



2012 Application English Edition

How to complete this application

1 Application Form

Please fill out all fields in the application in ENGLISH. Please type or print in BLOCK CAPITAL LETTERS and in INK.

2 Enrollment Eligibility

To enroll at ELS, you must meet the following requirements:

- 1) Meet the age requirement for the Center where you will be studying (see "2012 Prices and Dates")
- 2) Send the signed and completed application form
- 3) Pay the ELS application fee
- 4) Pay for one session of ELS tuition (see "2012 Prices and Dates")
- 5) Submit your financial certification in English, if requesting a Form I-20.

3 Application Fee

In order for your application to be processed, you must include a non-refundable application fee AND payment for one session of tuition with your application form.

4 Financial Certification

Each application requires financial certification, IN ENGLISH, if requesting a Form I-20. This means you must provide proof that you will have enough funds to meet your living and tuition expenses, as well as living expenses for family members who might travel with you on student-dependent (F-2) visas. Any ONE of the following is acceptable:

- a) A current personal bank statement or an original letter from your bank, OR
- b) Both a *letter/affidavit* of support from your parents or other source of support stating that they will be responsible for your expenses during your stay at ELS, AND a bank statement verifying their financial ability to meet your expenses, OR
- c) A letter guaranteeing financial support from your employer, OR
- d) An original scholarship letter from your government or other organization.

5 What to send to ELS

- Completed and signed application form
- Copy of biographical page of passport
- Application fee
- Prepayment of one session of tuition
- Financial certification documentation (affidavit of support), in English, if requesting a Form I-20
- Airport pick-up fee (if requested)
- Housing deposit (if requested)
- Express mail fee (if requested)

6 Send all correspondence and the completed application to:

By mail

FSTS - Ges.f.Studienreisen
Pfeilgasse 1A
1080 Wien

By fax

Fax: +43 (0)1 4081480
E-Mail: fsts@fsts.at
(Bitte senden Sie die Originalpapiere per Post an uns.)

Personal Information

1 Name (as shown on passport) **Gender** Male Female

Family Name(s)

First Name

Full Middle Name(s)

2 Address in Home Country

Street Address

City, State

Country

Postal Code

Telephone (country and city code)

Fax

E-mail

Mailing Address (if different than Home Address)

Street Address

City, State

Country

Postal Code

3 Date of Birth

4 Country of Birth

5 Country of Citizenship

Month /

Day /

Year

6 How did you learn about ELS?

- Counseling Agent Current ELS Student ELS.edu Other: Please Specify _____
 Friend Former ELS Student Brochure
 Family Facebook/Twitter Yellow Pages

Program Information

7 Please check ONE PROGRAM you wish to attend.

4-week session

- English for Academic Purposes (30 lessons/week) Semi-Intensive English Program (20 lessons/week)
 General English (30 lessons/week) Business English (30 lessons/week)*

*The Business English Program is offered in combination with the General English program each session at the following locations: New York (Manhattan), San Francisco – Downtown and Washington, DC. Students must be in ELS Level 106 or above to register for this program.

Vacation Learning Programs

- American Explorer Program (15 lessons/week)**
 Summer @ The Juilliard School (16 lessons/week)** Summer @ The Juilliard School (18 lessons/week)

**This program is not eligible for Form I-20. The maximum number of lessons per week for these programs must be taken to become eligible.

Test Prep Programs

Complete Prep Program for the TOEFL® iBT

- 3-Session/12-Week Program (30 lessons/week) Includes prepaid seat for official TOEFL® iBT
 2-Session/8-Week Program (30 lessons/week) Does not include seat for official TOEFL® iBT
 1-Session/4-Week Program (30 lessons/week) Does not include seat for official TOEFL® iBT

Program Entry Requirements for Prep Programs

Minimum Level Requirements (high intermediate)
ELS will accept one of the following for admission to program:

- ELS Pre-Arrival Placement Test result of 107 or higher – See www.ELS.edu for details; Completion of ELS Level 106; score of 52 on TOEFL® iBT; 473 on TOEFL® pBT; IELTS™ Band 4.5
- Note: All tests must have been taken within two years prior to ELS admission

How many sessions would you like to study at ELS?

