



# 2019 Application

## EXECUTIVE ENGLISH FOR THE PROFESSIONAL

Once you receive confirmation from the ELS Special Programs Department that the ELS Center is **available**, please complete this application. Please fill out all fields in the application in **ENGLISH**. Please type or print in **BLOCK CAPITAL LETTERS** and in **INK**.

To enroll at ELS in an Executive English program, you must complete the following:

- 1) Send the signed and completed application form.
- 2) Pay the non-refundable tuition deposit specified in the Executive English program tuition section.
- 3) Submit your financial certification in English, if requesting a Form I-20.

Send all correspondence and completed application to:

**BY EMAIL: [sp@ELS.edu](mailto:sp@ELS.edu)**

### 1 Tell us about yourself

#### Name

Family Name (as shown on passport)

First Name

Full Middle Name

Home Telephone Number (country and city code)

Office Telephone Number

Fax Number

**Gender**  Male  Female

**Native Language**

**Permanent Address** (student's address in home country)

Street Address

City, State

Country

Postal Code

Email

#### Date of Birth

month/day/year

Country of Birth

Country of Citizenship

### 2 Program Information

#### ENGLISH PROFICIENCY LEVEL

- Beginner  Intermediate  Advanced

#### PROGRAMS

CHECK APPROPRIATE CIRCLE(S)

- English for Executives** (20 lessons/week in group Intensive English plus 15 lessons/week of private instruction)  
 2 weeks  4 weeks  8 weeks

- Super-Intensive (Private Instruction)**  
 15 lessons/week  30 lessons/week  
 20 lessons/week  45 lessons/week  
 25 lessons/week

- Super-Intensive Plus**  
 (Private Instruction – 70 lessons/week)

### 3 Course Start Dates and Locations

**Start dates applicable for the English for Executives program only.** The Super-Intensive English and Super-Intensive English Plus programs begin on any Monday, year-round.

#### SCHEDULE A

##### START DATES (select one)

- January 7  July 22  
 February 4  August 19  
 March 4  September 16  
 April 1  October 14  
 April 29  November 11  
 May 27  December 9  
 June 24

##### CENTERS

- Houston, TX  Santa Monica, CA  
 Nashville, TN  Seattle, WA  
 NY (Manhattan), NY  Silicon Valley, CA  
 NY (Riverdale), NY  St. Paul, MN  
 Orlando, FL  St. Petersburg, FL  
 Philadelphia, PA

#### SCHEDULE B

##### START DATES (select one)

- January 14  July 29  
 February 11  August 26  
 March 11  September 23  
 April 8  October 21  
 May 6  November 18  
 June 3  December 16  
 July 1

##### CENTERS

- Boston, MA  Oklahoma City, OK  
 Charlotte, NC  San Diego, CA  
 Chicago, IL  Tampa, FL  
 Honolulu, HI  
 Indianapolis, IN

#### SUPER-INTENSIVE ENGLISH PROGRAM DATES

The Super-Intensive English courses can commence any Monday, provided center availability.

Program Beginning Date (Month/Day/Year)

Program Ending Date (Month/Day/Year)

Center Location

## 4 Housing Information

### HOUSING

- Hotel       Homestay  
 Campus Residence Hall†

(ELS will place students based on their preference and availability.)

- Dorm Style Apartment\*  
 No ELS Housing

\* Housing options vary by location.

† Residence Hall housing is available at campus locations only, but it is **not** recommended for executive clients due to lack of privacy.

### Other Housing Preferences

- Single       Double       Smoking       Non-Smoking

### Check-In and Check-out Dates

Check-in Date (Month/Day/Year)      Check-out Date (Month/Day/Year)

### ADDITIONAL SERVICES

Round-trip Airport Pickup Service. I will be utilizing the included service:  Yes  No

### Other

Is your English program being financially sponsored by your company?  Yes  No  
(If yes, please provide billing information)

Company

Department

Street Address

City

State

Country

Postal Code

## 5 Visa Information

8. Do you need a Form I-20 to apply for a student visa?  Yes  No

9. Are you transferring to ELS from another institution?  Yes  No

10. If YES, is your Form I-20 in "active status"?  Yes  No

If YES, please tell us the name of the institution

11. If NO, what is the current status of your Form I-20?  Completed  Terminated

12. Please list any dependents (spouse or child) who will travel with you to the USA and require an F-2 visa. (If listing more than ONE, please include a separate page.)

