



# ADULT PROGRAMS APPLICATION FORM

## PERSONAL INFORMATION

Exactly as it appears on your passport:

Name	<input type="checkbox"/> Mr. _____			<input type="checkbox"/> Ms. _____		
	Last	First	Middle			
Address (Permanent)	Street			City		
	State or Province		Zipcode	Country		
Email Address						
Telephone			Country of Citizenship			
Date of Birth	Month: _____	Day: _____	Year: _____	City of Birth	Country of Birth	
Emergency Contact Name			Telephone	City/Country		
Relationship			Email Address			

How did you hear about CISL? \_\_\_\_\_

For students applying for F-1 visas:

Will you need an I-20 form for a student visa?  Yes  No

If you checked 'yes,' be sure to include a copy of your passport and your financial statement with your application.

Are you transferring from another school?  Yes  No If yes, name of current/previous school: \_\_\_\_\_  
Contact Information: \_\_\_\_\_

Express mail delivery of documents is available upon request for \$60-\$125 depending on your location. This fee is not refundable.

Please send my documents by Express Mail  Yes  No

## COURSE SELECTION

CISL Location	<input type="checkbox"/> San Diego <input type="checkbox"/> San Francisco		Number of Weeks				
Start Date	Month: _____	Day: _____	Year: _____	End Date	Month: _____	Day: _____	Year: _____

### English Courses

- |                                      |  |   |
|--------------------------------------|--|---|
| <input type="checkbox"/> Standard    | <input type="checkbox"/> Intensive 10                  | <input type="checkbox"/> Afternoon Elective: Business |
| <input type="checkbox"/> Intensive   | <input type="checkbox"/> Business English              | <input type="checkbox"/> Career English               |
| <input type="checkbox"/> Intensive 5 | <input type="checkbox"/> Afternoon Elective: Intensive | <input type="checkbox"/> Private Lessons ____/week    |

### Academic & Test Preparation Courses

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Cambridge First (20)    | <input type="checkbox"/> Cambridge Advanced (28) | <input type="checkbox"/> English for Academic Purposes (EAP) |
| <input type="checkbox"/> Cambridge Advanced (20) | <input type="checkbox"/> TOEFL Prep              | <input type="checkbox"/> Pre-University Academic Year        |
| <input type="checkbox"/> Cambridge First (28)    | <input type="checkbox"/> IELTS (San Diego Only)  | <input type="checkbox"/> Pathway Program                     |

### Executive English (San Diego Only)

Executive English (group):  20 lessons  28 lessons  Executive English (one-on-one)

### Global Success (San Francisco Only)

- |   |  |   |
|---|--|---|
| <b>Global Success:</b>                  | <b>Global Success Plus:</b>                | <b>Global Success Individual:</b>                       |
| <input type="checkbox"/> Global Success | <input type="checkbox"/> Business English  | <input type="checkbox"/> Individual 5                   |
|   | <input type="checkbox"/> Intensive English | <input type="checkbox"/> Individual 10                  |
|   |  | <input type="checkbox"/> 15 <input type="checkbox"/> 20 |
|   |  | <input type="checkbox"/> 25 <input type="checkbox"/> 30 |

## ARRIVAL INFORMATION

Date of Arrival	Month:	Day:	Year:	Time of Arrival	
Airline				Flight No.	

Would you like CISL to arrange a transfer service between the airport and your accommodation?

- Yes:    Transfer from airport\*                      Transfer to airport\* (*San Francisco Only*)                       No airport transfer is requested  
                   Shared (SF only)                                       Shared  
                   Individual     Individual

\* For airport transfer pricing information, please see page 12.

## ACCOMMODATION

Would you like us to arrange housing for you?     Yes                       No

I would like:     Homestay     Student Residence                      Arrival date: \_\_\_\_\_                      Departure date: \_\_\_\_\_

What type of room would you like?                       Private                       Shared

What type of bathroom would you like?                       Private                       Shared

Name of Student Residence Club:    First preference: \_\_\_\_\_                      Second preference: \_\_\_\_\_

## HOMESTAY PREFERENCES

Preferred meal plan                       Breakfast Only                       Breakfast and Dinner

Can you live with small children?                       Yes                       No

Can you live with cats?                       Yes                       No

Can you live with dogs?                       Yes                       No

Do you smoke?                       Yes                       No

Can you live with smokers?                       Yes                       No

Do you have any allergies?                       Yes                       No (If yes, explain:) \_\_\_\_\_