- 1 session 2 sessions 3 sessions 4 sessions 5 sessions 6 sessions Other _____

Special Offers

Pre-Paid Long-Term Study Options*

English for Academic Purposes

General English

Semi-Intensive English

- | | | |
|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> 4 sessions | <input type="checkbox"/> 3 sessions | <input type="checkbox"/> 3 sessions |
| <input type="checkbox"/> 5 sessions | <input type="checkbox"/> 4 sessions | <input type="checkbox"/> 4 sessions |
| <input type="checkbox"/> 6 sessions | <input type="checkbox"/> 5 sessions | <input type="checkbox"/> 5 sessions |
| <input type="checkbox"/> 7 sessions | <input type="checkbox"/> 6 sessions | <input type="checkbox"/> 6 sessions |
| <input type="checkbox"/> 8 sessions | <input type="checkbox"/> 7 sessions | <input type="checkbox"/> 7 sessions |
| <input type="checkbox"/> 9 sessions | <input type="checkbox"/> 8 sessions | <input type="checkbox"/> 8 sessions |
| <input type="checkbox"/> 10 sessions | <input type="checkbox"/> 9 sessions | <input type="checkbox"/> 9 sessions |
| <input type="checkbox"/> 11 sessions | <input type="checkbox"/> 10 sessions | <input type="checkbox"/> 10 sessions |
| <input type="checkbox"/> 12 sessions | <input type="checkbox"/> 11 sessions | <input type="checkbox"/> 11 sessions |
| | <input type="checkbox"/> 12 sessions | <input type="checkbox"/> 12 sessions |

OR

Special Month-to-Month Payment Long Term Study Offer

- 6 sessions + 1 FREE** - Study 6 sessions (24 weeks) in the full price ELS Intensive English Program or ELS Semi-Intensive English Program and get the 7th session's corresponding tuition for free.

*To qualify for the offer, tuition must be paid in full on or before your first session. See the "2012 Important Information" document for the refund policy. Special Long-Term Study Offers cannot be combined with any other discount or offer.

8 Please select **START DATE, LOCATION, and ACCOMMODATIONS** you prefer.

(ELS will place students based on their preference and availability. Rooms are shared unless marked as a "Single").

Applicant's Name _____

4-week Programs: General English, English for Academic Purposes, Semi-Intensive, American Explorer and Business English

Choose **ONE** Start Date

- January 2 February 27 April 23 June 18 August 13 October 8 December 3
 January 30 March 26 May 21 July 16 September 10 November 5

OR Complete Prep Program for the TOEFL® iBT. Choose **ONE** Start Date

3-Session Program ONLY		2-Session & 1-Session Program ONLY			
<input type="checkbox"/> December 5, 2011	<input type="checkbox"/> June 18	<input type="checkbox"/> January 2	<input type="checkbox"/> March 26	<input type="checkbox"/> July 16	<input type="checkbox"/> October 8
<input type="checkbox"/> February 27	<input type="checkbox"/> September 10	<input type="checkbox"/> January 30	<input type="checkbox"/> April 23	<input type="checkbox"/> August 13	<input type="checkbox"/> November 5
		<input type="checkbox"/> February 27	<input type="checkbox"/> June 18	<input type="checkbox"/> September 10	<input type="checkbox"/> December 3

