of fewer than 12 weeks, all the tuition charges for up to four weeks of the first term and non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500 and any actual housing costs incurred by CPC.
- For an enrollment period of 12 weeks or more, all the tuition charges for up to six weeks of the first term and non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500 and any actual housing costs incurred by CPC.

Certain mandatory government or third-party service fees—such as the SEVIS fee or express courier shipping fees already paid on the student's behalf—are considered pass-through fees and are non-refundable once paid or processed, even if the student cancels prior to the start of the program. Refunds will be made either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

Withdrawal or Termination After Classes Begin

First Period of Financial Obligation:

The last date of attendance occurs at any point in the first four weeks of the initial period of enrollment, CPC retains the charges applicable to the first four weeks and non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. The last date of attendance occurs after the first four weeks but before or at the midpoint of the period of enrollment, CPC retains a prorated amount of tuition and non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. The last date of attendance occurs after the midpoint, CPC retains all of the charges for that period. Certain mandatory government or third-party service fees—such as the SEVIS fee or express courier shipping fees already paid on the student's behalf—are considered pass-through fees and are non-refundable once paid or processed, even if the student cancels prior to the start of the program.

Subsequent Periods of Financial Obligation or Enrollment Periods:

For students who have completed the first period of enrollment or extended their enrollment at CPC but whose last date of attendance occurs before or at the midpoint of any subsequent period of enrollment, CPC retains a prorated amount of tuition for that period.

For students whose last date of attendance occurs after the midpoint of any subsequent period of enrollment, CPC retains all of the tuition for that period. Any tuition paid for the balance of the program must be refunded in full.

See the full version of "Refund and Cancellation Policy" on page 8 for more details.

Payment /Registration received by: _____
Office Staff Date

Confirmed by: _____
Managing Director Date

PLEASE READ THE FOLLOWING AND INITIAL:

CPC is a school that teaches English as a second language. CPC desires to enter into an agreement with the Student for the obligations of both CPC and the Student. Accordingly, CPC and the Student agree as follows:

1. CPC agrees to provide instruction in English as a second language to each enrolled student, student accommodations (as requested and through an external service), and supporting student services and extracurricular activities as offered by CPC.

Initials: Student: _____ CPC: _____

2. I agree that I should purchase medical insurance prior to starting any CPC program and will cover all medical expenses or reimbursements during the program.

Initials: Student: _____ CPC: _____

3. The Student agrees to abide by CPC’s following policies and procedures provided to the Student in the Student Handbook.

a. Refund and Cancellation Policy (see attached) Initials: Student: _____ CPC: _____

b. Attendance Policy Initials: Student: _____ CPC: _____

c. Student Code of Conduct Initials: Student: _____ CPC: _____

d. Vacation Policy Initials: Student: _____ CPC: _____

e. Leave of Absence Policy Initials: Student: _____ CPC: _____

f. Grading Policy Initials: Student: _____ CPC: _____

4. I have reviewed the CPC Orientation Video and fully understand its contents.

Initials: Student: _____ CPC: _____

5. I agree to allow CPC to use photos with me in and post them online (e.g. CPC's website, CPC's official blog, Instagram, etc.)

Initials: Student: _____ CPC: _____

PLEASE NOTE THE FOLLOWING IMPORTANT STATEMENT

CPC faculty and staff are responsible for the function of CPC to accomplish its goals and thereby enhance all of the student’s opportunities. CPC, therefore, reserves for its management representatives all the normal and customary rights of management, such as the right to supervise and control all operations; direct all coursework; interpret, change or cancel all student guidelines and policies at any time with or without notice, provided each change is authorized by the company’s designated representative and is in writing; and in its discretion to admit, schedule, transfer, reward, evaluate, discipline, or otherwise deal with its students and select the manner, method, and means of instruction. These rights are not limited or waived by any provision in the Student Handbook or any other statement or documents. Your instructor, CPC's admission and academic staff are always available to answer any questions you may have regarding CPC student guidelines and policies.

Initials: Student: _____ CPC: _____

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I have received a copy of CPC's Student Handbook containing the following:

- a. Refund and Cancellation Policy
- b. Attendance Policy
- c. Student Code of Conduct
- d. Vacation Policy
- e. Leave of Absence Policy
- f. Grading Policy

I understand that the Handbook is a general overview of some of CPC's student policies and guidelines; and that these policies and guidelines, as well as any other policies and guidelines which may be adopted by CPC, are subject to modification, discontinuation, or change without notice.

I have read the guidelines, policies, and procedures contained in the Student Handbook. If I do not understand anything in the Handbook, I will tell my instructor and discuss it with the appropriate CPC coordinator. I understand that violation of these policies and guidelines constitute reason for disciplinary action up to and including expulsion.

I understand that this version of the Student Handbook replaces or supersedes all previous versions.

I understand that the policies, procedures, and guidelines described in this Handbook are conditions of acceptance, and continued enrollment and this Handbook is intended to create a contract between myself and CPC.

I understand that my enrollment at CPC is for a fixed term and may be terminated, for non-compliance and in accordance with the Student Handbook and/or the Refund and Cancellation Policy, at any time at the option of myself or CPC.

