

ENROLLMENT TERMS AND CONDITIONS

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APPLICATION

Tuition and fees are valid from January 1 through December 31, 2022.

Applicants, their agent or the school representative must fax, e-mail or mail a completed and signed application form to the School. The application form becomes a legally binding document subject to the laws of the State of Florida after it is signed by the applicant and acknowledged by the School. Only the English version is binding. Please make sure that you have this document translated in your language before you sign the application.

YOU MAY USE THIS WEBSITE:

translate.google.com OR A TRANSLATION SERVICE OF YOUR CHOICE.

Applicants understand that TLA language courses are avocational and not designed or intended to qualify the participant for employment.

TLA courses do not address or provide services for learning disabilities or communication impairment and courses do not include speech therapy.

VISA FOR NON-IMMIGRANT ALIENS- F1 STUDENT VISA

TLA is authorized 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 or their agents must fill out an application form, provide proof of financial support (bank statement or sponsor's letter), pay the \$ 125 registration fee and full tuition for courses of 4 weeks or less. A \$ 125 registration fee is also due for each dependent on F2 visa. For courses of more than 4 weeks, the first 6 weeks of tuition must be paid upon enrollment. The \$ 125 registration fee is due before TLA issues the I-20. 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. It is the sole responsibility of the applicant to ensure they have the proper identity document and to arrange for the appropriate visa to travel to the US. TLA may not be held responsible for the applicant's choice of visa or travel document.

CHANGE OF STATUS: Applicants are required to pay a non-refundable \$ 375 administrative processing fee in addition to the \$ 125 registration fee at the time of application. The \$ 125 registration fee is due for each additional F2 dependent.

CONFIRMATION AND PAYMENTS

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

MEDICAL INSURANCE

F1 visa students must show proof of medical insurance upon arrival. Students may purchase insurance via TLA (\$150/month/non-refundable). TLA will not be responsible for medical bills incurred by students in the US.

CANCELLATION FEES -NO SHOW

Applicants who are denied entry to the US are entitled to a full refund of all monies paid, less \$125 registration fee and other non-refundable fee. However, if an applicant accepted by the institution receives the I-20 and cancels prior to the start of scheduled classes, for any reason other than visa denial or change of status refusal, the institution will refund all monies paid except the \$ 125 registration fee and a \$ 275 administrative processing fee. If an F1 applicant accepted by TLA obtains the F1 visa and enters the U.S.A. on a TLA I-20, or remains in the US while awaiting for a change of status approval and subsequently cancels prior to the start of scheduled classes or never attends class (no show), for enrollments of up to 12 weeks, TLA will retain four weeks of tuition and any non-refundable fees such as \$125 registration fee, \$ 275 administrative processing fee, courier fees and medical insurance. For programs of more than 12 weeks, TLA will retain 6 weeks of tuition fees and all non-refundable charges including the \$125 registration fee and a \$ 275 file processing administrative fee, courier fees, medical insurance and any other extra-curricular services requested by the student or their agent. Applicants understand that TLA may cancel a course or part of it without notice. If the course be cancelled the full tuition amount will be refunded.

REFUND POLICY

The registration fee, I-20 express courier fees, exam fees, medical insurance cancellation administrative fee and/or services paid by the School on behalf of the applicant are not refundable. Students who withdraw after they start the course will be refunded as follows:

Refund amounts will be calculated using the last date of attendance (LDA), based on the number of weeks completed by the student. TLA will count a partial week as a whole week if the student was present at least one day during the scheduled week. The date of determination (DOD) is the date when the student gives a notice of withdrawal or the date when TLA terminates the student due to the student's failure to adhere to the school's attendance, conduct, or student progress policy OR the date TLA automatically administratively withdraws a student after s/he has been absent for a maximum of 30 consecutive calendar days.