CHOOSE ONE LOCATION	CHOOSE ONE HOUSING OPTION - Housing and room type availability is subject to change		
	On-Campus Student Residence (Select Room Type)	Off-Campus Student Residence (Select Room Type)	Homestay (Select Room Type) If selected, please see Question 10
<input type="checkbox"/> Berkeley, CA ^{IBT}	X	<input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Quadruple	<input type="checkbox"/> Single, Double*
<input type="checkbox"/> Boston – Newton, MA ^{IBT}	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Cincinnati, OH ^{IBT}	<input type="checkbox"/> Single	X	<input type="checkbox"/> Single
<input type="checkbox"/> Clemson at UCG, SC ^{EAP}	X	<input type="checkbox"/> Single	<input type="checkbox"/> Single
<input type="checkbox"/> Cleveland, OH	<input type="checkbox"/> Single <input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> DeKalb, IL	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Denver, CO	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Fort Smith, AR	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Fredericksburg, VA	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Grand Rapids, MI ^{EAP}	<input type="checkbox"/> Single Economy <input type="checkbox"/> Single Executive	X	<input type="checkbox"/> Single
<input type="checkbox"/> Houston, TX ^{IBT}	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Melbourne, FL	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Nashville, TN	X	<input type="checkbox"/> Single	<input type="checkbox"/> Single
<input type="checkbox"/> New Haven, CT	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> New York (Manhattan), NY ^{BE, IBT}	X	<input type="checkbox"/> Double	Single <input type="checkbox"/> Inside Manhattan <input type="checkbox"/> Outside Manhattan
<input type="checkbox"/> New York (Riverdale), NY	<input type="checkbox"/> Triple	X	<input type="checkbox"/> Single
<input type="checkbox"/> Orlando, FL	X	<input type="checkbox"/> Single <input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Philadelphia, PA ^{IBT}	<input type="checkbox"/> Double	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Plymouth, NH ^{EAP}	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Pocatello, ID ^{EAP}	<input type="checkbox"/> Single <input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> St. Louis, MO	<input type="checkbox"/> Single	X	<input type="checkbox"/> Single
<input type="checkbox"/> St. Paul, MN	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> St. Petersburg, FL	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> San Antonio, TX	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Santa Barbara, CA ^{IBT}	X	<input type="checkbox"/> Single	<input type="checkbox"/> Single
<input type="checkbox"/> Santa Monica, CA	X	<input type="checkbox"/> Quadruple	<input type="checkbox"/> Single, Double*
<input type="checkbox"/> Seattle, WA ^{IBT}	X	<input type="checkbox"/> Double, Triple, Quadruple*	<input type="checkbox"/> Single
<input type="checkbox"/> Silicon Valley, CA	X	<input type="checkbox"/> Double Standard <input type="checkbox"/> Single Economy <input type="checkbox"/> Single Standard	<input type="checkbox"/> Single
<input type="checkbox"/> Thousand Oaks, CA	<input type="checkbox"/> Triple	X	<input type="checkbox"/> Single
<input type="checkbox"/> I do not need ELS housing (Select - if applicable)			

*Students may be placed in one of the listed room types, as assigned by ELS • Housing and room type availability is subject to change • EAP = Offers only English for Academic Purposes in the Intensive Program • BE = Center offers Business English • IBT = Center offers Complete Prep Program for the TOEFL® iBT • X = Not available

9 Schedule A

For how many 4-week sessions would you like to reserve your housing? (Must not exceed number of study sessions)

- 1 session 2 sessions 3 sessions 4 sessions 5 sessions 6 sessions Other _____

8 Please select START DATE, LOCATION, and ACCOMMODATIONS you prefer.

(ELS will place students based on their preference and availability. Rooms are shared unless marked as a "Single").

Applicant's Name _____

4-week Programs: General English, English for Academic Purposes, Semi-Intensive, American Explorer and Business English

Choose ONE Start Date

- January 9 March 5 April 30 June 25 August 20 October 15 December 10
 February 6 April 2 May 28 July 23 September 17 November 12

OR Complete Prep Program for the TOEFL® iBT. Choose ONE Start Date

3-Session Program ONLY		2-Session & 1-Session Program ONLY			
<input type="checkbox"/> December 12, 2011	<input type="checkbox"/> June 25	<input type="checkbox"/> January 9	<input type="checkbox"/> April 2	<input type="checkbox"/> July 23	<input type="checkbox"/> October 15
<input type="checkbox"/> March 5	<input type="checkbox"/> September 17	<input type="checkbox"/> February 6	<input type="checkbox"/> April 30	<input type="checkbox"/> August 20	<input type="checkbox"/> November 12
		<input type="checkbox"/> March 5	<input type="checkbox"/> June 25	<input type="checkbox"/> September 17	<input type="checkbox"/> December 10

