

## Application form 2018- Page 3 of 3 Enrollment terms and conditions

In this document, the School may be referred to as The Language Academy, TLA or TLA-The Language Academy. Please read carefully.

### APPLICATIONS

Tuition fees and terms and conditions apply from January 1, 2018 through December 31, 2018. Applicants, their agent or the school representative must fax, e-mail or mail a completed and signed application form and all pertaining fees to the School. The application form becomes a legally binding document once it is acknowledged/ signed by the School. Only the English version is binding. The contract is subject to the laws of the State of Florida. **The student understands and accepts that TLA language programs are not designed or intended to qualify the participants for employment in English or teaching. They are intended solely for avocational, personal enrichment and enjoyment purposes.**

### VISA FOR NON-IMMIGRANT ALIENS- F1 STUDENT VISA

TLA is authorized by the U.S. Administration to issue I-20 forms for F1 student visa applications. To qualify for a student visa, applicants must be enrolled in a full-time course of studies (18 clock hours per week or more) or must be traveling to the US for the sole purpose of studying English. Eligible applicants must fill out an application form, provide proof of financial responsibility (bank statement or sponsor's letter of financial support) and pay for the registration fee and full tuition, if the course is 4 weeks or less. For courses that exceed 4 weeks, the first 4 weeks of tuition must be paid upon enrollment. The maximum total amount of F1 language studies at TLA cannot exceed 36 months. Students are required to pay a one-time, non-refundable SEVIS fee, directly to SEVIS via the Internet. **It is the applicant's sole responsibility to ensure they have the proper passport or identity document and to arrange for the appropriate visa to travel to the United States. TLA may not be held responsible for the applicant's choice of visa or travel document. All visa waiver travelers to the US must fill out the ESTA form before traveling.**

### CONFIRMATIONS AND PAYMENTS

After all relevant application documents and fees are received, the School will send a written course acceptance, a housing confirmation (if applicable) and an invoice for tuition and other services requested by the applicant or their agent. Payments without a signed application form will not be accepted by the School. **The School must receive all due payments on or before the first day of class.**

### MEDICAL INSURANCE

In the US, doctors and hospitals are extremely expensive. Students should have medical insurance or purchase insurance via TLA (\$85/month/non-refundable). F1 visa students must show proof of insurance upon arrival. **TLA will not be responsible for medical bills incurred by students in the US. By signing the application form the student authorizes the release of information for medical treatment, in case of emergency and/or accident.**

### CANCELLATION-VISA DENIAL-NO SHOW

Applicants who cancel their course before their start date, never start their classes (no show) or are denied entry to the US are entitled to a full refund of all monies paid, less non-refundable fees and charges. Refunds are issued within 30 calendar days from the cancellation date, visa denial date or the first day of scheduled classes, whichever is earlier.

### F1 VISA STUDENT CANCELLATION OR NO SHOW AFTER ENTRY:

If an applicant accepted by the school enters the United States on an I-20 obtained through The Language Academy and subsequently cancels prior to the start of scheduled classes or never attends class (no show), the school may retain four weeks of tuition and any non-refundable registration fee, courier fees, and medical insurance. For programs of 12 weeks or more, the school may retain tuition fees for six weeks and all non refundable charges including the registration fee, courier fees, medical insurance and other extracurricular services requested by the student or their agent and paid by the school on behalf of the student or their agent.

### REFUND POLICY

The registration fee is not refundable. Express courier expenses, exam/test fees, extra curricular services and medical insurance paid by the School on behalf of the applicant upon the applicant or agent's request are not refundable.

Students who wish to withdraw after they start classes, may do so by giving a written notification of withdrawal to TLA.

Students enrolled for 4 weeks or less will not be eligible for a refund. Students enrolled in a course of more than 4 weeks, who withdraw prior to or at the midpoint (50%) of their studies, will be eligible for a refund of the prorated amount of the unused portion of tuition. The refund due will be calculated using the last date of attendance (LDA) and be paid within thirty (30) calendar days from the documented date of determination.

The date of determination is the date the student gives written notice of withdrawal to TLA or the date TLA terminates the student due to the student's failure to adhere to the school's attendance, conduct, or student progress policy.

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, the school will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. Students withdrawing from the program after the midpoint of their studies are not eligible to receive any refund. Courses are intended as an uninterrupted sequence of weeks.

