



APPLICATION FOR ADMISSION

PART 1: GENERAL STUDENT INFORMATION

APPLICANT NAME: _____
 Last Name First Name Middle Name

DATE OF BIRTH: ____ / ____ / ____ **COUNTRY OF CITIZENSHIP:** _____
 Month Day Year

CONTACT ADDRESS: _____
 Address

_____ Address

_____ City State/Province/Territory Postal/ZIP Code Country

CONTACT INFORMATION: (____) - (____) - _____
 Telephone Cellular Phone E-mail

NATIVE LANGUAGE: _____ *If not English, what is your current level of English proficiency?*
 Beginner Intermediate Advanced

RESIDENT/VISA STATUS: *Are you a United States citizen or permanent resident?* Yes No
If no, what is your status? Tourist/Visitor Visa Visa Waiver Other (_____)
 Note: If you are not a U.S. citizen or resident alien, then due to federal immigration laws applicable to your current visa status, your program may be limited to fewer than 18 hours per week.

PART 2: PROGRAM OF STUDY

PROGRAM TYPE: Language Training *Please specify the language:* _____
 Test Preparation *Please specify the test:* SAT ACT TOEFL TOEIC GRE GMAT LSAT

COURSE FOCUS: General/Social Business Other (specify) _____

COURSE FORMAT: Private Tutorial (one-on-one) Semi-private Tutorial (small group) ⇨ *Indicate total # of students* _____
 Summer Program (group for adults) Summer Camp (group for kids/teens)

COURSE LENGTH (tutorial): 26 Lessons 50 Lessons 76 Lessons 100 Lessons Other # _____ Lessons

COURSE LENGTH (summer): # _____ Weeks (number between 1 and 12)

COURSE LOCATION: *I prefer to take classes in* ⇨ the center my home my office another place (specify) _____
 (Select only one option)

LANGUAGE STUDENTS: *Have you previously studied this language?* Yes No
If yes, what is your current proficiency level? Beginner Intermediate Advanced

FOR ENGLISH APPLICANTS ONLY:
Have you previously taken a TOEIC or TOEFL exam? Yes No *If yes, what was your score?* _____

CENTER & START DATE: _____ / ____ / ____
 (Date may be adjusted) Inlingua Center Location Desired Start Date: Month Day Year

PART 3: STUDENT ACCEPTANCE OF TERMS AND CONDITIONS

In submitting this application for admission, I understand that I am formally applying for admission to one or more of inlingua's available programs of study. I further understand that my application will be reviewed by an authorized inlingua admissions representative, who will make a final decision on my application. I declare that I have read and understood inlingua's *Terms and Conditions of Admission*, including inlingua's cancellation and refund policies and the admission requirements for the program(s) to which I have applied, and that if I am granted admission, I agree to abide by those *Terms and Conditions*, including inlingua's *Student Code of Conduct*. I authorize inlingua to take appropriate action in the case of a medical emergency, and I understand that I am responsible for all medical bills incurred. I further declare that all statements and representations made in this application are true and correct to the best of my knowledge

 Signature of applicant (or parent or guardian if applicant is under 18 years of age)

 Date

INGLINGUA DOES NOT DISCRIMINATE IN ITS ADMISSIONS DECISIONS BASED ON RACE, RELIGION, SEX, SEXUAL ORIENTATION, COUNTRY OF ORIGIN, DISABILITY, VETERAN'S STATUS OR ANY OTHER REASON UNRELATED TO THE APPLICANT'S QUALIFICATIONS FOR AND ABILITY TO BENEFIT FROM THE PROGRAM OF STUDY TO WHICH HE OR SHE HAS APPLIED.

VALIDITY AND LEGALITY

The school may be referred to as inlingua, inlingua Language School(s), or inlingua School of Languages in this *Application for Admission* and all other supporting documents. The fees, terms, and conditions of admission apply to all courses starting in 2017 and are valid until further notice. They supersede all previous terms and conditions and are subject to the laws of the State of Florida. Only this English version is legally binding.

SCHOOL AND PROGRAM RULES AND REGULATIONS

inlingua publishes school rules and regulations to maintain high quality standards and a professional scholastic environment for its programs. Acceptance of and compliance with these rules and regulations, as well as with all applicable state and federal laws, are contractual obligations on the part of the student. Failure to comply with any of these rules may result in the student's expulsion from inlingua, termination from the program, and/or withholding of course certificates.

LIABILITY

inlingua (and its representatives) shall not be held liable in the event that services to be provided to the student are not provided for reasons beyond the absolute and direct control of inlingua (and its representatives). Furthermore, inlingua (and its representatives) shall not be liable for any loss, damage, illness, or injury to persons or property however caused, except where such liability is imposed by statute.

PROMOTIONAL ACTIVITY

Students (and their parents or guardians, if applicable) expressly agree that the student's photographs, quotations, likenesses, and details of achievements may be used for promotional purposes without written consent or notification. inlingua will not attempt to sell any student information to an outside party.

APPLICATION REQUIREMENTS

All applicants (or their parent or legal guardian if under the age of 18) must complete and sign the inlingua *Application for Admission* and mail, deliver, or e-mail the completed form and applicable fees to inlingua (see inlingua *Application for Admission*, and *Price List(s)* for details). There is no age requirement, but applicants must demonstrate an ability to benefit from the program in order to be accepted.