In addition, I understand that no CPC representative other than the Managing Director and Director of Studies has the authority to enter into any written or oral contract or agreement for any specified period of time or to limit termination to certain specified reasons or only after the exhaustion of certain procedures. I understand that such an agreement must be in writing and signed by all parties, and I agree that no such representation has been made to me.

I understand that CPC will evaluate my academic performance and advancement through the program based upon the policies and guidelines contained in the Handbook.

I understand that by signing this agreement, I relinquish the right to a trial by a judge, jury, or administrative agency, of any claim or dispute relating to or arising out of my recruitment, admittance, instruction, or expulsion by CPC. I further understand that nothing in this agreement waives any administrative agency's ability to receive, investigate, and prosecute a claim on my behalf.

I understand that this agreement becomes a legal and binding contract once completed and signed by both parties.

I was provided the enrollment documents and given ample opportunity to review and understand the terms and conditions of enrollment, including the institution's refund policy, prior to signing the enrollment documents.

I understand that a copy of the signed and executed agreement is provided to the student before any payment or financial obligation is required.

THIS STUDENT Handbook SUPERSEDES, REPLACES AND CANCELS ALL PRIOR Handbooks.

Student:

Print Name: _____

Signed: _____

Date: _____

Parent/Legal guardian:

Print Name: _____

Signed: _____

Date: _____

Central Pacific College:

Print Name: _____

Title: _____ Office Staff _____

Signed: _____

Date: _____

REFUND and CANCELLATION POLICY

The institution does not impose barriers to cancellations, withdrawals, or refunds. Written notice, advance notice, or a refund request is not required, unless mandated by law.

Rejection of Applicant
If an applicant is rejected for enrollment by CPC, or if a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$500 non-refundable charges if such charges are clearly itemized in the enrollment agreement as non-refundable. Certain mandatory government or service-related fees are paid by CPC on behalf of the student and are non-refundable once paid or processed, even if the student cancels prior to the start of the program. Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.
Program Cancellation
If CPC cancels a program subsequent to a student's enrollment, CPC will refund all monies paid by the student.
Cancellation Before Classes Begin or No-show before entry into the U.S.
If a student cancels prior to the start of scheduled classes and has not entered the United States, CPC will refund all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. However, certain mandatory government or service-related fees are paid by CPC on behalf of the student and are non-refundable once paid or processed, even if the student cancels prior to the start of the program. Refunds will be made either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.
Cancellation Before Classes Begin or No-show after entry into the U.S.
If a student has entered in the United States and cancels prior to the start of scheduled classes or never attends class (no shows), CPC will retain: - For an enrollment period of fewer than 12 weeks, all the tuition charges for up to four weeks of the first term and non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500 and any actual housing costs incurred by CPC. - For an enrollment period of 12 weeks or more, all the tuition charges for up to six weeks of the first term and non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500 and any actual housing costs incurred by CPC. Certain mandatory government or third-party service fees—such as the SEVIS fee or express courier shipping fees already paid on the student's behalf—are considered pass-through fees and are non-refundable once paid or processed, even if the student cancels prior to the start of the program. Refunds will be made either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.
Withdrawal or Termination After Classes Begin
First Period of Financial Obligation: The last date of attendance occurs at any point in the first four weeks of the initial period of enrollment, CPC retains the charges applicable to the first four weeks and non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. The last date of attendance occurs after the first four weeks but before or at the midpoint of the period of enrollment, CPC retains a prorated amount of tuition and non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500. The last date of attendance occurs after the midpoint, CPC retains all of the charges for that period. Certain mandatory government or third-party service fees—such as the SEVIS fee or express courier shipping fees already paid on the student's behalf—are considered pass-through fees and are non-refundable once paid or processed, even if the student cancels prior to the start of the program.
Subsequent Periods of Financial Obligation or Enrollment Periods: For students who have completed the first period of enrollment or extended their enrollment at CPC but whose last date of attendance occurs before or at the midpoint of any subsequent period of enrollment, CPC retains a prorated amount of tuition for that period. For students whose last date of attendance occurs after the midpoint of any subsequent period of enrollment, CPC retains all of the tuition for that period. Any tuition paid for the balance of the program must be refunded in full.
If a student has been absent for 10 consecutive calendar days, they will be automatically withdrawn. The refund due will be calculated using the last date of attendance to cancel and be paid within 45 calendar days. In such cases, the standard refund policy (as mentioned above) will also apply.
Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a pro-rated refund. The refund will be calculated based on the last date of attendance. In such cases, the standard refund policy (as mentioned above) will also apply.
If your enrollment was facilitated by an authorized CPC overseas agent, the refund shall be made to the agent. CPC will inform students of its contractual relationship with the agent and how it may affect the refund process. However, the processing of any refund may be governed by the contractual agreement between you and the agent. You are advised to consult with your agent should you have any questions.
Non-Refundable Charges
Registration fee, express mailing fee, I-20 re-issuing fee and accommodation processing fee (maximum total of \$500).
Accommodation
Accommodation arrangements may be made through CPC. However, accommodation rules are subject to each accommodation company's individual policy such as deposit fees, refunds, and cancellation. Please contact the individual company regarding these policies.

I have read, understand, and agree with the CPC Refund & Cancellation Policy.

CPC Refund & Cancellation Policy 4/28/2026

Printed Name

Signature

Date