

INTERNATIONAL LANGUAGE INSTITUTE (ILI) ENGLISH STUDY PROGRAM ENROLLMENT FORM

I. STUDENT INFORMATION

Last Name: _____		First Name: _____		Middle: _____	
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: ____/____/____ (mm/dd/yy)			
City & Country of Birth: _____			Country of Citizenship: _____		
Native Language: _____			Years studied English: _____		
Street: _____			City: _____		
State: _____		Zip Code: _____		Country: _____	
Home Phone: _____			Cell Phone: _____		
Email: _____					
Emergency Contact: _____			Emergency Contact Phone: _____		
How did you learn about ILI? <input type="checkbox"/> Friend <input type="checkbox"/> Family <input type="checkbox"/> Internet Search <input type="checkbox"/> Agent <input type="checkbox"/> _____					

II. STUDY PROGRAM

<input type="checkbox"/> Intensive Day Program (25 hours per week):		<input type="checkbox"/> ESL <input type="checkbox"/> TOEFL <input type="checkbox"/> GMAT <input type="checkbox"/> GRE			
2008 Start Dates: <input type="checkbox"/> Jan 28 <input type="checkbox"/> Feb 25 <input type="checkbox"/> Mar 24 <input type="checkbox"/> Apr 21 <input type="checkbox"/> May 19 <input type="checkbox"/> Jun 16 <input type="checkbox"/> Jul 14 <input type="checkbox"/> Aug 11 <input type="checkbox"/> Sep 8 <input type="checkbox"/> Oct 6 <input type="checkbox"/> Nov 3 <input type="checkbox"/> Dec 1 <input type="checkbox"/> Dec 29					
If you cannot begin on one of dates above, please enter your start date: _____ Length: _____					
<input type="checkbox"/> Private English Tutorial (2 hour minimum per session)		Day(s): _____			
<input type="checkbox"/> Semi-Private English Tutorial (2 hour minimum)		Time: _____			
<input type="checkbox"/> Special English Group Course: _____		Length: _____			

III. VISA INFORMATION

Do you currently have an F-1 Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you requesting the I-20 form? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, please skip to IV. HOMESTAY)	
Please select one: <input type="checkbox"/> Initial Attendance <input type="checkbox"/> Transfer <input type="checkbox"/> Change of Status <input type="checkbox"/> Reinstatement	
How do you want to receive the I-20 form? <input type="checkbox"/> Pick-up at ILI <input type="checkbox"/> Airmail <input type="checkbox"/> Express Mail/Courier	

IV. HOMESTAY (LIVING WITH AN AMERICAN FAMILY)–FOR INTENSIVE STUDENTS ONLY!

Do you request Homestay? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, please skip to V. PAYMENT INFORMATION)	
How is your English? <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
How is your health? <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any allergies? <input type="checkbox"/> Yes (please explain: _____) <input type="checkbox"/> No	
Is Homestay with children acceptable? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What are your hobbies? _____	
Any comments? _____	
Name of health insurance valid in U.S.: _____ Policy #: _____	
Are you requesting an airport pickup? <input type="checkbox"/> Yes, airline _____ Flight # _____ Arrival date _____ Time _____ <input type="checkbox"/> No	

V. PAYMENT INFORMATION

<input type="checkbox"/> Cash <input type="checkbox"/> U.S. Check <input type="checkbox"/> Traveler Checks <input type="checkbox"/> Credit Card <input type="checkbox"/> Bank Wire <input type="checkbox"/> Invoice to organization	
Credit card holder's name: _____	
Card number: _____ Exp. date: _____ (month/year)	
Card ID number: _____ (Visa/MasterCard: 3-digit code from back of card, AmEx: 4-digits from front of card)	
Billing address: _____	

VI. FEES, TUITION & PAYMENT POLICY

Intensive Program (ESL or TOEFL):	
Application Fee	\$50
SEVIS Registration Fee	\$100 (if requested)
Express Delivery Fee	\$35-110
Tuition for 4 weeks	\$640
Tuition for 3 weeks	\$495
Tuition for 2 weeks	\$335
Tuition for 1 week	\$171
Homestay Placement Fee	\$150
Homestay for 4 weeks	\$796
Homestay per day	\$29
Books (required)	\$50-110 (varies by level)

