



# **Central Pacific College**

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## **COMPLETE ENROLLMENT AGREEMENT**

### **STUDENT INFORMATION**

Family Name: \_\_\_\_\_ First 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 - 23	\$272/wk	4	\$1,124	12	\$1,795	4	\$3,120
24	\$6,144	5 - 8	\$275/wk	12 - 23	\$150/wk	5	\$3,750
24 - 35	\$256/wk	9 - 12	\$262/wk	24	\$3,379	6	\$4,320
36 - 47	\$241/wk	12	\$3,144	24 - 35	\$141/wk		
48	\$9,648	13 - 24	\$235/wk	36 - 47	\$133/wk		
48 - 52	\$201/wk			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 \$200. 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 cancels prior to the start of scheduled classes and has entered the United States, CPC will refund all monies paid, **less non-refundable institutional charges of up to \$500** (e.g., registration fee, I-20 mailing/courier fee, accommodation processing fee if applicable), provided these are clearly itemized in the enrollment agreement. Certain **mandatory government or third-party service fees**—such as the **SEVIS I-901 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 within **45 calendar days** of either (a) the student's cancellation date or (b) 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:**

Refunds are calculated based on the student's last date of attendance (LDA) within the current period of financial obligation, which refers to the portion of the program for which the student has paid and which shall not, under any circumstances, exceed twelve (12) months. During the first week of classes, CPC may retain up to ten percent (10 %) of the stated tuition, not to exceed \$1,000, plus up to \$500 in non-refundable charges (e.g., registration fee, I-20 mailing/courier fee, accommodation processing fee if applicable).

After the first week and through fifty percent (50 %) of the period of financial obligation, CPC will retain a pro-rated portion of the tuition earned based on the portion of the term completed, plus ten percent (10 %) of the unearned tuition (not to exceed \$1,000), and up to \$500 in non-refundable charges.

After fifty percent (50 %) of the period of financial obligation has been completed, CPC may retain the full tuition for that period and up to \$500 in non-refundable charges. Refunds will be issued within forty-five (45) calendar days of the date of determination (DOD) of withdrawal or termination.

#### **Subsequent Periods of Financial Obligation or Enrollment Periods:**

For students who continue or extend their enrollment beyond the first period, the same refund rules apply independently to each period of financial obligation.

**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 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.

**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

<b>Rejection of Applicant</b>
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 <b>non-refundable once paid or processed</b> , 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.
<b>Program Cancellation</b>
If CPC cancels a program subsequent to a student's enrollment, CPC will refund all monies paid by the student.
<b>Cancellation Before Classes Begin or No-show before entry into the U.S.</b>
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 \$200. However, certain mandatory government or service-related fees are paid by CPC on behalf of the student and are <b>non-refundable once paid or processed</b> , 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.
<b>Cancellation Before Classes Begin or No-show after entry into the U.S.</b>
If a student cancels prior to the start of scheduled classes and has entered the United States, CPC will refund all monies paid, <b>less non-refundable institutional charges of up to \$500</b> (e.g., registration fee, I-20 mailing/courier fee, accommodation processing fee if applicable), provided these are clearly itemized in the enrollment agreement. Certain <b>mandatory government or third-party service fees</b> —such as the <b>SEVIS I-901 fee</b> or express courier shipping fees already paid on the student's behalf—are considered <b>pass-through fees</b> and are <b>non-refundable once paid or processed</b> , even if the student cancels prior to the start of the program. Refunds will be made within <b>45 calendar days</b> of either (a) the student's cancellation date or (b) the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.
<b>Withdrawal or Termination After Classes Begin</b>
<p><b>First Period of Financial Obligation:</b>            Refunds are calculated based on the student's last date of attendance (LDA) within the current period of financial obligation, which refers to the portion of the program for which the student has paid and which shall not, under any circumstances, exceed twelve (12) months.            During the first week of classes, CPC may retain up to ten percent (10 %) of the stated tuition, not to exceed \$1,000, plus up to \$500 in non-refundable charges (e.g., registration fee, I-20 mailing/courier fee, accommodation processing fee if applicable). After the first week and through fifty percent (50 %) of the period of financial obligation, CPC will retain a pro-rated portion of the tuition earned based on the portion of the term completed, plus ten percent (10 %) of the unearned tuition (not to exceed \$1,000), and up to \$500 in non-refundable charges. After fifty percent (50 %) of the period of financial obligation has been completed, CPC may retain the full tuition for that period and up to \$500 in non-refundable charges. Refunds will be issued within forty-five (45) calendar days of the date of determination (DOD) of withdrawal or termination.</p>
<p><b>Subsequent Periods of Financial Obligation or Enrollment Periods:</b>            For students who continue or extend their enrollment beyond the first period, the same refund rules apply independently to each period of financial obligation.</p>
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. 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.
<b>Non-Refundable Charges</b>
Registration fee, express mailing fee, I-20 re-issuing fee, SEVIS Fee, and accommodation processing fee
<b>Accommodation</b>
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 10/10/2025

_____	_____	_____
Student Name	Signature	Date
_____	_____	_____
Name of Parent/Legal Guardian	Signature of Parent/Legal Guardian	Date