



Student Financial Responsibilities Agreement

Capstone students are responsible for the following fees:

- Registration and Placement Test fee: \$150.00 due at the time application documents are submitted.
- Capstone's Initial Term of Attendance: \$2,200.00 - divided into two payments of \$1,100 every 6 weeks. **First Tuition payment due on Orientation and Placement Test Day.**
- Textbook fees: Due on the first day of classes, average of \$220.00 for four courses.

Student, please review our financial policies below, sign & date.

Capstone's Initial Term of Study (1 Term = 12 weeks)

Students are expected to complete their term of study established upon registration. ***USCIS regulations require students to attend a full term of study before a transfer or termination is permitted.*** Should a student request to terminate or transfer out during their first week of school, *it is solely at Capstone's discretion to allow such a termination or transfer. No refunds will be made.*

Two (2) Tuition Payments per Term

Before mid-term, a new tuition payment is due. Invoices can be found and paid for at the front desk. There will be a 5 day grace period to pay. A \$100 Late Fee will apply if tuition is not paid in full. After the tuition due date, student may not attend school until payment is made. Failure to make payment as scheduled may result in a student's termination. Always communicate to Admissions if you have questions about payments.

- **New Student Tuition:** \$2,200 - divided into two payments of \$1,100.
First Tuition payment is due on the day scheduled for Student Orientation and Placement Test. Students may not attend Orientation without payment made.
Second Tuition payment is due mid-term, 6 weeks after first payment. There are no refunds for the first term payment of \$2,200.
- **Continuing Student Tuition:** \$2,200 - divided into two payments of \$1,100 paid every 6 weeks.
First Tuition payment is due two (2) weeks before the New Term Start Date.
Second Tuition payment is due mid-term, 6 weeks after first payment.

Books

Payment for Books is due on the first day of school of every Term. All books are required, sold at the front desk and must be purchased from Capstone before attending class. We do not accept used books or books from other vendors. Capstone has a "No books, no class" policy. Failure to make payment may result in student termination.

****Students should pick up their invoice at the front desk.***

Student Financial Responsibilities Agreement

I, _____ have read the
(Full Name)

Capstone Student Financial Responsibilities document and I understand if I do not follow these terms, Capstone may terminate my SEVIS record.

This agreement is effective on the date of your first day of school as provided in Section 5 of your I-20.

Student:

Date:

The **Capstone English Mastery Center** is approved to train foreign students studying in the United States on a Student Visa. Our school code is POO 214F 0092-000, and we have been approved since February 13, 1961.