



# International Language Institute, DC (ILI) English Study Program Enrollment Form

(for students attending our Washington, DC location only)

## I. STUDENT INFORMATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Gender:  Male  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?  Friend  Family  Internet Search  Agent: \_\_\_\_\_  Other: \_\_\_\_\_

Are you interested in ILI's Homestay Program (living with an American family):  Yes  No

## II. STUDY PROGRAM

Intensive Day Program (25 hours per week)  TOEFL Test Prep  GMAT Test Prep  GRE Test Prep

**2016 Start Dates:**  Aug 1  Aug 29  Sep 26  Oct 24  Nov 21  Dec 19  Other: \_\_\_\_\_ (mm/dd/yy)

**2017 Start Dates:**  Jan 17 (Tuesday)  Feb 13  Mar 13  Apr 10  May 8  Jun 5  Jul 3  
 Jul 31  Aug 28  Sep 25  Oct 23  Nov 20  Dec 18  Other: \_\_\_\_\_ (mm/dd/yy)

➔ How many weeks or months do you plan to attend? \_\_\_\_\_ weeks or \_\_\_\_\_ months

Private English Tutorial (2 hour minimum per session) Day(s): \_\_\_\_\_

Semi-Private English Tutorial (2 hour minimum) Time: \_\_\_\_\_

Special English Group Course: \_\_\_\_\_ Length: \_\_\_\_\_

## III. VISA INFORMATION

Do you currently have an F-1 Visa?  Yes  No

Are you requesting the I-20 form?  Yes  No

Please select one:  Initial Attendance  Transfer  Change of Status  Reinstatement

How do you want to receive the I-20 form?  Pick-up at ILI  Airmail  Express Mail/Courier (\$40-100)

Number of Dependents: \_\_\_\_\_

## IV. FEES, TUITION & PAYMENT POLICY\* (please check for which you will pay with your application)

<b>Application Fee for all programs:</b> <input type="checkbox"/> \$50 (non-refundable after 72 hours)	<b>Books:</b> <input type="checkbox"/> \$_____
<b>Intensive Day Program (ESL or TOEFL):</b>	(vary by level \$50-134)
Issue of I-20 / Change of Status no charge	<b>Homestay (only for F-1 students):</b>
<input type="checkbox"/> SEVIS I-901 Fee paid to SEVP \$200	<input type="checkbox"/> Homestay Placement Fee \$150
<input type="checkbox"/> Express Delivery Fee \$_____ \$40-100	<input type="checkbox"/> Homestay for 4 weeks (minimum) \$925
<input type="checkbox"/> Tuition for 4 weeks (1 cycle) \$780	<input type="checkbox"/> Homestay for 1 week \$235
<input type="checkbox"/> Tuition for 3 weeks \$595	<input type="checkbox"/> Homestay per day \$35
<input type="checkbox"/> Tuition for 2 weeks \$400	<b>Private Tutorial:</b>
<input type="checkbox"/> Tuition for 1 week \$205	<input type="checkbox"/> _____ Hours (2-hour minimum) \$42 per hour
<b>Intensive GRE or GMAT Class:</b>	<input type="checkbox"/> _____ Travel surcharges \$10/16
<input type="checkbox"/> Tuition for 4 weeks (1 cycle) \$850	<b>Semi-Private Tutorial:</b>
<input type="checkbox"/> Tuition for 3 weeks \$750	<input type="checkbox"/> _____ Hours (2-hour minimum) \$25 per student
<input type="checkbox"/> Tuition for 2 weeks \$500	<b>Other Fees:</b>
<input type="checkbox"/> Tuition for 1 week \$250	<input type="checkbox"/> Late payment fee \$15 per week
	<input type="checkbox"/> Returned check fee \$30
	<input type="checkbox"/> International bank wire fee \$30

\* subject to change without prior notice

**Payment policy:** Application fee is due at time of enrollment. In order to issue an I-20 form, the 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.

#### V. PAYMENT INFORMATION (for mailed or faxed applications only)

Cash  U.S. Check  Traveler Checks  Credit Card  Bank Wire  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: \_\_\_\_\_  
Please charge the following amount to my credit card \$ \_\_\_\_\_ Signature: \_\_\_\_\_

#### VI. 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: \_\_\_\_\_

#### VII. REFUND POLICY

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

- The \$50.00 application fee is **non-refundable** unless enrollment is cancelled within 72 hours of signing or if ILI is unable to place the student in the appropriate level.
- Fees for reimbursable services such as SEVIS registration and express delivery are non-refundable once the service is completed.
- A full tuition refund will be given if requested before the start date of the scheduled class(es) or if a prospective student has his/her visa application rejected.
- A full tuition refund will be given if a class is cancelled by Transemantics/ILI or if a student is rejected for enrollment.
- A prorated tuition refund will be given to a student who withdraws prior to the completion of 75% of the student's scheduled class. Withdrawal notification has to be submitted in writing by the last day of attendance. Unattended days prior to written notification of withdrawal will count as attended classes. The prorated tuition refund shall be determined by the ratio of the number of weeks or lessons completed by the student to the total number of weeks of the student's scheduled class(es). Any portion of a week's attendance by a student shall be considered a full week's attendance for this purpose. Regardless of when a student requests early withdrawal, there is no tuition refund if a student completes 75% of scheduled classes.
- Refunds will be made by check for all cash, check or debit card payments and by credit card for all credit card payments within 30 days of receiving written notification or within 30 days of Transemantics/ILI cancellation of class(es).
- Weekly tuition credits for vacations or other planned absences are only given if notification is received in advance. There are no retroactive credits for unattended weeks and there are no credits for individual unattended days. Unused credits and prepaid classes will be forfeited six months after last attendance.
- There is no credit or refund of tuition for days on which ILI is closed because of holidays, bad weather or other emergencies.
- Once received by the student, **books and other materials** are the property of the student and are **non-refundable**.
- 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@ilidc.com](mailto:ili@ilidc.com) **at least 24 hours prior** to the scheduled class(es) or by noon Friday for any classes scheduled 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.

#### VIII. STUDENT ACKNOWLEDGEMENT

By signing this enrollment form, I agree to all terms and conditions set forth by the International Language Institute (ILI).

SIGNATURE OF APPLICANT

DATE