All refunds are paid within forty-five (45) calendar days from the date of determination. 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 course, will be eligible for a prorated refund of the unused portion of tuition. 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. TLA will issue all approved refunds only to the party who issued the original payment (student, agent, parents, sponsor etc.).

APPLICATIONS VIA AGENTS AND ETO (EDUCATIONAL TOUR OPERATORS)

TLA is not responsible for any fee(s) charged by agents or tour operators who sell or promote TLA courses. Claims arising from differences in fees or any additional fee charged

by an agent or ETO must be addressed directly to the agent/ETO. Students who sign an enrollment contract/application form with an agency/ETO understand and accept that the relationship between TLA and the agency/ETO may affect their ability to receive a refund.

CHANGE OF PROGRAM AFTER START DATE

A request to change from the program contracted by the student to a different program, after the student has started classes may be allowed, based on availability and provided tuition for the new program tuition is at minimum equal to program originally contracted for. Requests for a change of program/course after the student has started the course will be considered a new application and subject to a non-refundable \$ 100 administrative fee. TLA will convert group classes to one-to-one lessons at a ratio of 5 group classes = 1 private lesson, subject to availability. However, students on an F1 visa must stay enrolled in a group program of more than 18 clock hrs/week.

HOUSING SERVICES AND HOUSING CANCELLATION FEES

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. 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, as a compensation. A \$200 reservation deposit is required when booking housing. This down payment is deducted from the total housing amount due. After the booking has been received and confirmed by TLA, the cancellation policy is:

HOMESTAY: A US \$ 200 cancellation fee will be due if homestay cancellation occurs less than 10 (ten) business days prior to the arrival date. 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.

APARTMENTS: There will be no refund for bookings of 2 weeks or less. For bookings of more than two weeks, cancellation at any time after the booking is confirmed is subject to a cancellation fee equivalent to two weeks of housing price. Students who wish to change their accommodation after arrival must give the School a 10-business day notice. Change is subject to availability. All claims or refund requests must be submitted before the student ends their enrollment time/complete their course, whichever is earlier.

AGE REQUIREMENTS AND HOLIDAYS

The minimum enrollment age is 16. In 2022 the school will be closed on:

**JANUARY 17- APRIL 15- MAY 30 - JULY 4 - SEPTEMBER 5 - NOVEMBER 24 & 25
DECEMBER 26 to 30. There is no refund for missed scheduled group classes due to
Holidays school closure.**

MISSED CLASSES

Missed group classes may not be made up. No refunds or make-up classes are available for group classes missed because of school or national holidays, Acts of God, natural disasters (floods, hurricanes, storms, power outages etc.), terrorism, war, forced closures to pandemic or virus epidemic and/or when the school cannot operate because of events beyond the school's control. Private (1:1) lessons are not forfeited and will 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, the sponsor's attendance requirements will prevail.

PHOTOGRAPHY, VIDEO AND SOCIAL MEDIA:

TLA may take photos and videos of its premises and classes in order to promote the school through websites, social media and marketing events. If students do not wish to have their image disseminated or become aware that promotional materials which may involve their image are being filmed/photographed, they must notify TLA to deny use of their image. Unless TLA is notified, participants agree to the use and distribution of the student's image.

LIABILITY AND FORCE MAJEURE

TLA is not responsible for damage to or loss of personal property, theft and/or injury to people or property by any cause except those that are imposed by statute. Applicants understand and agree that homestay hosts and/or TLA are not liable for any loss of property, damage, injury, health issue including contagion or disease that may occur to the applicant while hosted in a homestay or taking classes at TLA. TLA may not be held liable for being unable to render services for reasons beyond TLA's control, including pandemic events or disruption caused by virus contagion, terrorism, war, acts of God (hurricanes, floods, natural disasters, etc.) and any Force Majeure cause (loss of power, road closures, riots, strikes etc.) etc.). In such instances, no refunds will be due for missed classes.

I read and understand the above. I agree with TLA enrollment terms and conditions.

Applicant's name _____

Signature _____

Date _____