



# INTERNATIONAL PREPARATORY SCHOOL

## ENROLLMENT APPLICATION & AGREEMENT NON F1 STUDENTS

**School Mission** International Preparatory School is committed to providing high-quality English as a Second Language (ESL). Instruction and orientation in U.S. culture to international students, professionals, and other non-native speakers utilizing a comprehensive and relevant intensive English program.

**Our Vision:** We aim to situate ourselves as an internationally recognized educational institute with intense involvement in academic and professional programs that promote a lifelong commitment to learning, ethics, and cultural diversity. International Preparatory School provides a reliable infrastructure through which students comfortably and smoothly transition into American daily life and culture.

### STUDENT INFORMATION

Full name as shown on Passport \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Country: \_\_\_\_\_ City of Birth: \_\_\_\_\_  
MM DD YY

Citizenship: \_\_\_\_\_ Native Language: \_\_\_\_\_ Sex:  Male  Female

eMail: \_\_\_\_\_

### Current Address in United States (if any):

\_\_\_\_\_  
Number and Street Apartment or Unit # City  
\_\_\_\_\_  
State/Province Zip Code Cell Phone Number Home Phone Number

### EMERGENCY CONTACT

Emergency Contact Name in U.S.A: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone # Daytime: \_\_\_\_\_ Phone # Evening: \_\_\_\_\_

### TELL US ABOUT YOU...

1. What is your goal in studying English?  University (U.S.)  University (overseas)  Work (U.S.)  Work (overseas)  Other
2. Have you studied English before?  Yes  No - If yes, please list the school you attended: \_\_\_\_\_
3. What is your educational background?  Some High School  High School Graduate  Junior College Graduate (Associate Degree)  
 University Graduate (Bachelor's Degree)  Master's Degree/Ph. D.



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### PROGRAM SCHEDULE

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Program:  Intensive English Program Level Placed: \_\_\_\_\_  
MM DD YY

Term Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Term End Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Total Weeks: \_\_\_\_\_  
MM DD YY MM DD YY

#### Intensive English Program (7 Levels Total of 810 hours) Per-week = U.S. \$86

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Life 1 (15 WEEKS) | <input type="checkbox"/> Life 4 (15 WEEKS) | <input type="checkbox"/> Pathways book 1 (15 WEEKS) |
| <input type="checkbox"/> Life 2 (15 WEEKS) | <input type="checkbox"/> Life 5 (15 WEEKS) | <input type="checkbox"/> Pathways book 2 (15 WEEKS) |
| <input type="checkbox"/> Life 3 (15 WEEKS) | <input type="checkbox"/> Life 6 (15 WEEKS) | <input type="checkbox"/> TOEFL (15 WEEKS)           |

Morning: Monday through Thursday 9:00AM to 1:30PM  Evening: Monday through Thursday 6:00PM to 10:30PM

Student/Sponsor agrees to pay tuition for One Academic Term in the amount of U.S. \$1,290.00 or in prorated amount of U.S.\$ \_\_\_\_\_ according to one of the following payment methods:

**OPTION 1:** Single Payment at enrollment the amount of U.S. \$ \_\_\_\_\_, which represents ONE Academic Term's tuition payment in full.

**Option 2:** Fractional Installment Plan \_\_\_\_\_ prorated payment of U.S.\$ \_\_\_\_\_ and \_\_\_\_\_ payment(s) of U.S. \$ \_\_\_\_\_ and one last installment of U.S. \$ \_\_\_\_\_. Fractional payments are due on the first school day every four weeks. The payment is considered late after the 4th day following the due date.

Late payments will incur a U.S.\$20.00 fee. Please, be advised enrollment/attendance will be suspended until fractional installments are made. If the student fails to remit payment and fails to attend their F-1 Visa will be in jeopardy. International Preparatory School will notify SEVP of non-attendance and withdrawal in accordance with the cancellation and refund policy. Any insufficient funds or returned check will incur the handling charge assessed by the student's bank.

**We accept Visa, MasterCard, American Express, Discover, Cash, Check, Money Order, Cashers Check**

### NON-REFUNDABLE CHARGES

- ❖ Registration Fee (\$ 150.00)
  - ❖ Courier Fee (\$ 75.00)
  - ❖ I-20 Reprints (\$25.00)
  - ❖ ID Card (\$5.00)
  - ❖ Book Fee (50.00)
  - ❖ Any Bank Fees
  - ❖ Overdue Fees
- \* Non-refundable charges not to exceed \$500.00 U.S. Dollars.

### CANCELLATION POLICY

- **Rejection of Applicant**
  - If an applicant is rejected for enrollment by International Preparatory School, or has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less all non-refundable charges.



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- **Program Cancellation**
  - If International Preparatory School cancels a program subsequent to a student's enrollment, International Preparatory School will refund all monies paid by the student.
  
- **Cancellation Prior to the Start of Class or No Show**
  - Except under the circumstance identified in #4, if an applicant accepted by International Preparatory School cancels prior to the start of scheduled classes or never attends class (no show), International Preparatory School will refund all monies paid, less any actual housing costs and non-refundable charges, including registration fee, courier fees, and travel cancellation insurance.
  
