



**BABEL UNIVERSITY**  
Professional School of Translation



Pacific Business News Bldg. #208  
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Honolulu, Hawaii 96815, USA  
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*Babel University Professional School of Translation*

## ENROLLMENT AGREEMENT

Date of Execution: \_\_\_\_\_

Student's Address and Name: \_\_\_\_\_

\_\_\_\_\_ (“Student”)

Education Service Provider: Babel Corporation Babel University Professional School of Translation having its principal place of business at 1833 Kalakaua Avenue #208 PBN Bldg, Honolulu, Hawaii 96815 U.S.A. (Babel)

### Preambles

1. Student is desirous to receive educational and training services of translation to be provided by Babel and has submitted to Babel an application for enrollment to become a student of Babel, with reading and full understanding of all the terms and conditions on Babel's education and training services, including this Enrollment Agreement, the basic terms and conditions, prospectus, curriculum, professor profiles, study program, syllabi, course guides, catalog, student handbook, and other materials which have been provided by Babel to Student.
2. Babel accepts Student's application for enrollment and admits Student to be eligible for Babel's Student and is willing to provide Student with Babel's educational and training services (Education and Training)

NOW, THEREFORE, both parties agree as follows:

### Section 1. Purchase of Services

Student hereby purchases the Education and Training of Master of Science in Translation (MST) Program of Babel, and Babel accepts it.

### Section 2. Tuition and Fees

Student shall pay Babel the tuition and fees for Education and Training according to the tuition and fee schedule stated in the Basic Terms and Conditions attached hereto.

First Year Tuition: \$10,000      Second Year Tuition: \$10,000      Admission Fee: \$2,000

Since all course learning materials, audio lectures, and other materials are created originally for BUPST by BUPST professors, students typically do not need to purchase additional learning or other materials. The following 4 courses however do require that students purchase books on Amazon or any other online bookstore:

1. Course title: Intercultural Communication; Book title: Intercultural Communication A to Z (ISBN 978-4327421700)
2. Course title: Translating Informational Text; Book title: The Portrait of a People (ISBN 978-0141032955)
3. Course title: Translating Romance Novels; Book title: Sarah's Sir (ISBN 978-0553560503)
4. Course title: Synopsis Writing; Book title: The Home with a Clock in its Walls (ISBN 13-978-0142402573) and The Science of the X-Files (ISBN 13-9780425167113).

The total cost for all books listed above is less than \$150. The above courses are also elective courses, which means that students are not required to take them.

According to Babel's decision, Student may have an option to pay the tuition and fee in an installment plan to be determined by Babel. Student understands that the installment plan comply with the truth in lending act disclosure.

### Section 3. Student's Understanding

Student affirms that, before entering this agreement, he or she has received and read this agreement with the basic terms and conditions attached hereto, and all the document and materials which were provided by Babel and received and read by Student for full understanding, including but not limited to, this Enrollment Agreement, the basic terms and conditions, prospectus, curriculum, professor profiles, study program, syllabi, course guides, catalog, student handbook, and other materials that disclose rights, responsibilities, and obligations of both Babel and Student. Student specifically understands the cancellation and refund terms stipulated in Basic Terms and Conditions Article 11(Cancellation) and Article 12(Refund) and put his or her signature hereto.

### Section 4. Education and Training

Babel shall provide Student with Education and Training in accordance with the Basic Terms and Conditions attached hereto.

Having read and fully understood this Agreement and the Basic Terms and Conditions attached hereto, both parties put their signatures on the day mentioned above.

Student:

\_\_\_\_\_ (Signature, Date)

Babel Corporation Babel University Professional School of Translation:

\_\_\_\_\_ (Signature, Date)

Tomoki Hotta  
Vice-Chancellor

## Basic Terms and Conditions

### 1. Program and Courses

Education and Training to be provided by Babel will be, subject to change by Babel, the Professional Translator Program with a diploma of Master of Science in Translation.

The details of the program and courses are mentioned in the prospectus, enrollment procedures, professor profiles, curriculum, syllabi, plan for achievement, and other materials provided by Babel.

### 2. Methods of Learning

Education and Training will be provided through the Internet. The details of each of the methods of learning will be explained in writing by Babel.