Family Name

First Name

Middle Name

Gender

Date of Birth

Country of Birth

Citizenship

Relation to Student

## 6 Emergency Contact

13. Please provide contact information for a person ELS can reach in case of an emergency.

Name

Telephone (country and city code)

Email

## 7 Tuition for Programs

### SUPER-INTENSIVE ENGLISH PROGRAM

		Number of Weeks			
		1	2	3	4
15 Lessons per week	Non-Refundable Tuition Deposit (due with application)	\$200	\$300	\$400	\$600
	Tuition Balance	\$1,235	\$2,305	\$3,385	\$4,370
	Total Tuition	\$1,435	\$2,605	\$3,785	\$4,970
20 Lessons per week	Tuition Balance	\$1,410	\$2,880	\$4,330	\$5,625
	Total Tuition	\$1,610	\$3,180	\$4,730	\$6,225
25 Lessons per week	Tuition Balance	\$1,810	\$3,080	\$4,535	\$5,885
	Total Tuition	\$2,010	\$3,380	\$4,935	\$6,485
30 Lessons per week	Non-Refundable Tuition Deposit (due with application)	\$200	\$400	\$600	\$800
	Tuition Balance	\$2,210	\$3,645	\$5,310	\$6,970
	Total Tuition	\$2,410	\$4,045	\$5,910	\$7,770
45 Lessons per week	Non-Refundable Tuition Deposit (due with application)	\$300	\$500	\$800	\$1,000
	Tuition Balance	\$3,020	\$4,950	\$7,250	\$9,550
	Total Tuition	\$3,320	\$5,450	\$8,050	\$10,550

Note: The Super-Intensive English program begins on a Monday and ends on a Friday. Programs are offered year-round at 19 ELS Language Centers locations in the USA. Please indicate the CENTER and DATE you wish to attend from either Schedule A or Schedule B. Should you prefer to attend a center not currently listed, please contact Special Programs directly.

All programs include roundtrip airport pickup service, medical insurance, tuition, and materials. Housing and meals are not included. Please refer to the current USA Programs, Dates and Prices memo for housing prices.

### SUPER-INTENSIVE PLUS

70 Lessons per Week		
Non-Refundable Tuition Deposit (due with application)	Tuition Balance	Total Tuition
\$600	\$5,075	\$5,675

Note: The Super-Intensive Plus program begins on a Monday and ends on a Sunday. The program is offered year-round at 19 ELS Language Centers locations in the USA. Please indicate the CENTER and DATE you wish to attend from either Schedule A or Schedule B. Should you prefer to attend a center not currently listed, please contact Special Programs at sp@ELS.edu.

### ENGLISH FOR EXECUTIVES

Number of Weeks	Non-Refundable Tuition Deposit (due with application)	Tuition Balance	Total Tuition
2	\$300	\$2,635	\$2,935
4	\$600	\$5,125	\$5,725
8	\$1,105	\$9,945	\$11,050

Note: English for Executives is offered year-round at 19 ELS Language Centers locations in the USA. Please indicate the CENTER and DATE you wish to attend from either Schedule A or Schedule B. Should you prefer to attend a center not currently listed, please contact Special Programs at sp@ELS.edu.

# 8 Financial and Health Statement/Information Release

I understand that my expenses (excluding personal miscellaneous expenses) per session while studying at ELS Language Centers will be as indicated in the application and important information addendum. I agree to accept full responsibility for these expenses. I have also read and understand the ELS cancellation and refund policy. I agree to accept full responsibility for my actions while participating in the program and any related activities (including excursions and/or internships) and agree to assume all risk of harm arising from my participation, unless caused by ELS's negligence.