LANGUAGE TUTORIALS: Applicants must not be fully proficient in the target language (English or a foreign language) for which they intend to study. In order for potential students to form a semi-private group in language training programs with levels (e.g., APP Spanish 1, GPP English 4, etc.), all members must be in or near the same level, which will be determined by a language proficiency evaluation or test administered by inlingua.

TEST PREPARATION: Test preparation applicants must demonstrate high intermediate (for TOEFL and TOEIC) or advanced (for SAT, ACT, GRE, LSAT, and GMAT) proficiency in English. Applicants may be required to complete an English proficiency test administered by inlingua before being granted admission to a test preparation program. Native English speakers are welcome to enroll in our test preparation courses for tests other than those that measure English proficiency (TOEFL and TOEIC).

ACCEPTANCE AND CONFIRMATION

All applicants will be evaluated for language proficiency in the target language in order to be placed in an appropriate starting level. An inlingua administrator will provide accepted students a written enrollment as confirmation of the course of study and a written invoice as evidence of payment for that course.

TUITION REFUNDS

In compliance with Florida Law, all private students may submit a request to cancel within three (3) days of enrollment and receive a full refund, minus any non-refundable fees. If classes have already begun within those three days, a full refund of any unused tuition will be provided.

CLASS SCHEDULE AND CLASS CANCELLATIONS

Private and Semi-private Tutorials: Minimum class length is 2 lessons. Teachers will be assigned according to availability. There is no guarantee that a student will have the same teacher for the entire course. Private lessons may be cancelled or changed on-time without penalty up to 12 PM (noon) on the business day before the class is scheduled to take place (on Friday for Saturday, Sunday, or Monday classes); the penalty for late cancellations or absences is that the lessons are deducted from total pending lessons as if the class had been attended.

Summer Program and Summer Camp: inlingua operates open-group language courses based on a fixed weekly class schedule (Monday to Friday) in which students are able to enroll in the summer months (May-August). There is no guarantee that a summer course will have the same instructor for the entire session. Summer program tuition is sold by the week. Students cannot cancel or reschedule summer group classes. A group class session missed is a class lost. No refunds are issued for missed group classes as a result of student tardiness or absenteeism. All summer courses offered are subject to availability and may be cancelled by inlingua due to low enrollment. In the unlikely event that a student's course is not available for the student's desired start date, then the student will be placed in the most suitable course available or be deferred to a later start date. If the summer program is not available due to low enrollment, then tuition will be refunded.

HOLIDAYS AND UNAVOIDABLE CLASS CANCELLATION

ilingua publishes a yearly list of official company holidays. Private students are able to schedule classes on holidays if an instructor is available to conduct the class. If there is no instructor available, the affected class is cancelled without penalty to the student and will take place on the next regularly scheduled class date. No penalties are charged to the student and no tuition is refunded for classes that are cancelled as a result of holidays, severe weather, or other acts of God beyond the control of inlingua. Summer group classes that are cancelled by inlingua for any of these reasons will not be rescheduled or refunded.

GENERAL TERMS

- Lessons are valid for one (1) year from the date of enrollment.
- Lessons are for forty-five (45) minutes, unless otherwise stated, with an included five (5) minute refreshment break.
- Private students may transfer their unused tuition to another person or keep it for later use up until the expiration of the lessons on the enrollment.
- Private students may transfer unused tuition to another inlingua center worldwide; subject to program and course availability. Semi-private group lessons, test preparation lessons, certain GPP Electives lessons, weekly summer program tuition, and lessons purchased under special promotions are not transferable.
- If necessary, private students may extend the validity of any unused lessons for an additional year by paying an extension fee of \$15.00 per remaining lesson within 30 days of lesson expiration. No refund is issued for any unused tuition that expires.
- Additional students may join a private enrollment in order to form a semi-private group (with the original student's approval) by paying \$9.00 per lesson per additional student in addition to any applicable registration fees. Additional students must each meet program admission requirements.
- A non-refundable registration fee is due at the time of application for each student in a private or semi-private language training or test preparation tutorial.
- English students who enroll with the optional inlingua Online Learning (iOL) software must pay the non-refundable iOL fee at the time of application.
- Other: inlingua center administrators have the authority to include additional terms and conditions to private and semi-private enrollments at the time of admission on a case-by-case basis. Such terms are agreed to by both parties.

AGREEMENT AND ACCEPTANCE OF TERMS AND CONDITIONS OF ADMISSION:

I hereby certify that all of the information provided by me to inlingua or its representatives is true, accurate, and complete. I agree that I have received, read, and understood these *Terms and Conditions of Admission*, including all cancellation and refund policies. I confirm that I understand inlingua's policies on tuition and fees, and I hereby affirm that I have sufficient funds to pay for the same during the full period of my course of study.

I authorize inlingua to take appropriate action in the event of a medical emergency, and I understand that I will be responsible for any medical costs incurred.

I understand and agree that inlingua's language training and test preparation programs are not designed or intended to qualify their participants and graduates for employment. Each program is intended solely for the avocation, personal enrichment, and enjoyment of its participants.

Furthermore, I agree to follow these terms and conditions, as well as all rules established and published by inlingua, during my time as a student at inlingua and understand the consequences of my failure to do so.

STUDENT SIGNATURE: _____

(Signature of parent or guardian if student is under the age of 18)

DATE: _____