All claims or refund requests must be submitted before students end their enrollment time/complete their course, whichever is earlier.

Students who sign an enrollment contract with an overseas school representative /agency and book through the agency/representative understand and accept that the relationship between TLA and the agency may affect their ability to receive a refund. **TLA will issue all approved refunds only to the party who issued the payment (student, agent, parents, sponsor etc.). All refunds are issued within 30 calendar days from the last date of attendance. Course fees are calculated in full weeks and cannot be broken down into days or hours.**

### CHANGE OF PROGRAM AFTER START DATE

**A request to change from one program to another after the student has started classes may be allowed based on availability and provided tuition for the new program is equal to, or higher than the tuition of the program originally contracted for by the student.**

Requests for a change of program after the student have started the course will be subject to a non-refundable \$ 100 administrative and processing fee. TLA will permute group classes to private classes at a ratio of 5 group classes = 1 private lesson, subject to availability. However, students on an F1 visa must stay enrolled in a program of more than 18 clock hours/week.

### HOUSING

Students understand and accept that, when providing housing services, TLA is strictly acting as an agent for the applicant. TLA may contract housing in its own name to facilitate the booking process according to the student's request. This administrative activity is costly. Applicants agree that TLA is entitled to retain the difference between what is paid to the housing provider and the fee paid by the student to TLA, as a compensation. A \$200 reservation deposit is required when booking housing. This down payment is deducted from the total housing amount due. **Housing deposits are due and will be retained if cancellation occurs less than 7 (seven) calendar days prior to arrival.** If students cancel their housing on the day of check-in or after check in, there will be no refund for bookings of 2 weeks or less. For bookings of more than two weeks, TLA will refund the amount paid by the student after retaining two weeks of housing fees, as penalty. Students who wish to change their accommodation after arrival must give the School a 10-business day notice. Change may be granted based on availability. All claims or refund requests must be submitted before the students end their enrollment time/complete their course, whichever is earlier. After the student's departure, housing refund requests will not be accepted.

### MISSED CLASSES

**Missed group classes are not refundable. Students who miss their scheduled group classes, including absences due to medical reasons, may not make up their classes or ask for a refund.** No refunds or make-up classes are available for group classes missed because of school holidays, Acts of God, natural disasters (floods, hurricanes, storms, power outages etc.), terrorism, war, strikes and/or when the school cannot operate because of events beyond the school's control. Private lessons are not forfeited and may be made up

### ATTENDANCE

In order to receive a certificate of completion participants must keep an average attendance of 80%, based on a total number of hours they signed up for. F1 visa holders, must keep satisfactory attendance at all times. Participants enrolled in a sponsored program may be subject to different, higher attendance requirements. In such instance, sponsor's attendance requirements will prevail.

### AGE REQUIREMENTS AND HOLIDAYS

The minimum enrollment age is 16, except for summer programs.

In 2018 the school will be closed and classes will not take place on:

**JANUARY 1, MAY 28, JULY 4, SEPTEMBER 3, NOVEMBER 22 and 23, DECEMBER 24 and 25**

### PHOTOGRAPHY, VIDEO AND SOCIAL MEDIA:

**TLA may take photos and videos of its premises and classes in order to promote the school through websites, brochures, and other media, including social media.** Unless otherwise communicated in writing to TLA, registration as a student and attendance at, or participation in classes and other TLA activities constitutes an agreement by the student to TLA's use and distribution of the student's image or voice in photographs, electronic reproductions of such classes and other TLA materials for promotional and marketing use. **If during the course of their stay at TLA students become aware that promotional materials which may involve their image are being filmed/photographed,, it is the student's own responsibility to inform TLA that they do not authorize the use of their image.**

### LIABILITY

The Language Academy is not responsible for any fee(s) charged by its agents or representatives. Any claim arising from differences in fees must be addressed directly to the agent/representative. TLA staff and/or representatives are not responsible for damage, loss of personal property and injury to persons or property by any cause except those that are imposed by statute. Students understand and agree that homestay hosts and/or TLA are not liable for any loss of property, damage or injury that may occur to the client while hosted in a homestay. TLA is not liable for theft or loss of personal property while at TLA school or housing facilities. TLA is not liable for being unable to render services that are impossible to provide for reasons beyond the control of TLA and its representatives.

**I understand the above and I agree with the enrollment terms and conditions.**

Applicant's name \_\_\_\_\_

Signature \_\_\_\_\_