



# Enrollment Form

2008 English in the USA

Please complete this form, either by typing directly on the form or print using BLOCK LETTERS, then follow the instructions at the end.

## Section 1 – Personal Information (as it appears in your passport)

First (given) name(s)		Family Name	
<input type="checkbox"/> Female <input type="checkbox"/> Male	Date of Birth(DAY/MONTH/ YEAR)	Country of Birth	Country of Citizenship
Address (in Home Country)			
City/Town/Province		Country	Postal Code
Home Tel.	Work Tel.	Fax No	Email address
Occupation		First Language	Other Languages
How did you hear about LSI?	<input type="checkbox"/> Agency <input type="checkbox"/> Recommendation <input type="checkbox"/> Advertisement <input type="checkbox"/> LSI Graduate <input type="checkbox"/> LSI Website		
How did you book this course?	Name of Agency: <input type="checkbox"/> Direct <input type="checkbox"/> Walk-in <input type="checkbox"/> Other Website		

## Section 2 – Course Information (please read and sign the Terms & Conditions)

Language Level:	<input type="checkbox"/> Beginner*	<input type="checkbox"/> Elementary	<input type="checkbox"/> Pre-Intermediate	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Upper-Intermediate	<input type="checkbox"/> Advanced
LSI Course Centre:	<input type="checkbox"/> LSI New York (NY)*	<input type="checkbox"/> LSI Boston (BO)	<input type="checkbox"/> LSI San Diego (SD)*	<input type="checkbox"/> LSI Berkeley/SF (BK)		
Course Start Date (DAY/MONTH/YEAR)		Course End Date (DAY/MONTH/YEAR)		Number of Weeks		
General English Courses		Examination Courses		Executive Courses		
<input type="checkbox"/> Standard 20	<input type="checkbox"/> Intensive 30	Cambridge Examination Courses (SD Only)		One-to-One <input type="checkbox"/> Number Lessons/week		
<input type="checkbox"/> Intensive 30/English for Business		<input type="checkbox"/> FCE <input type="checkbox"/> CPE <input type="checkbox"/> CAE <input type="checkbox"/> BEC		Mini-Group English for Business BK: 20 or 30 lessons/week, BO & NY: 20 lessons/week <input type="checkbox"/> 20 lessons/week <input type="checkbox"/> 30 lessons/week		
Work Experience		<input type="checkbox"/> TOEFL w/ Intensive 30 <input type="checkbox"/> TOEIC w/ Intensive 30 (BK, BO, SD only)		9 Day Compact (BK, BO, SD only) <input type="checkbox"/> 82 lessons <input type="checkbox"/> 92 lessons		
Unpaid <input type="checkbox"/> 4-8 wks STEP (F1 visa) <input type="checkbox"/> 3-6 mo IP (J1 visa) <input type="checkbox"/> 7-12 mo IP (J1 visa)		<input type="checkbox"/> Paid <input type="checkbox"/> 12 mo IP (J1 visa)		Plus Courses <input type="checkbox"/> Plus 5 lessons/wk <input type="checkbox"/> Plus 10 lessons/wk		
Duration				Academic English Courses International School Year (ISY) <input type="checkbox"/> 20 lessons/week <input type="checkbox"/> 30 lessons/week		

## Section 3 – Accommodation Details (please read and sign the Terms & Conditions)

ACCOMMODATION REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, choose 1 type below.	If not required, you must provide your address in the United States:		
	Address	City/Town	Postal Code Telephone
Homestay	Student Residence		<input type="checkbox"/> University Residence (BK Only, In Summer)
Type of Room:	Type of Room:		<input type="checkbox"/> Residence Hotel (SD Only, No meals)
<input type="checkbox"/> Single Room	<input type="checkbox"/> B&B (Bed & Breakfast)		
<input type="checkbox"/> Shared Room*	<input type="checkbox"/> HB (Half Board)		
	YMCA/YWCA Residence (BK, NY, BO Only) Shared Bath/No Meals <input type="checkbox"/> Single <input type="checkbox"/> Shared Room		Hotel Accommodation

