



CISL ADULT PROGRAMS APPLICATION FORM

PERSONAL INFORMATION

Exactly as it appears on your passport:

Name	<input type="checkbox"/> Mr.				
	<input type="checkbox"/> Ms.				
	 <i>Last</i> <i>First</i> <i>Middle</i>	
Address (Permanent) <i>Apt/House</i>	 <i>Street</i>	 <i>City</i>
 <i>State or Province</i>	 <i>Zip code</i>	 <i>Country</i>
Email Address					
Telephone			Country of Citizenship		
Date of Birth <small>(e.g. January 20, 1982)</small>	Month:	Day:	Year:	City of Birth	Country of Birth
Emergency Contact Name			Telephone	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 (A student visa is **required** for all courses over 20 lessons per week.)
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.

Do you want CISL to send your I-20 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:

Morning Courses - 20 lessons (9:00 a.m. - 12:40 p.m.)

- | | | |
|--|---|---|
| <input type="checkbox"/> Standard | <input type="checkbox"/> Cambridge First | <input type="checkbox"/> TOEIC Test Prep (San Diego only) |
| <input type="checkbox"/> Executive English (San Diego only) | <input type="checkbox"/> Cambridge Advanced | <input type="checkbox"/> IELTS (San Diego only) |
| <input type="checkbox"/> Global Success (San Francisco only) | <input type="checkbox"/> TOEFL Prep | <input type="checkbox"/> Cambridge Preliminary PET (San Diego only) |
| | | <input type="checkbox"/> No Morning |

Afternoon Electives - 8 lessons (1:30 p.m. - 3:10 p.m.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Business English | <input type="checkbox"/> Conversational English (San Diego only) | <input type="checkbox"/> No Afternoon Elective |
| <input type="checkbox"/> English for Academic Purposes (EAP) | <input type="checkbox"/> Cambridge First p.m. (San Diego only) | |
| <input type="checkbox"/> English in Use (San Francisco only) | <input type="checkbox"/> Cambridge Advanced p.m. (San Diego only) | |

Supplemental Programs

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Academic Year Program | <input type="checkbox"/> Pathway Program | <input type="checkbox"/> Career English | <input type="checkbox"/> Family English (San Diego only) |
|--|--|---|--|

Private Lessons

How many private lessons do you want per week?

- 5 10 15 20 25

other: _____

Premier? yes no

Online? yes no

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* No airport transfer is requested
 Shared (SF only) Individual Shared (SF only) Individual

* For airport transfer pricing information, go to: cisl.edu/cisl-student-life/airport-transfers

ACCOMMODATION

Would you like us to arrange housing for you? Yes (\$75 Non-refundable fee required) No

I would like: Homestay Student Residence Arrival date: _____ Departure date: _____

What type of room would you like? Private Shared (Shared homestay rooms available for SF only)

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 <small>We will contact you with bank wire information.</small>		<input type="checkbox"/> Credit/Debit Card <small>Visa / MasterCard</small>		<input type="checkbox"/> Pay to Study
	<input type="checkbox"/> Pay My Tuition (SF only)		<input type="checkbox"/> Western Union		
Credit Card No.		Card Holder Name		Expiration Date	CVC Code
Billing Address for Credit Card					
Please note that the \$135 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/embassy or U.S. Immigration and Customs Enforcement (ICE) (www.ice.gov).

Photo Release: Students agree to allow photos and videos 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



REFUND & CANCELLATION POLICY (Adult Programs)

Registration Fee

A non-refundable registration fee of \$135 is required for all courses except for Global Success Programs.

Career English Program

\$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.

Academic Year Program

\$300 is non-refundable if the student cancels or postpones the program prior to its commencement. The entire fee is non-refundable if the student cancels the Academic Year program after the student has started classes at college.

Pathway Program

\$300 is non-refundable if the student cancels or postpones the program prior to its commencement and before the application has been submitted to the college/university. The entire fee is non-refundable after the application has been submitted to the college/university.

Fixed Duration Courses

For fixed duration courses (e.g. test preparation courses): Students may cancel only during the first week and receive a refund for the remaining weeks, minus 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 \$135 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 following 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).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course. The school has the right to cancel a course due to low enrollment.
- 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.

Accommodation Fee

The non-refundable accommodation placement fee is \$75. A \$250 accommodation deposit is due at the time of booking. This deposit will be applied to the final accommodation balance.

- A \$100 fee is applied to any accommodation changes made within 14 days of arrival.
- 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 Fees

Express mail fees 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.