### 3. Tuition and Fees

(1) Student shall pay Babel, prior to receiving Education and Training, the enrolment fee, tuition, and other fees and charges by the date notified by Babel in accordance with the tuition and fee schedule, which is, subject to change, provided by Babel.

(2) The above tuition and fee shall be paid on the due date that is determined on the entrance regardless of progress situation of study or admitted leave of study.

(3) Notwithstanding the preceding paragraph, Student may be disclosed, as an experience of trial version of learning, a part of Education and Training before Enrollment Agreement without paying the tuition and fees, by attending Education and Training.

#### 4. Coverage by Tuition and Fees

(1) All the costs and expenses for Education and Training including texts, materials, shipping, mailing and any other communication charges, examination fees, and costs for issuing diploma and certificate shall be included in the tuition and fees mentioned above.

(2) Notwithstanding the preceding paragraph, in case that a course requires it, Student may be asked to purchase books required in the course as texts and materials of the course, which shall not be exceed over six books costing less than one hundred and fifty dollars.

#### 5. Student's Obligation Other Than Tuition and Fees

In addition to the payment obligation of tuition and fees as stipulated in Section 3 above, Student shall have obligations to (1) obey Babel's instruction in Education and Training, (2) submit his or her works assigned by Babel, and (3) take and pass examinations and tests.

#### 6. Student's Further Benefits

(1) Student may receive from Babel comments, consultations, tests and examinations, grading and evaluation.

(2) Student may receive through Babel (a) personnel staffing services and recruitment introduction services of Babel's affiliated company and (b) periodicals such as e-magazine issued by Babel's affiliated company.

#### 7. Diploma, and Certificate

Upon successful completion of Education and Training, Student shall be granted a diploma of Master of Science in Translation Program.

#### 8. Intellectual Property

All the copyrights, educational methods and know-how in and to Education and Training shall be owned by, belong to, or licensed to Babel. Student shall not copy, reprint and/or reproduce any part or the whole of Education and Training texts and materials except for his or her need for Education and Training.

#### 9. Warranty

Babel warrants that any and all texts and materials in Education and Training are those in the level same as those explained and disclosed by Babel to Student prior to starting Education and Training. Student understands and agrees that Babel's warranty is limited to the stipulation in the explanation materials provided by Babel.

#### 10. Cancellation

(1) A Student may request cancellation by conveying a notification of cancellation to Babel in any manner. A Student has five (5) calendar days after signing an enrollment agreement or similar contractual document to cancel enrollment and receive a full refund of all monies paid to Babel. A Student requesting cancellation more than five calendar days after signing an enrollment agreement, but prior to beginning a course or program, is entitled to a refund of all monies paid minus the application fee of \$70.

(2) The costs for optional services, such as expedited shipment of materials, experiential portfolio assessment, or other special services, such as dissertation binding, are not subject to refund after the five (5) calendar day student-right-to-cancel enrollment.

(3) A Student whose costs for education are paid in full, but not eligible for a refund, is entitled to receive all materials including kits and equipment.

(4) Babel may cancel the agreement in the event that (a) the Student has died, become unable to continue education at Babel, or (b) the Student fails to obey Babel's policies, rules, and instructions.

## 11. Refund

(1) In the event that a Student dies within five days after signing the enrollment agreement, or a Student conveys cancellation notice to Babel within five days after signing the enrollment agreement, that Student is entitled to receive a 100% refund of tuition and other fees paid

(2) In the event that a Student dies after enrollment but before beginning coursework and has not yet received a password to access program courses, or a Student cancels the enrollment agreement with Babel between 6 to 31 days after enrollment, that Student is entitled to receive a 100% refund of tuition and other fees paid less \$70 (application fee).