Do you take any specific medication that we should know about? \_\_\_\_\_

What are your hobbies? \_\_\_\_\_

What is your occupation? \_\_\_\_\_

Any special requests? \_\_\_\_\_

**CISL will contact you to confirm the availability of the accommodation you have requested.**

## PAYMENT INFORMATION

I authorize CISL to charge a total payment of: \$ _____							
Payment Method	<input type="checkbox"/> Bank Wire Transfer		<input type="checkbox"/> Credit Card (Visa/MasterCard)		<input type="checkbox"/> Pay to Study		<input type="checkbox"/> Western Union
<small>We will contact you with bank wire information.</small>							
Credit Card No.		Card Holder Name		Expiration Date		CVC Code	
Billing Address for Credit Card							
Please note that the \$120 non-refundable registration fee is due with the application to confirm enrollment.				Credit card authorization signature required:			

**Agreement:** This agreement is a legally binding instrument when signed by me and accepted by the school. I have read, understood, and agree to the terms and conditions, the refund and cancellation policy, schedule, prices, and starting dates. I confirm that I have sufficient funds to pay all of the necessary costs of my course, accommodation, and other necessities during my entire program at CISL. In the event that I become unconscious or incapacitated due to illness or injury while at the school or accommodation, I grant permission for the staff to take necessary measures for providing examination and treatment. I understand that I will be responsible for the expenses incurred for this emergency medical attention.

Any questions or concerns regarding entering the United States that have not been answered or resolved by the school, must be directed to my local consulate or Embassy, or U.S. Immigration and Customs Enforcement (ICE) ([www.ice.gov](http://www.ice.gov)).

**Photo Release:** Students agree to allow photos and video taken during the program to be used for publicity purposes.

**Medical Insurance Requirement:** I understand that medical treatment in the United States is very expensive and that I have been advised to obtain medical insurance that is valid in the United States before traveling to this country.

\_\_\_\_\_

Applicant Signature (*Required to process application*)

\_\_\_\_\_

Parent/Guardian Signature (*Required if applicant is under 18 years of age*)

\_\_\_\_\_

Name of Parent/Guardian (*if applicable*)

\_\_\_\_\_

Date



## TERMS & CONDITIONS

### Course Confirmation and Payment

All tuition and fees must be paid in full before you start classes at CISL. Upon receipt of your application and payment, we will send you a letter confirming your acceptance. Payment may be sent by any of the following: international money order; electronic bank transfer (wire transfer), credit card (MasterCard or Visa only), Pay to Study and Western Union. We cannot process your application unless we receive your payment.

### Bank Transfers

CISL will provide the school's bank information for wire transfers upon request. Please include the student's name and student ID as part of the bank transfer information. The payment must include all sending and intermediary wire transfer charges. CISL will pay all receiving fees.

### I-20 Form/F-1 Student Visa

CISL is authorized to issue a Certificate of Eligibility (Form I-20) to qualifying full-time students. The I-20 form is used when applying for a student visa (F-1) and will only be issued for the number of weeks that your tuition is paid. You can extend your course at CISL, and a revised I-20 will be issued. The visa must be obtained at the U.S. Embassy in your home country before your departure. If you are denied a student visa, you will receive a refund of all prepaid tuition (minus the \$120 registration fee or other non-refundable fees) when you (i) give the school a copy of the denial letter from the U.S. Embassy and, (ii) return the original I-20 form issued by the school. If you require an I-20 form, you must provide CISL with documents showing that you have enough money to pay for all of your tuition and living expenses while you are studying at CISL as well as a copy of your passport. Please send these documents with your application. Financial means can be demonstrated with:

- (1) Evidence of financial means (e.g. a copy of a recent bank statement) to pay your tuition and living expenses for the duration of your stay; or
- (2) A letter of financial responsibility from your parent or legal guardian accompanied by evidence of their financial means (e.g. a copy of a recent bank statement); or
- (3) A letter of sponsorship from your company or organization together with evidence of their financial means.

Students taking any 20-lesson per week course and who are requesting an I-20 for a student visa will also need to take either an Afternoon Elective or attend a 1.5 hour Study Hall session each week in order to meet the 18-hour per week minimum requirement for the student visa. There is no extra charge for the 1.5 hour/week Study Hall. Students who choose the Study Hall option will have the designation "Plus" on their confirmation (e.g. "Standard Plus"). Failure to adhere to our minimum 85% attendance policy may result in termination of I-20 and dismissal from the school.