I hereby agree that ELS shall have the right, in its sole discretion, to terminate my attendance in any ELS program of study and to insist that I return to my country of origin within 24 hours of such termination by ELS. By his or her signature below, my parent or guardian agrees to ensure that any minor under the age of 18 enrolled hereunder shall be returned to his or her country of origin within 24 hours of notification from ELS that the student's attendance in an ELS program has been terminated. No refunds will be given to terminated students.

In case of illness and/or injury, permission is granted to any appropriate health care provider to examine or treat and make necessary referrals to outside physicians as indicated. Permission is also granted to release information regarding my health to other designated individuals. I authorize ELS Language Centers to release information regarding my studies to my guardian or sponsoring agency. I further authorize ELS Language Centers to release my ELS academic records to any colleges or universities to which I apply. I understand that I have the right to review my official ELS student record.

I hereby grant ELS Language Centers and its subsidiaries, associated companies, and licensees, permission to photograph, record, and videotape me while attending ELS Language Centers or activities conducted by ELS Language Centers. I understand that ELS Language Centers will own the still photographs and/or video footage in which I appear and have the unrestricted right to publish such photographs and use such video in any ELS Language Centers sales literature, on the ELS Language Centers website and in any other ELS Language Centers material, and shall have the right to license others to do the same. I further understand that this grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed.

I understand that ELS shall not release my information, except as described above, to anyone or any organization or entity, outside of its subsidiaries and associated companies and licensees, without my written consent.



Signature of Applicant

Date

## How to Send Payment

ELS Language Centers/Special Programs  
7 Roszel Road, Princeton, NJ 08540-6306 USA  
Email to [sp@ELS.edu](mailto:sp@ELS.edu)



### Send wire payments to:

Bank of America  
345 Montgomery Street, Unit 1499  
San Francisco, CA 94104 USA

Name: ELS Language Centers  
Account Number: 1499903686  
ABA Routing Number: 0260-0959-3  
Swift Code: BOFAU3N  
Chips Address Number: 0959

For complete explanation of refund policies, refer to the Important Information below.

## Credit Card Authorization

VISA  Mastercard  AMEX  Diners  JCB

Credit Card Holder Name

Relationship to Student

Credit Card Number

Expiration Date

Validation Code

(Code located on back of VISA, MC, JCB, or Diners and on the front of AMEX.)

Amount authorized to be charged: \$ \_\_\_\_\_ (includes application fee)



Signature

## Important Information

### Emergency Medical Insurance

Participants are covered by ELS Language Centers student emergency medical insurance during their programs. This insurance will cover a portion of the actual expenses, but not all. Pre-existing illnesses and conditions are not covered.

### Refund Policy

The Tuition Deposit Fee due at the time of application is non-refundable. Refunds will be made within 30 calendar days of your cancellation or withdrawal. All refunds are processed in the same method in which payment was originally received. ELS follows all applicable state and federal regulations, including those related to student refunds.

### Cancellation

Tuition refunds will be made to students who cancel from ELS Language Center due to sickness or emergency (less the non-refundable deposit). Proper documentation must be submitted in order to receive a tuition refund due to sickness or emergency.

### Withdrawal

If you withdraw after completing at least 50% of your booked course, you will not be eligible for a refund.

If you withdraw and have not completed at least 50% of your booked course, you will be eligible for a prorated tuition refund. Tuition refunds for programs already in session will be made on a weekly basis less an early departure fee of 10% of the total tuition. For example, if a participant has completed one week of a four-week program, he/she will receive a three week refund, less the 10% early departure fee and non-refundable deposit. This refund will be calculated from your last recorded day of attendance and will be calculated by week. ELS counts any part of the week that you studied as a full week of attendance for refund calculations.