(3) In the event that a Student cancels this enrollment agreement after beginning courses at Babel, that Student may receive a percentage of the tuition and fee paid less the application fee according to the following schedule, provided that the Student makes the request to cancel this enrollment agreement during the two-year period after enrollment:

a) If the Student has completed 10% or less of the program, that Student may be refunded 90% of the tuition and other fees paid minus the application fee.

b) If the Student has completed over 10% but 25% or less of the program, the Student may be refunded 75% of the tuition and other fees paid minus the application fee.

c) If the student has completed over 25% but 50% or less of the program, the student may be refunded 50% of the tuition and other fees paid minus the application fee.

d) If the student has completed over 50% of the program, the Student may not be refunded the tuition and fees paid.

e) The said percentages of the completion of the progress (i.e. 10% or less, over 10% but 25% or less, over 25% but 50% or less, and over 50% as stipulated in a), b), c), and d) above) shall be calculated as 18 credits for the first year, assuming the Student requesting the refund has paid the tuition and fees for the first year and cancels within one year after enrollment.

f) The said percentages of the progress (i.e. 10% or less, over 10% but 25% or less, over 25% but 50% or less, and over 50% as stipulated in a), b), c), and d) above) shall be calculated as 36 credits for the first and second years, assuming the Student requesting the refund has paid the tuition and fee for the first and second years and cancels after one year after enrollment for the second year.

g) In case of payments made by installments, an amount calculated according to the above guidelines shall be deducted from the amount the Student requesting the refund has paid by installment, and the balance will be refunded to the Student.

Sample refund calculation:

A Student pays \$70 application fee upon application. Upon enrollment, A Student pays \$2000 admission fee and \$10,000 tuition for the first year tuition. \$70 application fee is not refunded.	
Upon withdrawal after the progress being 10% or less of the program,	The refund amount would be \$9,000. (90% of \$10,000) plus \$1800(90% of admission fee.
Upon withdrawal after the progress being more than 10% - 25% or less of the	The refund amount would be \$7,500 (75% of \$10,000) plus \$1500(75% of \$2000)

program,	
Upon withdrawal after the progress being more than 25% - 50% or less of the program,	The refund amount would be \$5,000 (50% of \$10,000) plus \$1000 (50% of \$2000).
Upon withdrawal after the progress being more than 50% or less of the program,	Babel shall be entitled to retain the entire total tuition and admission fee. There is no refund to be made.

h) A Student is considered to be actively participating in a course once that Student registered for and received a password for that course, and listen audio lecture and read text of the lesson.

## 12. Complaint and Grievance

If Student has any complaint and grievance against Babel, Student may make a complaint or a grievance in accordance with the procedure written in the Complaint and Grievance Policy of Babel.

## 13. DEAC Contact Information

DEAC( Distance Education and Accrediting Commission) contact information for both the grievance policy and accreditation status is as follows:

### DEAC

1101 17<sup>th</sup> Street NW, Suite 808 Washington, D.C. 20036 U.S.A.

Website: [www.deac.org](http://www.deac.org) | Email: [info@deac.org](mailto:info@deac.org) | Tel: 202-234-5100 | Fax: 202-332-1386

### Accreditation Status:

Babel University Professional School of Translation has been accredited by the Distance Education Accrediting Commission (DEAC) since 2002. Established in 1926 and headquartered in Washington, D.C., DEAC is a non-profit organization working to promote conscientious education and business ethics, while setting educational standard for the distance education industry. DEAC Accrediting Commission is listed by the US Department of Education as a “nationally recognized accrediting agency” and is able to a charter member of the Council for Higher Education Accreditation (CHEA)

## 14. Credit Transfer

Babel may accredit credit transfer based on learning experiences of translation, official qualifications for translation, translation job experiences in accordance with the Credit Transfer Policy of Babel.

## 15. Termination Date

This agreement shall be terminated when Student has successfully completed the program and received a diploma of Master of Science in Translation, or when Student has cancelled this Agreement in accordance with Article 11 (Cancellation) hereof and received refund (if any) in accordance with Article 12 (Refund) hereof

## 16. Collections

Babel does not use any collection agency outside. Student shall pay tuition and fees in accordance with Babel’s tuition and fee schedule.

## 17. Truth-In-Lending Act

Babel assures that all stipulations hereof including payment of tuition and fees accord to the Truth-In-Lending Act of the United States of America.

## 18. Jurisdiction

Any and all disputes and controversies arising out of or in relation to this Agreement or any breach thereof shall be brought under the jurisdiction of the superior court locating in the district of Babel's principal place of business.

(end)

(Revised on September 22, 2017)