



2025 APPLICATION

EXECUTIVE ENGLISH FOR THE PROFESSIONAL

Once you receive confirmation from the ELS Central Admissions 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 Tuition for Programs section.
3. Submit your financial certification in English, if requesting a Form I-20.

Send all correspondence and completed application to:

BY EMAIL:

Europe.usa@els.edu

Mena.usa@els.edu

Asia.usa@els.edu

Latin.usa@els.edu

Brazil.usa@els.edu

Japan.usa@els.edu

Korea.usa@els.edu

1 Tell us about you!

Personal Information

Family Name (as shown on passport)

First Name

Middle Name(s)

Date of Birth (mm/dd/yyyy)

Country of Birth

Country of Citizenship

Native Language

Gender ☐ Male ☐ Female

Permanent Address

Street Address

City

State/Province

Country

Postal Code

Telephone

Email

2 Program Information and Start Dates

CHOOSE YOUR ENGLISH PROFICIENCY LEVEL

☐ Beginner ☐ Intermediate ☐ Advanced

☒ English for Executives

(20 lessons/week in group Intensive English plus 15 lessons per week of private instruction)

CHOOSE YOUR CAMPUS & START DATE

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.

A Centers

- ☐ Cincinnati, OH
- ☐ Cleveland, OH
- ☐ Houston, TX
- ☐ Melbourne, FL
- ☐ Nashville, TN
- ☐ Philadelphia, PA
- ☐ St. Petersburg, FL

2025 Start Dates

- ☐ Dec 30, 2024
- ☐ Jan 27, 2025
- ☐ Feb 24, 2025
- ☐ Mar 24, 2025
- ☐ April 21, 2025
- ☐ May 19, 2025
- ☐ Jun 16, 2025
- ☐ Jul 14, 2025
- ☐ Aug 11, 2025
- ☐ Sep 8, 2025
- ☐ Oct 6, 2025
- ☐ Nov 3, 2025
- ☐ Dec 1, 2025
- ☐ Dec 29, 2025

B Centers

- ☐ Chicago, IL
- ☐ LA County, CA
- ☐ St. Paul, MN
- ☐ San Francisco, North Bay, CA

2025 Start Dates

- ☐ Jan 6, 2025
- ☐ Feb 3, 2025
- ☐ Mar 3, 2025
- ☐ Mar 31, 2025
- ☐ Apr 28, 2025
- ☐ May 27, 2025
- ☐ Jun 23, 2025
- ☐ Jul 21, 2025
- ☐ Aug 18, 2025
- ☐ Sep 8, 2025
- ☐ Oct 6, 2025
- ☐ Nov 3, 2025
- ☐ Dec 1, 2025
- ☐ Dec 29, 2025

☐ Super Intensive English

(private instruction)

- ☐ 15 lessons/week
- ☐ 20 lessons/week
- ☐ 30 lessons/week

CHOOSE YOUR CAMPUS & START DATE

(You can start this program on any Monday, year-round)

Campus Location

Start Date (Month / Day / Year)

Number of weeks of study

3 Housing Information

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

☐ Hotel ☐ Homestay ☐ Dorm Style Apartment* ☐ Campus Residence Hall† ☐ No ELS Housing

Check-In and Check-Out Dates

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

Other Housing Preferences

☐ Single ☐ Double

Round-trip Airport Pickup Service

I will be utilizing the included service: ☐ Yes ☐ No

\$150 Unaccompanied Minor Airport Pickup Fee (one time fee)

\$200 one time housing booking for less than 4 weeks for special programs.

* Housing options and availability vary by location

† Residence hall housing is not recommended for Executive clients due to lack of privacy

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

Company Department

Street Address City State

Country Postal Code

4 Visa Information

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

Are you transferring to ELS from another institution? ☐ Yes ☐ No

If YES, is your Form I-20 in “active status”? ☐ Yes ☐ No

If YES, please tell us the name of the institution

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

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

5 Emergency Contact

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

Name Telephone (country and city code) Email

6 Tuition for Programs

Super-Intensive English Program

NUMBER OF WEEKS		1	2	3	4
15 Lessons per week	Non-Refundable Tuition Deposit	\$200	\$200	\$200	\$200
	Tuition Balance	\$1,395	\$2,700	\$4,015	\$5,335
	Total Tuition	\$1,595	\$2,900	\$4,215	\$5,535
20 Lessons per week	Tuition Balance	\$1,590	\$3,340	\$5,065	\$6,730
	Total Tuition	\$1,790	\$3,540	\$5,265	\$6,930
30 Lessons per week	Tuition Balance	\$2,480	\$4,305	\$6,380	\$8,450
	Total Tuition	\$2,680	\$4,505	\$6,580	\$8,650

All programs include round trip airport pickup service, medical insurance, tuition, and materials. Housing and meals are not included. Please refer to the [Alternative Accommodation](#) or our website www.els.edu for housing prices.