If you extend the length of your booked course and withdraw from the course before completing 50% of the extended portion of your booked course, you will be eligible

for a prorated tuition refund of the booked extension. This refund will be calculated from your last recorded day of attendance and will be calculated by week, based on the weekly price for the actual length of your extended study. ELS counts any part of the week that you studied as a full week of attendance for refund calculations.

If you extend the length of your booked course and you have completed 50% or more of the extended portion of the booked course, you will not be eligible for a refund.

### Housing Reservation Fee Cancellation and Refund Policy

The housing reservation fee will be refunded if you cancel or defer with more than 28 days' written notice. If you cancel with fewer than 28 days' notice, ELS will retain up to a maximum of eight weeks of the housing reservation fee.

### Housing Refund Policy

Refund policies for housing vary by location and are determined by the Center's college/university, or housing association. Please note that all housing refunds are calculated on a weekly basis, regardless of the number of days within the week that the housing was used.

### Center Hours

All Centers are open from 8 am to 5 pm Monday through Friday, except on national holidays as listed below. If a holiday falls on a registration Monday, the Center will be open for newly arriving students, even though no classes will be held on that day.

### 2019 Holidays

No classes will be held, and ELS Centers will be closed on the following U.S. holidays:

New Year's Day .....	January 1	Independence Day .....	July 4
Martin Luther King Jr. Day .....	January 21	Labor Day .....	September 2
Presidents' Day .....	February 18	Thanksgiving .....	November 28 and 29
Good Friday .....	April 19	Christmas Day .....	December 25
Memorial Day .....	May 27		

# INDIVIDUAL NEEDS SURVEY

Name \_\_\_\_\_ Company \_\_\_\_\_

Occupation \_\_\_\_\_ Job Title \_\_\_\_\_

**PART 1:** To help assess your current English proficiency and allow us to custom-design your program, please write a description introducing yourself to us. Talk about who you are and how you need to use English in your job, profession, or family. Describe your job, daily tasks, or daily responsibilities. What do you like most about your job? Tell us about one or two situations that you would like to be comfortable in from a language or cultural standpoint by the end of your course. Include anything you think would be useful to us as we prepare to customize your experience. Please don't forget to mention your family, pets, interests, and/or hobbies. This written sample is important for us to create your program and provide your instructors with the ability to gain an understanding of your current strengths and weaknesses. Seeking editing assistance or grammatical help is not recommended. Thank you!

**PART 2:** Please indicate the relative importance of each of the items below by [ ] a number from 1–5 (1 being most important and 5 being least important)

I need to use English in these ways:	1 being the most important and 5 being the least important				
1. Conversation, understanding, and speaking at meetings	1	2	3	4	5
2. Vocabulary development, technical terms for your industry	1	2	3	4	5
3. Vocabulary development, general business, idioms, and social	1	2	3	4	5
4. Following a training course, seminar, conference, or lecture	1	2	3	4	5
5. Conducting training, leading meetings, and formal presentations	1	2	3	4	5
6. Reading reports, manuals, brochures, and correspondence	1	2	3	4	5
7. Taking notes at meetings, lectures, and conferences	1	2	3	4	5
8. Writing emails, reports, meeting minutes, and general correspondence	1	2	3	4	5
9. Writing sales brochures or instruction booklets	1	2	3	4	5
10. Traveling, entertaining visitors, socializing	1	2	3	4	5
11. Improving cross cultural awareness	1	2	3	4	5
I need to improve my English in these skill areas:					
A. Grammar	1	2	3	4	5
B. Speaking	1	2	3	4	5
C. Listening	1	2	3	4	5
D. Writing	1	2	3	4	5
E. Other (please indicate) _____	1	2	3	4	5

Do you have any dietary needs or preferences that would help us to make sure that you are satisfied with your lunch?

\_\_\_\_\_

\_\_\_\_\_

**PART 3:** Prior to your program, you will be contacted by our staff for an informal interview. We look forward to customizing your English program and welcoming you to ELS!