CHOOSE ONE LOCATION	CHOOSE ONE HOUSING OPTION - Housing and room type availability is subject to change		
	On-Campus Student Residence (Select Room Type)	Off-Campus Student Residence (Select Room Type)	Homestay (Select Room Type) If selected, please see Question 10
<input type="checkbox"/> Atlanta, GA ^{IBT}	<input type="checkbox"/> Single	X	<input type="checkbox"/> Single
<input type="checkbox"/> Boston – Cambridge, MA ^{IBT}	X	<input type="checkbox"/> Double, Triple or Quadruple*	<input type="checkbox"/> Single
<input type="checkbox"/> Bristol, RI ^{EAP}	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Charlotte, NC ^{IBT}	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Chicago, IL ^{IBT}	<input type="checkbox"/> Double	<input type="checkbox"/> Single <input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Columbus, OH	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Garden City, NY ^{IBT}	<input type="checkbox"/> Double or Triple*	X	<input type="checkbox"/> Single, Double*
<input type="checkbox"/> Grand Forks, ND ^{EAP}	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Honolulu, HI ^{IBT}	X	<input type="checkbox"/> Single (Ohio) <input type="checkbox"/> Double (Ohio) <input type="checkbox"/> Single (YWCA) <input type="checkbox"/> Double (YWCA) <input type="checkbox"/> Single (YMCA)	<input type="checkbox"/> Single
<input type="checkbox"/> Houston – Clear Lake, TX	X	<input type="checkbox"/> Single	<input type="checkbox"/> Single
<input type="checkbox"/> Indianapolis, IN	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Johnson City, TN	<input type="checkbox"/> Single	X	<input type="checkbox"/> Single
<input type="checkbox"/> La Verne, CA ^{IBT}	<input type="checkbox"/> Triple	X	<input type="checkbox"/> Single
<input type="checkbox"/> Laramie, WY ^{EAP}	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Las Vegas, NV	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Miami, FL	<input type="checkbox"/> Double (Sessions 2-7 only)	<input type="checkbox"/> Single <input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Milwaukee, WI	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Oklahoma City, OK	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Pittsburgh, PA	<input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> Portland, OR	<input type="checkbox"/> Single	X	<input type="checkbox"/> Single
<input type="checkbox"/> Ruston, LA ^{EAP}	<input type="checkbox"/> Single <input type="checkbox"/> Double	X	<input type="checkbox"/> Single
<input type="checkbox"/> San Diego, CA ^{IBT}	X	<input type="checkbox"/> Single Small <input type="checkbox"/> Single Large <input type="checkbox"/> Shared Double <input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> San Francisco – Downtown, CA ^{BE}	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> San Francisco – North Bay, CA ^{IBT}	<input type="checkbox"/> Triple	<input type="checkbox"/> Triple <input type="checkbox"/> Double Standard <input type="checkbox"/> Double Deluxe <input type="checkbox"/> Single Standard <input type="checkbox"/> Single Superior	<input type="checkbox"/> Single
<input type="checkbox"/> Santa Cruz, CA	X	<input type="checkbox"/> Single Studio (private) <input type="checkbox"/> Single Studio (shared) <input type="checkbox"/> Single Studio <input type="checkbox"/> Shared Double Studio	<input type="checkbox"/> Single
<input type="checkbox"/> Tampa, FL ^{EAP}	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> Teaneck, NJ ^{IBT}	<input type="checkbox"/> Double (Academic) <input type="checkbox"/> Double (Summer)	X	<input type="checkbox"/> Single
<input type="checkbox"/> Washington, DC ^{BE, IBT}	X	<input type="checkbox"/> Double	<input type="checkbox"/> Single
<input type="checkbox"/> I do not need ELS housing (Select - if applicable)			

*Students may be placed in one of the listed room types, as assigned by ELS • Housing and room type availability is subject to change • EAP = Offers only English for Academic Purposes in the Intensive Program • BE = Center offers Business English • IBT = Center offers Complete Prep Program for the TOEFL® iBT • X = Not available

9 Schedule B

For how many 4-week sessions would you like to reserve your housing? (Must not exceed number of study sessions)

- 1 session 2 sessions 3 sessions 4 sessions 5 sessions 6 sessions Other _____

Detach and loan this for your reference



8 Please select **START DATE** you prefer.

- July 2 July 23

9 Please select **ACCOMMODATIONS** you prefer.

(ELS will place students based on their preference and availability. Rooms are shared unless marked as a "Single").