For more information about visas and travelling to the United States, please visit the following website: <http://studyinthestates.dhs.gov/students>

### Accommodations

A deposit of \$250 is required for all accommodations. If you cancel your accommodations after they have been confirmed, the deposit may not be refundable. Please read the Refund Policy carefully. If you are requesting homestay accommodations, please make flight reservations so that you arrive no later than 21:30.

### Course Extension

You can extend your course after you arrive. The additional course fee must be paid before the start of the extension. You can pay the school directly or through your official CISL representative in your country.

### Airport Transfers

Please send us your flight information as soon as possible. If you are requesting homestay accommodations, please make flight reservations so that you arrive before 21:30.

**San Diego:** If you are staying with a host family, the airport transfer is free if you arrive between 9:00 and 21:30 on the weekend. Your host will meet you at the airport in the baggage claim area; holding a sign with your name on it. Please be sure to carry your "Airport Transfer Confirmation" with you so that you have the emergency assistance number to call in case of a problem. If your flight is delayed to after 9:30pm, you will need to take a taxi or shuttle van to the host's home at your own expense. If your flight will arrive Monday-Friday, please contact the school in advance to make arrangements for getting from the airport to your host family's home. For students not staying with a host family (or those arriving late or on weekdays) a private transfer service is available for \$80 (one-way).

**San Francisco:** Personalized shared airport transfer service is available for \$90 each way. Personalized individual airport transfer service is available for \$130 each way. Please add \$30 for arrivals between 22:00 and 7:00 or for arrivals on national holidays. You will be greeted by someone holding a sign with your name. You can also take one of the airport shuttle vans (approximately \$20) or a taxi (approximately \$50).

### Medical Insurance

The school does not provide medical insurance. However, we strongly recommend that you purchase medical insurance for travelers to the United States or that you ensure that your current policy is valid in the United States. You should do this before departing your country. Medical treatment in the United States is very expensive. You are responsible for any medical expenses incurred, so please be sure that you review the terms of your insurance policy, including covered services, deductibles, co-payments, length of coverage, etc., prior to arrival.

### Liability

CISL, its staff, and its representatives will not be liable for loss, damage or injury to persons or property however caused, except where liability is expressly imposed beyond exclusion by statute. Students agree to allow photos and video taken during CISL programs to be used for publicity purposes.

### Holidays

The school is only closed on certain national holidays. Except for private lessons, no credit or make-up time will be granted for lessons lost because of holidays.

January 1: New Year's Day

February 15: President's Day

May 30: Memorial Day

July 4: Independence Day

September 5: Labor Day

November 24 & 25: Thanksgiving

December 26: Christmas



## REFUND & CANCELLATION POLICY

### Registration Fee

A non-refundable registration fee of \$120 is required for all courses except for Global Success Program courses.

### Career English Program Cancellation Policy

\$300 is non-refundable if the student cancels or postpones the Career English program prior to its commencement and before a company placement has been made. The entire fee is non-refundable if the student cancels the Career English program after a company placement has been found or after it has started.

### Fixed Duration Courses Cancellation Policy

For fixed duration courses (e.g. test preparation courses and EAP): Students may cancel only during the first week and receive a refund for the remaining weeks, less the \$250 change fee, if they decide to leave the school. After the first week, the remaining course price is non-refundable. Students may transfer to an open-enrollment course at any time during the course, but if the open enrollment course tuition is less, the difference is not refundable.

### Tuition (Open-Enrollment Courses)

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$120 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are cancelling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the next Monday.

- In the case of individual private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).

*\* For private lessons that comprise a course, such as for Executive English Individual or Intensive 5/Intensive 10, the regular course cancellation policy applies.*

- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- The school does not participate in the State of California Student Tuition Recovery Fund.

### Accommodations

The accommodation deposit is \$250. This deposit will be used towards the accommodation fee.

- There is a \$100 fee to change any accommodation after it has been confirmed if changed before move-in date.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

### Airport Pickup Fees

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

### Express Mail Charges

Express mail charges are not refundable.

### Extension of Courses

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

### Payment of Refunds

Refunds will be paid within 30 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school.

