

# INTERNATIONAL LANGUAGE INSTITUTE, MD (ILI, MD) ENGLISH STUDY PROGRAM ENROLLMENT FORM

## I. STUDENT INFORMATION

Placement Test Score: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_  
 Gender:  Male  Female Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (mm/dd/yy)  
 City & Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
 Native Language: \_\_\_\_\_ Years studied English: \_\_\_\_\_  
**Current US Address:**  
 Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_  
**Foreign Address:** \_\_\_\_\_  
 \_\_\_\_\_ Country: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Emergency Contact Phone: \_\_\_\_\_  
 How did you learn about ILI?  Friend  Family  Internet Search  Agent: \_\_\_\_\_  Other: \_\_\_\_\_  
 Are you interested in ILI's Homestay Program (living with an American family):  Yes  No

## II. PROGRAM INFORMATION

Intensive (20 hours per week)  Semi-Intensive (\_\_15 hrs/\_\_10 hrs)  Community (8 hrs)  Saturday (4 hrs)  
**2011 Start Dates:**  Jan 24  Feb 22 (Tues.)  Mar 21  Apr 18  May 16  Jun 13  Jul 11  Aug 8  
 Sep 6 (Tues.)  Oct 3  Oct 31  Nov 28  Dec 27 (Tues.)  Other: \_\_\_\_\_(mm/dd/yy)  
 ➔ How many weeks or months do you plan to attend? \_\_\_\_\_ weeks or \_\_\_\_\_ months  
 Private English Tutorial (2 hour minimum per session) Day(s)/Times: \_\_\_\_\_

## III. FINANCIAL TABLE

+ Registration Fee	\$50
+ Processing Fees	
+ Tuition*	
<b>= Total Initial Payment Due</b>	

***Courier Fee/ Express Mail Fee/SEVIS Fee***

***\*Initial payment must be made for 8 weeks***

## IV. PAYMENT SCHEDULE

Payments for the Intensive Program are made in full for 8 weeks unless a student has fewer than 8 weeks to complete his/her program or has permission from the School Director to enroll for fewer than 8 weeks.

<b>PAYMENT PLAN:</b>	<input type="checkbox"/> 1 Payment	<input type="checkbox"/> 2 Payments	<input type="checkbox"/> Weekly Payments
<b>PAYMENT MODE:</b>	<input type="checkbox"/> Check	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card
<b>Amount Due</b>	<b>Date Due</b>	<b>Amount Received</b>	<b>Initials</b>
_____	_____	_____	_____
			<b>Date</b>
			<b>Comments</b>
			_____

## V. SIGNATURES

Signature of person responsible for account: \_\_\_\_\_ Date: \_\_\_\_\_

ILI Admissions Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## PAYMENT AND REFUND POLICY OF THE INTERNATIONAL LANGUAGE INSTITUTE, MD

### Payment Policy *Student Initials:* \_\_\_\_\_

The registration fee is due at time of enrollment. Tuition is due the first day of class or upon continuation of a contract. A late fee of \$15 per week will be charged for any tuition more than 3 days late. Students with open balances are not allowed to re-enroll until all balances have been paid. For multi-payment contracts, please see your schedule of payments under IV. Payment Schedule. All contracts for fewer than 8 weeks, private tutoring, and the Achievement Program courses must be paid in full before the first day of class.

### Late Charges *Student Initials:* \_\_\_\_\_

Tuition is due the first day of class. If tuition is more than 3 days late, a late fee of \$15.00 per week will be charged.

### Refund Policy *Student Initials:* \_\_\_\_\_

1. The \$50.00 registration fee is non-refundable.
2. A full tuition refund will be made for payments made in advance of a class start if requested before the start date.
3. A full tuition refund will be made for payments made in advance if a class is cancelled by the International Language Institute, MD.
4. There is no discount or refund for days on which ILI is closed because of holidays, bad weather or other emergencies.
5. A tuition refund will be given to students who have already begun classes if a **refund request form** was completed by the student by the last day of attendance and given to an Admissions Representative or the Program Director. The weekly tuition rate is used to calculate the amount of tuition retained for the weeks attended. Any portion of a week in attendance will be considered a full week of attendance for this purpose.

<b>Weekly tuition rates:</b>	20-Hour Program	\$200 per week	8-Hour Program	\$80 per week
	15-Hour Program	\$150 per week	4-Hour Program	\$40 per week
	10-Hour Program	\$100 per week		

A refund will be made by check for all cash or check payments and by credit card for all credit card payments within 30 days of the date on the refund request form.

