

# ELS LANGUAGE CENTERS 2024 APPLICATION



## PERSONAL INFORMATION

Family Name(s)		First Name(s)		Middle Name(s)	
		Male	Female		
Birthday (Month/Day/Year)		Gender			
Country of Birth		Country of Citizenship		City of Birth	
Permanent Street Address					
City		State/Province		Country	
				Postal Code	
Telephone		Student's personal Email Address			
*Emergency Contact Name*		Telephone Number		Emergency Contact's Email Address	
Yes	No	Yes	No	Yes	No
Insurance	I-20	F2 Dependent (If yes, please add City of Birth and attach dependent's passport			
Yes	No				
Academic Bound	If Yes, accepted to where	Would you like airport transfer service?			
Housing:	Student Residence Required	Host Family Required	I do not require ELS housing		

## PROGRAM INFORMATION

Please select your start date and weeks of study.

### ELS PROGRAM TYPE

\*American Explorer program is not valid for issuance of form I-20

- Intensive English Program
- Semi-Intensive English Program
- American Explorer Program\*

ELS CENTER: \_\_\_\_\_

NUMBER OF WEEKS: \_\_\_\_\_

A CENTER START DATES			B CENTER START DATES		
January 2	May 20	September 9	January 8	May 28	September 16
January 29	June 17	October 7	February 5	June 24	October 14
February 26	July 15	November 4	March 4	July 22	November 11
March 25	August 12	December 2	April 1	August 19	December 9
April 22			April 29		

While all programs run in 4-week sessions, students can start on any Monday year-round (Tuesday if Monday is a public holiday). For the best experience we encourage students to start at the beginning of a session where possible and not to start on week four of the session.

APPLICANT'S SIGNATURE

DATE

SIGNATURE OF PARENT OR GUARDIAN IF APPLICANT IS UNDER AGE 18

DATE

GET STARTED TODAY!

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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.

By enrolling at ELS, I acknowledge that a risk of exposure to COVID-19 exists in any public place where people are present, and voluntarily assume all risks related to exposure to COVID-19 and agree not to hold ELS or any employee, agent, host institution or other affiliated party liable for any illness or injury including, without limitation, contracting COVID-19. Additionally, I will follow the ELS safety protocol for quarantine and self-isolation before beginning in-person studies at an ELS Center.

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 understand that ELS may be required to terminate its in-person instruction and move my program online at any time if local health authorities require it to do so OR if ELS believes that safety of its students, staff and local partners would be at risk if in-person instruction continued.

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.

## GET STARTED TODAY!

# IMPORTANT INFORMATION

## Enrollment Eligibility

What to send to ELS:

- Completed and signed application form
- Copy of biographical page of passport
- ELS application fee
- Tuition prepayment
- Financial certification documentation (including affidavit of support (if needed) if requesting a form I-20
- Airport pickup fee if requested

## Student Health Plan Fee

All ELS students must have medical insurance. The Student Health Plan is offered to ELS students at a non-refundable fee.

## Airport Pick-Up Fee

Airport pickup is optional. Fees by Center are listed on the 2024 Prices and Dates Document.

## Materials and Technology Fee

Each Student pays a non-refundable Materials and Technology fee at the beginning of each 4-week course.

# CANCELLATION & REFUND POLICY

## Tuition and Fees

If ELS does not accept your application, ELS will refund you the application fee, as well as any tuition collected.

Tuition payment for your entire booked course is required prior to attendance, and is subject to the Cancellation and Refund Policies stated below.

## Tuition and Fees Cancellation Policy\*

If ELS accepts your application, but you cancel your booked course, the application fee will not be refunded. However, should you cancel your booked course, you may apply your application fee toward a new course for up to 12 months after your initially scheduled start-date.

If your visa application is rejected or you cancel your booked course prior to the start date and you have not entered the USA on a student visa sponsored by ELS, ELS will refund all tuition and fees (except the application fee and courier fee).

If you enter the USA on a student visa sponsored by ELS and cancel your booked course or do not report for class, ELS will retain the first four weeks of tuition as a non-refundable fee, if you have a booked course of four or eight weeks. If you have a booked course of 12 weeks or more, ELS will retain the first six weeks of tuition as a non-refundable fee.

## Tuition and Fees Refund Policy\*

**Standard Programs** (Intensive English, Semi-Intensive, American Explorer)

If you withdraw or are terminated during the first four weeks of your booked course, ELS will retain the first four weeks of tuition and fees as a non-refundable fee. You will be eligible for a prorated tuition refund on any remaining weeks of your booked course. This refund will be calculated by week, based on the weekly price for the actual length of study.

If you withdraw or are terminated after the first four weeks of your booked course and have not completed at least 50% of your booked course, you will be eligible for a prorated tuition refund. This refund will be calculated from your last recorded day of attendance and will be calculated by week, based on the weekly price for your actual length of study. ELS counts any part of the week that you studied as a full week of attendance for refund calculations.

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 extend the length of your booked course and withdraw or are terminated 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

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.

## Program Changes

There is a one-time \$150 program change fee if you change your enrollment from the Intensive English Program to the Semi-Intensive or American Explorer program after your first four weeks of enrollment. No program changes are permitted within the first four weeks of a booked course.

## 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 with the commitments that ELS makes with students 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 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 28 days notice before their check-in date, they must pay up to 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 14 days notice before their check-in date, they are entitled to a full refund of the paid 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 14 days notice before their check-in date, they must pay up to 2 weeks accommodation fee.

### 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 4 weeks and 6 days (total 34 days), no refund;
- (ii) Bookings more than 5 weeks (total 35 days), with 4 weeks written notice, are entitled to a refund of outstanding amount.

## All Refunds

Refunds will be made within 30 calendar days of your notice of cancellation or withdrawal or termination from the program. ELS follows all applicable state and federal regulations, including those related to student refunds.

All refunds are processed in the same method in which payment was originally received.