- **Cancellation Prior to the Start of Class or No Show**
  - If an applicant accepted by International Preparatory School enters the United States and cancels prior to the start of scheduled classes or never attends class (no shows), International Preparatory School will retain:
    - For an enrollment period of fewer than 15 weeks, all the tuition charges for up to four weeks of the first term, any actual housing costs, non-refundable charges, including registration fee and courier fees.
    - For an enrollment period of 15 weeks or more, all the tuition charges for up to six weeks of the first term, any actual housing costs, non-refundable charges, including registration fee and courier fees.
  
- **Withdrawal or Termination After Start of Class**
  - Refund amounts will be calculated on a student's last date of attendance (LDA). International Preparatory 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.
  
- **First Period of Financial Obligation**
  - For students whose last day of attendance occurs at any point in the first four weeks of their initial period of financial obligation, International Preparatory School will retain the charges applicable to the first four weeks.
  - For students whose last date of attendance occurs after the first four weeks but before or at the mid-point of their period of financial obligation, International Preparatory School will retain a prorated amount of tuition.
  - For students whose last date of attendance occurs after the midpoint; International Preparatory School will retain all the charges for that period. International Preparatory School will refund in full any tuition paid for the balance of the program.
  
- **Subsequent Periods of Financial Obligation or Enrollment periods**
  - Who have completed the first period of financial obligation or extended their enrollment at International Preparatory School; whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, the institution will retain a prorated amount of tuition for that period.
  - Whose last date of attendance occurs after the midpoint of any subsequent period of financial obligation, International Preparatory School will retain all the tuition for that period. International Preparatory School will refund in full any tuition paid for the balance of the program.
  
- **Refund Procedure**
  - International Preparatory School accepts written notification of withdrawal in writing, via phone, electronic mail, and/or notification in person.
  - Once the refund amount is calculated, the school will contact the students to sign the form and receives their refund check.
  - Checks will be issued for all refunds.
  - Refunds will be put back on original credit card.
  - As stated on the refund form, the student is reminded that they will receive the refund within thirty (30) days following the date of determination, and they will be notified when the check is ready. The date of determination is the date the student gives notice of withdrawal to the institution or the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy.



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The student may pick up the check in person or request the delivery of the check by mail, also provide a refund in accordance with the policy outlined above under Withdrawal and/or Termination After Start of Class for students who are terminated due to violation of the institution's SAP, attendance, conduct, or written disciplinary policies.

#### **School Transfers**

The student will be allowed to withdraw from school or transfer to another school (government or private) or institution at any time during the course if the student meets all SEVP criteria. There will be no penalty for transfers and the aforementioned refund provisions shall apply.

#### **Tuition and fees**

International Preparatory School reserves the right to change tuition and fees. Students will be notified at least 60 days in advance of the fee change.

#### **Attendance guideline**

In executing this agreement, the undersigned Student expressly understand and agrees that if the student does not achieve the minimum required attendance of 80%. International Preparatory School determines that any action by Student interferes with the school's ability to accomplish its educational purposes, and/or the student is terminated or required to withdraw from the school due to serious breach of the school rules or in breach of the laws of the United States. the school has the right to immediately dismiss the student and refuse re-enrollment. All absences and class attendance are regularly recorded. It is the responsibility of the student to telephone in advance to advise administrative personnel if they will be absent or late. Students who do not meet the minimum required days and have not requested a formal Leave of Absence (LOA) or valid documentation for absences, such as a doctor's note, will be considered out of compliance and will be subject to an Attendance Warning Letter.

#### **Unofficial Withdrawals**

To determine unofficial withdrawals, the school monitors student's attendance every week. A student who has not attended class for a period of 15 consecutive calendar days and has not provided a notice of withdrawal (written or verbal) will be administratively withdrawn and dropped from the course/program of study. Refunds for administrative withdrawals will be processed within 30 days of the date of determination.

#### **Class Size**

The minimum number of students is 15 (fifteen) in-order to open a class – This includes all levels. The maximum number of students per-class is 20 (twenty).

### **STUDENT ACKNOWLEDGEMENT**

In executing this agreement, the undersigned Student expressly understand(s) and agrees that the school Administration reserves the right to cancel a class due to teacher emergencies but will not deduct these hours from the total number of program/course hours purchased by the Student and that the Student is not entitled to any form of compensation for canceled classes.

By signing below, I attest that I have read and understand this Application/Enrollment Agreement, and I have found it to be accurate and completed to the best of my knowledge or I have had this document verbally explained in my native language. I attest that I am at least 18 years of age. I understand that I will pay the tuition and fee amount as designated in this contract for each subsequent session unless there is a change in price. If there is a change in tuition or related fees, I will be asked to sign the new Application/Enrollment Agreement. Further, I hereby voluntarily and without compensation consent to the use of my name, my picture, and/or voice, for promotional, informational, or other purposes in any media. I further understand that no royalty, fee, or other compensation of any character shall become payable to me by INTERNATIONAL PREPARATORY SCHOOL for such Use. I release INTERNATIONAL PREPARATORY SCHOOL's Directors, administrators,



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faculty members, and staff from liability for any claim or course of action resulting in any way to the use or publication of such photographs or statements. This is a binding agreement between the student and International Preparatory School.

It is the responsibility of each student to understand and comply with Immigration law.

International Preparatory School is an equal opportunity school without regard to an individual's race, gender, sex, nationality, sexual preference or political affiliations. I have attached the required documentation in support of these statements.

Signature of Student: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Official: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_