Intensive GRE or GMAT Class:	
Application Fee	\$50
Tuition for 4 weeks	\$795
Tuition for 3 weeks	\$618
Tuition for 2 weeks	\$415
Tuition for 1 week	\$212
Private Tutorial:	
per hour (2-hour minimum)	\$37
Semi-Private Tutorial:	
per hour (2-hour minimum)	\$25 per student
Late payment fee:	
	\$15 per week
Returned check fee:	\$15

Payment policy: Application fee is due at time of enrollment. In order to issue an I-20 form, application fee has to be paid. Tuition for the first cycle is due the first day of class, a late fee of \$15 per week will be charged for any tuition not received by Wednesday. Students with open balances are not allowed to re-enroll until all balances have been paid.

VII. MEDICAL & LIABILITY RELEASE; AFFIDAVIT OF FINANCIAL SUPPORT

I grant permission for ILI to arrange for emergency medical treatment of the Applicant during the period of enrollment and while participating in an ILI after school activity. I waive all claims against ILI and its employees for any injury, accident, or illness occurring during or by any reason of participating in an ILI activity. I accept full responsibility for all expenses of the Applicant during the period of enrollment. I certify that I have sufficient funds for this purpose.

Signature of Responsible Person _____

Date _____

Relationship to Applicant: Self Parent Guardian Other _____

Name of Responsible Person: _____

Address: _____

Phone number: _____

Email: _____

VIII. REFUND POLICY

The terms and obligations described herein are legal and binding, once the student has been accepted for admission.

- Following official enrollment, termination of a student's training may be either by the student or Transemantics/ International Language Institute. If a course is canceled by Transemantics/International Language Institute, a full refund will be given. The application fee and tuition paid will be refunded in full, if the school is notified, within 72 hours after signing, that the student has decided to cancel the enrollment. Cancellation after this 72 hour period, but prior to commencement of class, will result in the forfeiture of the application fee; but, in no case will Transemantics/International Language Institute retain more than 20% of the program cost or \$50, whichever is less. If a refund is due, it will be made within 30 days of receipt of written notification from the student or within 30 days of Transemantics/International Language Institute's determination of withdrawal or termination. In all instances, the refund will be computed from the last day of attendance. Once received by the student, books and other materials are property of the student. Once distributed, Transemantics/International Language Institute does not accept returns and makes no refunds for such materials.
- In the event of withdrawal after the commencement of classes, but prior to the completion of 75% of the scheduled program, the prorated portion of the unexpended tuition and other fee will be refunded within five dollars. The prorated amount of refundable monies will be determined by the ratio of weeks completed to the total number of weeks in the scheduled program. Any portion of a week in attendance will be considered a full week of attendance for this purpose.
- Withdrawal after completion of 75% of the scheduled program will obligate the student for the entire amount of the tuition.
- There is no discount or refund of tuition for days on which ILI is closed because of holidays, bad weather or other emergencies.
- Private, semi-private and special group classes cancelled by the student(s) (including "no-shows") may be made up only if notice is given by the student to ILI either by phone (202) 362-2505 or by email to ili@transemantics.com **at least 24 hours prior** to cancellation of one or more classes (by noon Friday for any classes held on Saturday, Sunday or Monday); or if one or more classes are not held through no fault of the student. If a student fails to cancel on time, full tuition must be paid for the missed class(es). Semi-private and small group classes have to be cancelled by all students enrolled in class, cancellation of just one student is not accepted and does not release that student from paying for the missed class.

This refund policy is in accordance with the provisions of the DCMR 16, Chapter 22, of the Government of the District of Columbia rules and regulations concerning post-secondary non-degree schools.

By signing this enrollment form, I affirm that I completely understand all of the questions and information it contains.

SIGNATURE OF APPLICANT

DATE