CHOOSE ONE LOCATION	CHOOSE ONE HOUSING OPTION - Housing and room type availability is subject to change	
	On-Campus Student Residence (Select Room Type)	Homestay (Select Room Type) If selected, please see Question 10
<input type="checkbox"/> Double	<input type="checkbox"/> Single (Inside Manhattan)	<input type="checkbox"/> Single (Outside Manhattan)
<input type="checkbox"/> I do not need ELS housing (Select - if applicable)		

Housing and room type availability is subject to change - Deposit due at time of application.

Preferences for Homestay Accommodations

10 If you select **HOMESTAY** accommodations, please answer the following questions: (Applicable for ALL programs)

- Will you accept children under age 6 in the home? Yes No
 Do you smoke? Yes No
 Will you accept a host that permits smoking? Yes No
 Do you drink alcoholic beverages? Yes No
 Will you accept a host that permits alcohol? Yes No
 Will you accept a host with a dog? Yes No
 Will you accept a host with a cat? Yes No
 Will you accept a host with other pets? Yes No
 Do you have any allergies? Yes No
 Do you have any special medical needs? Yes No
 Do you have any special dietary restrictions? Yes No
 If yes, please list: _____

Please tell your host about yourself in the space below:

Visa Information

11 Do you need a Form I-20 to apply for a student visa? Yes No

12 Are you in possession of a valid US student visa and would like to transfer FROM another institution?
 Yes No

13 If YES to question 12, please write the name of the institution you are attending: _____

14 Please list any dependents who will travel with you to the US and require an F-2 visa.
 (If listing more than TWO, please include a separate page).

Family Name, First Name, Middle Name	Gender	*D.O.B.	Country of Birth	Citizenship	Relationship to student

*D.O.B: Date of Birth

Note: A Form I-20 is not available for all programs, including American Explorer Program and Summer @ The Juilliard School (16 lessons per week). The maximum number of lessons per week for these programs must be taken to become eligible for a Form I-20.

detach and keep this for your reference

Additional Services

- 15** Would you like ELS to arrange airport pick-up service upon your arrival? (See "2012 Prices and Dates" for the fee for the Center you select).
 Yes No
- 16** All ELS students must have health insurance valid in the US. If you cannot provide proof of your own insurance in English, you must enroll in the ELS Student Health Plan. **Would you like to purchase the ELS Student Health Plan?**
 Yes (\$135 per 4-week session) No
- 17** How do you want ELS to send your Form I-20 and Welcome Package?
 Express Mail (non-refundable \$95 for international service; \$55 for domestic (US) service)
 Regular airmail (10-15 business days for delivery)

Academic Goals

- 18** Do you plan on attending a US university or college after studying English at ELS? Yes No
- 19** If you answered YES to question 18, have you already been accepted to a US institution? Yes No
- 20** If you answered YES to question 19, please write the name of the university or college where you have been accepted. Additionally, please provide a copy of the acceptance letter, if available, with your application. _____

Emergency Contact

- 21** Please provide contact information for a person ELS can reach in case of an emergency.

Name	Relationship	
Street Address		
City, State	Country	Postal Code
Telephone (country and city code)	Fax	E-mail

Financial and Health Statement/Information Release

I understand that my expenses (excluding personal miscellaneous expenses) per session while studying at ELS Language Centers will be as indicated in the Application and Important Information addendum. I agree to accept full responsibility for these expenses. I have also read and understand the ELS cancellation and refund policy. I agree to accept full responsibility for my actions while participating in the Program and any related activities (including excursions and/or internships) and agree to assume all risk of harm arising from my participation, unless caused by ELS' negligence.

I hereby agree that ELS shall have the right, in its sole discretion, to terminate my attendance in any ELS program of study and to insist that I return to my country of origin within 24 hours of such termination by ELS. By his or her signature below, my parent or guardian agrees to insure that any minor under the age of 18 enrolled hereunder shall be returned to his or her country of origin within 24 hours of notification from ELS that the student's attendance in an ELS program has been terminated.

