

**PART 1: STUDENT INFORMATION**

Sex:  Male  Female      Do you require an F-1 visa?  Yes  No      If yes, select application type:  Initial Attendance  Transfer In  Initial Attendance (Change of Status)  Program Extension

Applicant's Full Name: \_\_\_\_\_  
 (As it appears on your passport) Last (Family) Name(s)      First Name(s)      Middle Name(s)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_      Country of Birth: \_\_\_\_\_  
 Month      Day      Year

City of Birth: \_\_\_\_\_      Country of Citizenship: \_\_\_\_\_

Foreign Address: \_\_\_\_\_  
 (Home address in your country – not US address) Address  
 City      State/Province/Territory      Postal Code      Country

U.S. Address: \_\_\_\_\_  
 (If available) Address  
 City      State      ZIP Code

Telephone Numbers: + \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 Country Code      Your Home Telephone Number (not US number)      US Area Code      US Telephone Number (if available)

E-mail address: \_\_\_\_\_ @ \_\_\_\_\_

**PART 2: PROGRAM INFORMATION**

Program: English Unlimited       English Unlimited + Private Lessons   
 Format: Intensive  (F-1 students)      Semi-Intensive  (Tourist, ESTA, Other)      Morning Schedule       Evening Schedule   
 (Evening schedule is subject to availability)

Current English Level: Beginner       Intermediate       Advanced       Native Speaker

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_      (Date may be adjusted if needed)  
 Month      Day      Year

Course Duration: \_\_\_\_\_      Campus: Washington, D.C.   
 Number of weeks

Course Costs: A. \$ \_\_\_\_\_ Registration Fee or I-20 Extension Fee (Non-refundable fees)  
 B. \$ \_\_\_\_\_ Student Identification Card Fee  
 C. \$ \_\_\_\_\_ Change of Status Advising Fee (If applicable; Non-refundable)  
 D. \$ \_\_\_\_\_ Form I-20 Processing Fee (Non-refundable)  
 E. \$ \_\_\_\_\_ Government Fees (Depending on status; ask admissions adviser for details)  
 F. \$ \_\_\_\_\_ Total Tuition (See Terms and Conditions for refund policies.)  
 G. \$ \_\_\_\_\_ Total Due (Total lines A to F and enter the value here.)

**PART 3: DISCLOSURE ACKNOWLEDGMENT, ACCEPTANCE AND AGREEMENT**

I fully understand the terms and conditions as described to me in the *Terms and Conditions of Admission* provided by Inlingua Washington DC, including the course study requirements, refund policies, and (if applicable) U.S. immigration reporting requirements. For F-1 students, I understand that I am applying for an I-20 (Certificate of Eligibility for Nonimmigrant [F-1] Student Status) as part of my application for a student visa, change of status to F-1, or transfer of my SEVIS record to improve my English language skills at Inlingua Washington DC. I am aware that, once my visa, change of status, or transfer is approved, information concerning my enrollment will be reported regularly to the U.S. Department of Homeland Security, as required by law.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Signature of parent or guardian if applicant is under 18 years of age)



Terms and Conditions of Admission **Washington DC**

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 and Registration 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. All admitted students must complete mandatory registration by their scheduled start date. Registration consists of reporting (in person) to an inlingua Washington DC school official, completing an English level placement test (if not already completed), participating in a new student orientation session, and making any outstanding tuition payments due. In accordance with applicable immigration regulations, new F-1 students may not be registered in SEVIS until registration has been completed.

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.

Special Requirements for F-1 and Change of Status Students

All F-1 students, including change of status students, must inform inlingua Washington DC within 10 days of changing their address. Change of status students must also immediately notify USCIS of any change in address. Students seeking a change to F-1 status must provide inlingua Washington DC with a copy of their Form I-797C (receipt) and Form I-797A (notice of action) immediately upon receiving them. Under current United States immigration regulations, students whose application for a change of status has been approved must begin their program within 30 days of the approval date that appears on their Form I-797A.

Enrollment Cancellation and Reissuance of Form I-20 for F-1 Students

F-1 students who fail to report to school by their scheduled program start date or otherwise fail to contact the school to request that their program start date be deferred will be subject to having their enrollment and Form I-20 cancelled by inlingua Washington DC. A non-refundable fee of \$50.00 will be charged for each program deferral and Form I-20 reissuance (this fee does not apply to change of status students).

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 wire transfer 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: ACCEPTANCE OF TERMS AND CONDITIONS**

***I hereby certify that I have read, understand and accept the Terms and Conditions described above.***

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