6. Private, semi-private and special group classes cancelled by the student(s), including "no-shows", may be made up only if notice is given by the student to ILI either by phone (301) 527-0600 or by email to [ilimd@transemanatics.com](mailto:ilimd@transemanatics.com) at least **24 hours prior** to the scheduled class(es) and by noon Friday for any class(es) held on Saturday, Sunday or Monday. If a student fails to cancel on time, full tuition must be paid for the missed class(es). Semi-private and small group classes have to be cancelled by all students enrolled in class, cancellation of just one student is not accepted and does not release that student from paying for the missed class. Classes should not be cancelled with the instructor.
7. Once received by the student, books and other materials are the property of the student and are non-refundable.

### ILI Catalog *Student Initials:* \_\_\_\_\_ I have received a copy of this agreement and the ILI catalog.

---

## POLICE DE PAGOS Y DEVOLUCIONES DE INTERNATIONAL LANGUAGE INSTITUTE, MD

### Pólíce de Pagos *Iniciales de Estudiante:* \_\_\_\_\_

El costo de la inscripción debe pagarse en el momento en que el estudiante se registre. El costo del curso se paga a más tardar el primer día de clase o al renovarse el contrato. Un recargo adicional de \$15.00 será cobrado por cada día que se demore en realizar su pago. Los estudiantes con balances sin cancelar no podrán reinscribirse sino hasta quedar cancelados los balances pendientes. Las fechas de pago por plan de pagos múltiples se encuentran en su contrato bajo el punto "IV Payment Schedule". Todos los contratos para cursos que se hagan por menos de 8 semanas, tutoría privada y el "Achievement Program," deben ser pagados en su totalidad antes del primer día de clases.

### Recargos por Pagos Atrasados *Iniciales de Estudiante:* \_\_\_\_\_

Los pagos deben efectuarse el primer día de clase. Pagos que se efectúen 3 días después de la fecha estipulada en su contrato, serán sujetos a un recargo adicional de \$15.00 por semana.

### Política de Devolución *Iniciales de Estudiante:* \_\_\_\_\_

1. Los \$50.00 de la Inscripción no son reembolsables.
2. Se hará una devolución completa por pagos hechos antes de que inicie una clase, si la devolución se solicita antes de la fecha de inicio de la clase.
3. Se hará una devolución completa por pagos hechos anteriormente si International Language Institute se ve obligado a cancelar una clase.
4. No hay descuento ni devolución por aquellos días en los cuales ILI esté cerrado debido a días feriados, mal tiempo, u otras emergencias.
5. Se hará devolución sobre el costo del curso a aquellos estudiantes que ya hayan iniciado sus clases si un formulario de devolución fue completado por el estudiante a más tardar en su último día de asistencia, y si éste fue entregado debidamente al Representante de Admisiones o al (a la) Director(a) de Programas. La tarifa semanal del costo del curso se usa para calcular la cantidad retenida por las semanas asistidas. Para este propósito, cualquier número de días asistidos dentro de una semana será considerado como una semana completa de asistencia.

<b>Tarifas semanales:</b>	Programa de 20 Horas - \$200 por semana	Programa de 8 Horas - \$80 por semana
	Programa de 15 Horas - \$150 por semana	Programa de 4 Horas - \$40 por semana
	Programa de 10 Horas - \$100 por semana	

6. Se podrán reponer las clases privadas, semiprivadas, o clases de grupo pequeño solamente que sean canceladas por el estudiante, **por lo menos 24 horas antes** del horario de la clase (a más tardar el mediodía del viernes si la clase se efectúa en sábado, domingo, o lunes). Si el estudiante no cancela a tiempo, se deberá retener el costo completo de la(s) clase(s) perdida(s). Una clase semiprivada o de grupo pequeño tendrán que cancelarse por parte de todos de los estudiantes inscritos en la clase – la cancelación por parte de tan solo un estudiante no será aceptada para librar a dicho estudiante de la obligación de pagar por la clase perdida.
7. Una vez recibido(s) por el estudiante, los libros u otros materiales son la propiedad del estudiante y no son reembolsables.

### Catálogo de ILI *Iniciales de Estudiante:* \_\_\_\_\_ Recibí una copia del Catálogo de ILI