In case of illness and/or injury, permission is granted to any appropriate medical center to examine or treat and make necessary referrals to outside physicians as indicated. Permission is also granted to release information regarding my health to other designated individuals. I authorize ELS Language Centers to release information regarding my studies to my guardian or sponsoring agency. I further authorize ELS Language Centers to release my ELS academic records to any colleges or universities to which I apply. I understand that I have the right to review my official ELS student record.

I hereby grant ELS Language Centers and its subsidiaries, associated companies and licensees, permission to photograph, record and videotape me while attending ELS Language Centers or activities conducted by ELS Language Centers. I understand that ELS Language Centers will own the still photographs and/or video footage in which I appear, and have the unrestricted right to publish such photographs and use such video in any ELS Language Centers sales literature, on the ELS Language Centers Web site and in any other ELS Language Centers material, and shall have the right to license others to do the same. I further understand that this grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed.



Signature of Applicant

Date

Signature of Parent or Guardian if Applicant is under age of 18

Date

How to send payment

All payments must be made in US dollars. Do not send cash. ELS accepts payment by money order, check (drawn on a US bank), travelers checks and credit cards.

Payment Worksheet

Application Fee: \$ _____ (\$155; \$100 for New York state Centers)
 Tuition Prepayment: \$ _____ (see "2012 Prices and Dates" document for Center details)
 Housing Deposit:** \$ _____ (\$200 per session of housing requested; \$400 for NY [Manhattan] only)
 Airport Pick-up Fee:** \$ _____ (see "2012 Prices and Dates" document for Center details)
 Express Mail Fee:** \$ _____ (\$95 international service; \$55 domestic/US service)

**if requested

Total Fees Due: \$ _____ * (Includes Application Fee)

*Balance of fees must be paid before or upon arrival at Center (along with a \$75 non-refundable Materials and Technology fee per session for eligible programs).

M12A-Eng

Acceptance

Once ELS receives your application materials and fees, and you are enrolled, ELS will send you an I-20 Form (Certificate of Eligibility) if requested and a Welcome Package. The Welcome Package will give you more information about your next steps, including your arrival at ELS in the US and how to apply for a student (F-1) visa.

Program Entry Requirements

General English, English for Academic Purposes, Semi-Intensive, American Explorer and Summer @ The Juilliard School Programs
Available to students of all levels

Business English

An ELS Level 106 (High Intermediate) minimum proficiency is required. Proof of proficiency may be submitted in the form of a score of 46 on the TOEFL® iBT, 453 on the TOEFL® pBT, 550 on the TOEIC or IELTS™ Band 4.0.

The Complete Prep Program for the TOEFL® iBT

ELS will accept one of the following for admission to the program:

- ELS Pre-Arrival Placement Test result of 107 or higher – See www.ELS.edu for details
- Completion of ELS Level 106
- Score of 52 on TOEFL® iBT; 473 on TOEFL® pBT; IELTS™ Band 4.5

Note: All tests must have been taken within two years prior to ELS admission.

Arrival and Departure

At all locations, ELS asks you to arrive the Sunday before your classes are to begin, and depart on Saturday, after your classes end. On your first Monday at ELS, you will register for your program. After registration, you will take a placement test and evaluation interview so ELS can place you in the most appropriate level. You will then attend an orientation for newly arriving students.

Registration and Payment of Fees

On the first Monday of your program, you will need to arrive at your Center to complete registration for your program.

Please bring the following items with you:

1. Passport
2. A copy of your I-20 Form
3. Your I-94 form (Arrival/Departure record filled out on your flight to the US)
4. Funds to pay all remaining fees at ELS
5. Completed Health Form (if applicable)
6. Proof of medical insurance (if not purchased through ELS)

All fees are payable in full when you register for each session. ELS works with many counseling agents around the world who can provide you with information and assistance. Select ELS agents are authorized to collect monies on behalf of ELS. If the agent who assists you has such an arrangement with ELS, any refund for which you may be eligible may be coordinated with this agent. For a list of agents, visit www.ELS.edu/agents.