\*When 2 students book together for the same period

Arrival Date (DAY/MONTH/YEAR)	Departure Date (DAY/MONTH/YEAR)	Number of Weeks
Are you a smoker? <input type="checkbox"/> Yes <input type="checkbox"/> No	Allergies/Dietary Requirements:	Other request? <input type="checkbox"/> Yes <input type="checkbox"/> No _____

## Section 4 – Additional Information (please read and sign the Terms & Conditions)

Airport Transfer Required?	Flight #	Arrival Airport	Arrival Date (US)	Arrival Time (US)
<input type="checkbox"/> Arrival <input type="checkbox"/> Departure	Flight #	Departure Airport	Departure Date (US)	Departure Time (US)
Is an I-20 Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require Student/Health Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date	End Date
Would you like to receive your course confirmation/visa/application documents by courier (express) mail for an additional fee? <input type="checkbox"/> Yes <input type="checkbox"/> No				

## Section 5 - Please sign below

I have read, understand and accept the terms and conditions of Tuition and/or Homestay printed on the attached Terms and Conditions form

Student's Signature:	Date:
Signature of parent/guardian (If under the age of 18):	Date:
Emergency Contact name, address and phone number	



<p><b>LSI New York</b> Metropolitan College of NY 431 Canal Street 12<sup>th</sup> Floor New York, NY 10013 Tel: +1 212 965 9940 Fax: +1 212 965 1268 E-mail: <a href="mailto:nyc@LSI.edu">nyc@LSI.edu</a></p>	<p><b>LSI Boston</b> 105 Beach Street Boston, MA 02111 Tel: +1 617 542 3600 Fax: +1 617 542 1790 E-mail: <a href="mailto:bos@LSI.edu">bos@LSI.edu</a></p>	<p><b>LSI San Diego</b> 1706 5<sup>th</sup> Avenue 3<sup>rd</sup> Floor San Diego, CA 92101 Tel: +1 619 234 2881 Fax: +1 619 234 2883 E-mail: <a href="mailto:san@LSI.edu">san@LSI.edu</a></p>	<p><b>LSI Berkeley</b> 2015 Center Street Berkeley, CA 94704 Tel: +1 510 841 4695 Fax: +1 510 841 3015 E-mail: <a href="mailto:ber@LSI.edu">ber@LSI.edu</a></p>
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## 1. Enrollment and Confirmation Procedure

Carefully check all details, making sure that you have answered all the questions and that you have signed at the end of the form on page. Unsigned forms may be returned. Send this form to the school you have chosen to attend. When we receive this form along with the \$100 registration fee, we will send you a confirmation for the program you have booked and provide you with additional information on accommodation, method of payment and arrival in the United States.

## 2. Validity

All information and fees are valid until 31 December 2008. LSI reserves the right to change details of the fees, services, including course or facilities and dates where circumstances are beyond LSI's control.

## 3. Course Registration Fees

A Registration Fee applies to all enrolments to LSI schools except extensions of courses. LSI Course Registration fees are USD\$100 for LSI USA schools. (Note: In New York, registration fee is \$100 or 10% of tuition if course fee is less than \$1000) Course Registration Fees are non-refundable.

## 4. Refund Policy

### a. Cancellation of Courses

#### *Before Course Begins*

The registration fee submitted with the enrollment form is non-refundable. Up to seven (7) days before the first day of a course, tuition fees, less the Registration Fee, can be refunded if LSI receives notification of cancellation. If cancellation occurs seven (7) days or less before the start of the course, \$250 of tuition fee is non-refundable. Therefore, if the student does not receive authorization from US Immigration before the course begins, and provides documentation of the circumstances and returns the original I-20 form to LSI or if the student cancels more than seven (7) days before the start of the course and provides written notice of cancellation, 100% of the tuition fees paid are refundable.

