

**Part 1: General Student Information**

Student Name: \_\_\_\_\_  
Last (Family) Name(s) First Name(s) Middle name(s)

**\*\* MAKE SURE YOU WRITE YOUR NAME EXACTLY AS IT APPEARS ON YOUR PASSPORT \*\***

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
Month Day Year

Email address: \_\_\_\_\_ @ \_\_\_\_\_ Preferred communication: Email Telephone

Native language: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Telephone: + \_\_\_\_\_  
Country Code Number

City Country Postal Code US Telephone: ( ) \_\_\_\_\_  
Area Code Number

US Address: \_\_\_\_\_ Do you need an F-1 (student) visa?  
(if available) Yes  No

City State ZIP Code

**Privacy Notice:** inlingua Washington DC retains student records for use by administrators and directors only. Information is kept confidential and used only for administrative purposes.

**Part 2: Program Information**

Program: English Unlimited  English Unlimited + Additional Lessons

Program Format: Intensive  Semi-Intensive   
(F-1 students) (Tourist, ESTA, Other)

Your English level: Beginner  Intermediate  Advanced  Native Speaker   
(Self-Evaluation)

Preferred start date: \_\_\_\_\_ Number of weeks: \_\_\_\_\_  
(Date may be adjusted)

**Part 3: Confirmation and Agreement**

***I have read, understand and accept the Terms and Conditions.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# APPLICATION FOR ADMISSION

*inlingua Washington DC does not discriminate in its admissions policies or decisions based on the applicant's 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.*

## School Admission Policy

For admission into inlingua Washington DC, students must complete the school application and, depending on their citizenship and visa status, may be required to provide a copy of a valid passport. Students must be at least 18 years of age (or if 16 or 17 years of age, earned a high school diploma or its foreign equivalent, evidence of which must be submitted at the time of application) at the time their program will commence, complete an English level placement test upon arrival and test within our program levels. In order to qualify for admission, all students must be able to benefit from their desired program of study and must not have reached native-level proficiency in English.

## Program Calendar, Schedule and Pricing

Scheduling is based on the current inlingua Washington DC program schedule. Minor deviations from the published schedule may take place but will not affect the total number of class hours per week. Pricing is based on the current inlingua Washington DC price list. You should not sign this Application for Admission before reviewing the official program calendar, schedule and price list.

## Refund Policy

Students are entitled to a full refund of all tuition, fees and non-instructional services paid within three (3) business days of signing this agreement, less the value of any lessons or non-instructional services provided. **This is the only instance in which non-refundable fees, as indicated on the official price list, will be given.**

- *Tuition Refunds:*

Students may request a refund of prepaid tuition by submitting a written request to management either (a) before their program's scheduled start date, or (b) before 5:00 p.m. on the second day of class. In either case, a tuition refund will be given, less an early termination fee equivalent to one academic quarter (13 weeks) of tuition and any non-refundable fees as indicated on the official price list. However, in the event that the student has enrolled for a program of thirteen (13) weeks or fewer, no tuition refund will be provided.

International students whose visa application is denied by the government of the United States will be entitled to a full refund of prepaid tuition, not including application and any other non-refundable fees. Such students must present a copy of their official letter of denial with their request for a refund. **No other tuition refunds will be given.**

No tuition refunds will be given for classes cancelled due to natural disasters, such as hurricanes, tropical storms, tsunamis, earthquakes, floods or other acts of God.

**All requests for refunds must be made in writing.** Refunds will only be made to the person, company or agency that paid our school. If the student paid through an agency, he or she must speak directly with that agency for a refund. All refunds paid via check or wiretransfer will be made via a refund check from the school. However, if school fees were paid by credit card, then the school will process the refund to the credit card used for payment.

## Missed Classes

There will be no excused absences unless the student receives written authorization from management. Students will not be entitled to any refund or makeup class in the event they do not attend a scheduled class session. A class missed is a class lost.

## School Activities and Events

inlingua Washington DC hosts school activities both in school and in the community. Teachers are there to guide and coordinate, and cannot be held responsible for your well-being and/or your belongings. In the event that you chose to participate in a school-sponsored event, you agree and recognize that you are a willing participant in such events, and inlingua Washington DC will not be held liable or responsible for any incident that may occur.

## Important Information about English PLUS Program, Business English Program, and Additional Private Lessons (English, Accent Reduction, Foreign Languages and Test Preparation)

Instruction for the *English Unlimited* Program (Intensive and Semi-Intensive versions) is provided by inlingua Washington DC (owned by Titanium, LLC), which is accredited by CEA. Instruction for all other courses and programs is provided by inlingua Language Center DC (owned by Capital Languages, LLC), which is not accredited by CEA.

The English PLUS and Business English programs consist of the English Unlimited Program (which is accredited by CEA) and additional lessons. Instruction for the additional lessons is provided by inlingua Language Center DC (owned by Capital Languages, LLC), which is not accredited by CEA.

## **Part 4: Confirmation and Agreement**

***I have read, understand and accept the Terms and Conditions.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_