Note: The Super-Intensive English program begins on a Monday and ends on a Friday. Programs are offered year-round available at all ELS Centers locations in the USA. Please indicate the CENTER and DATE you wish to attend from either Schedule A or Schedule B.

English for Executives

NUMBER OF WEEKS	NON-REFUNDABLE TUITION DEPOSIT	TUITION BALANCE	TOTAL TUITION
2	\$200	\$3,070	\$3,270
4	\$200	\$6,170	\$6,370
8	\$200	\$12,100	\$12,300

Note: The English for Executives program is offered year-round available at all ELS 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 ELS Central Admissions directly.

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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 ELS application. 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.

In case of illness and/or injury, permission is granted to any appropriate medical center 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 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.

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.

X

Signature of Applicant

Date

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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

ELS works with many counseling agents around the world who can provide you with information and assistance. Select ELS agents are authorized to collect monies on behalf of ELS. If the agent who assists you has such an arrangement with ELS, any refund for which you may be eligible may be coordinated with this agent.

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.

Housing Reservation Payment

ELS Housing is optional. Full payment arrangements of a Student Residence Booking is required twenty-eight (28) days prior to Check-in. Full payment arrangements of a Homestay Booking is required fourteen (14) days prior to Check-in.

Failure to provide proof of payment by the stipulated dates may result in a Room Release. In the event that a Student needs to change their originally scheduled Check-in and/or Check-out dates for any reason, the Date Change policy applies) Please refer to the current USA Programs, Dates and Price document for housing prices.

Housing Cancellation and Refund Policy

We understand that circumstances may arise where a Student needs to cancel their Booking. The following cancellation provisions will determine the applicable timelines and charges that will apply to a cancelled Booking, which balance the need for the flexibility for the Student with the commitments that ELS makes with Student Residence providers and Homestay families.

Cancellation before check-in (student residence)

At least 28 days' notice of cancellation request: If a Student wishes to cancel a Student Residence Booking and they give us at least twenty-eight (28) days' notice before their Check-in date, they are entitled to a full refund of the paid accommodation charges.

Less than 28 days' notice of cancellation request: If a Student wishes to cancel a Student Residence Booking and they give us less than twenty-eight (28) days' notice before their Check-in date, they must pay up to four (4) weeks' accommodation fee.

Cancellation before check-in (homestay)

At least 14 days' notice of cancellation request: If a Student wishes to cancel a Homestay Booking and they give us at least fourteen (14) days' notice before their Check-in date, they are entitled to a full refund of the accommodation charges. Less than 14 days notice of cancellation request: If a Student wishes to cancel a Homestay Booking and they give us less than fourteen days (14) days' notice before their Check-in date, they must pay up to two (2) weeks' accommodation fee.

Withdrawal

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

if you withdraw or are terminated 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.

Cancellation after check-in (student residence & homestay)

If a Student wishes to cancel or shorten a Student Residence or Homestay Booking after Check-in:

- (i) Bookings up to four (4) weeks and six (6) days (total 34 days), no refund;
- (ii) Bookings more than 5 weeks (total 35 days), with four (4) weeks Written Notice, they will be entitled to a refund of the outstanding amount.

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.

Holidays

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

2025	2026
New Years DayJanuary 1	New Years DayJanuary 1
Martin Luther King DayJanuary 20	Martin Luther King DayJanuary 19
President's DayFebruary 17	President's DayFebruary 16
Good Friday.....April 18	Good Friday.....April 3
Memorial Day.....May 26	Memorial Day.....May 25
Juneteenth.....June 19	Juneteenth.....June 19
Independence Day.....July 4	Independence Day.....(Observed) July 6
Labor Day.....September 1	Labor Day.....September 7
ThanksgivingNovember 27 & 28	ThanksgivingNovember 26 & 27
ChristmasDecember 24 & 25	ChristmasDecember 24 & 25

9 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 circling 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:					
1. Grammar	1	2	3	4	5
2. Speaking	1	2	3	4	5
3. Listening	1	2	3	4	5
4. Writing	1	2	3	4	5
5. 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 lunches?

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!