#### *After Course Begins*

There are no refunds for courses of 4 weeks or less. For courses longer than 4 weeks, if after the start of the course the student withdraws and has completed more than fifty (50) percent of the course at the time of withdrawal from classes at LSI, there is no refund. Additionally, if the student changes from an Intensive 30 to Standard 20 course, including ISY courses, any time after the course has begun, the tuition is non-refundable. For courses longer than 4 weeks, if after the start of the course the student has completed fifty (50) percent or less of the course at the time of withdrawal from classes at LSI and provides written notice of withdrawal before the scheduled end date of the course (time of withdrawal = last day of attendance in class) then the first four weeks of the course are non-refundable. Additional weeks will be refunded on a prorated basis, and are calculated from the last recorded day of attendance (any part of a week attended is considered a full week for refund calculations). For ISY courses, the refund is calculated based on the appropriate Standard 20 or Intensive 30 price. **N.B. For students whose tuition is paid on their behalf by a third party or agent, all tuition refunds will be processed through the third party or agent who made the original payment. See third party or agent for refund according to their refund policy.**

### b. Cancellation of Accommodation

If a student cancels Host Family Accommodation seven (7) days or less before arrival, one (1) week of accommodation fees will be non-refundable. All other cancellations, withdrawals or changes must be submitted in writing to LSI at least 2 weeks in advance. If a student withdraws at any time after the first day of homestay with less than 2-week notice given, then there is a full refund minus two weeks homestay fee, or if less than two weeks remain, minus the amount remaining.

SN 25 Sep 2007



LSI programs are accredited by the Accrediting Council for Continuing Education & Training authorized by the U.S. Department of Education



## 6. Liability and insurance

All students are strongly advised to take out personal, medical and property insurance before travelling abroad. LSI, its Representatives and staff will not be liable for any loss, damages, illness or injuries to people or property, however these may occur, unless such liability is legally imposed. It is the student's responsibility to take out insurance against all such risks.

LSI can provide such insurance at reasonable rates depending on the length of the booking.

## 7. Holidays

There is no instruction on public holidays (public holiday dates are published in the LSI brochure).

## 8. Accommodation Placement/Supplement Fees

LSI schools in the USA do not charge homestay placement fees. There is a Accommodation Summer Supplement fee of US\$30 per week for half board accommodation at LSI Berkeley (June 29-August 31 2008).

## 9. Accommodation Duration and Dates

Accommodation is provided from Sunday, 1 day prior to course commencement, until the Saturday following the end of the course. Students who arrive early or leave late will be charged for the extra nights, and each school will determine the extra nights' price at the time of the booking.

## 10. Delay in Payments

Any delay in any part of the payments due may result in the student losing their guaranteed place in the school and/or an immediate expulsion from the course and accommodation. LSI will not be held responsible in these cases, and all fees will remain payable in full.

## 11. Passports and Visas

Many countries have passport and visa regulations; please contact your nearest embassy for such regulations or LSI for assistance. If a student cannot get visa clearance at the port of entry for not having obtained the correct visa to study at LSI or the student is deported after breaking the immigration law, LSI fees will remain payable in full.

## 12. Expulsion from Courses

LSI reserves the right to expel any student whose conduct is unsatisfactory at the discretion of the School Director. The School Directors' decision is final. In such case, no refund will be given and any outstanding fees will be payable immediately.

## 13. Resolution and Disputes

Any complaint should first be made to the Director of the appropriate LSI School. If not resolved, the complaint should be sent to the LSI Head Office in London. For any questions or problems concerning any of the LSI USA schools that have not been satisfactorily answered or resolved by the school, you may also contact ACCETT at 1722 N Street, NW, Washington, DC 20036. Additional details can be found on the LSI website at [www.LSI.edu](http://www.LSI.edu).

## 14. Promotional Activity

Students and their parents/guardians agree that the student's photo, quotes and details of achievements may be used for LSI's promotional purposes without written consent or notification. Objections to this should be made in writing to LSI before the start of the course.

**LSI Terms and Conditions are displayed fully and according to the each governing body of each location on the LSI website, and regularly updated. Please visit <http://www.lsi.edu/en/terms.shtml> for the full Terms & Conditions.**

LSI Terms and Conditions are correct at the time of printing. LSI reserves the right to change or amend these conditions where, at minimum, a 2-week advance notice would be given.

[www.lsi.edu](http://www.lsi.edu) or [www.lsi-america.com](http://www.lsi-america.com)