Instructional Hours

The General English, English for Academic Purposes and Business English programs consist of the equivalent of 30 instructional lessons per week (6.5 lessons per day Monday through Thursday, and 4 lessons on Friday). The Semi-Intensive program consists of 20 instructional lessons per week (4 lessons per day Monday through Friday). The American Explorer program consists of 15 instructional lessons per week (3 lessons per day Monday through Friday). Summer @ The Juilliard School program consists of 16 or 18 instructional lessons per week. The Complete Prep Program for the TOEFL® iBT consists of the equivalent of 30 instructional lessons per week (6.5 lessons per day Monday through Thursday, and 4 lessons on Friday). The first day of each session may be devoted to placement and evaluation, registration and other non-instructional activities. The last day of each session may be devoted to graduation ceremonies and non-instructional activities.

Attendance

Because ELS would like you to get the maximum benefit from your program, you will be expected to attend classes full-time. If you have excessive unexcused absences from any combination of classes in any session, you will fail the level unless you make up the work missed and are able to demonstrate mastery of the material covered. More than 18 unexcused absences from lesson hours in the General English or English for Academic Purposes programs, or 12 or more in the Semi-Intensive program could cause you to fail your level. Students are eligible to take a one-session break in study after four consecutive sessions of study. Advance written notice and a \$50 vacation deposit are required.

Center Hours

All Centers are open from 8 am to 5 pm Monday through Friday, except on national holidays as listed below. If a holiday falls on a registration Monday, the Center will be open for newly arriving students, even though no classes will be held on that day.

2012 Holidays

No classes will be held, and ELS Centers will be closed on the following US holidays:

New Year's Day.....	January 2
Martin Luther King Jr. Day.....	January 16
Presidents' Day	February 20
Good Friday	April 6
Memorial Day	May 28
Independence Day	July 4
Labor Day.....	September 3
Thanksgiving	November 22 & 23
Christmas Day.....	December 25

ELS Language Centers Fees**Currency**

All fees listed are in US Dollars.

Application Fee

A non-refundable \$155 application fee (\$100 for New York State Centers only: Garden City, Juilliard, Manhattan and Riverdale) is required with your completed application in order to process your enrollment.

Tuition Fee

Tuition fees are as listed in the "2012 Prices and Dates" document. To take advantage of the longer, discounted programs, you must pay the tuition for all sessions before starting your program at ELS.

Housing Fee

All housing fees are listed on pages 2-3 of the "2012 Prices and Dates" document. Housing prices are subject to change. A housing reservation deposit of \$200 per session (\$400 for New York [Manhattan]) is required for each session ELS reserves for your accommodations.

Student Health Plan Fee

All ELS students must have medical insurance coverage while in the US. If you cannot provide evidence of sufficient coverage, in English, for medical expenses incurred while studying in the US, you must purchase the ELS Student Health Plan. The Student Health Plan is offered to ELS students at a non-refundable fee of \$135 per 4-week session. You will receive additional information about the Student Health Plan when you arrive at the Center.

Airport Pick-Up Fee

If you would like ELS to arrange airport pick-up upon your arrival, please indicate this under question 15 of the application form. The fees, by Center, are listed on the "2012 Prices and Dates" pages of this document.

Materials and Technology Fee

ELS, a leading English provider, offers you a unique curriculum that includes exclusive proprietary textbooks and materials, as well as state-of-the-art Language Technology Centers. ELS will give you the appropriate textbooks and materials for each level you attend. Each student pays a non-refundable Materials and Technology fee of \$75 (except for students in the Summer @ The Juilliard School and Test Prep Programs) at the beginning of each session attended.

Cancellation and Refund Policy

Tuition and Fees

If ELS does not accept your application, ELS will refund you the application fee, as well as any pre-paid tuition collected.

If ELS accepts your application, and you cancel your enrollment, the fee will not be refunded. However, should you cancel, you may apply your application fee toward a new enrollment for up to 12 months after your initial scheduled start-date.

If you cancel your enrollment prior to the start of the session, or your visa application is rejected, ELS will refund all pre-paid tuition and fees (except the application fee and courier fee).

If you enter the US on a student visa sponsored by ELS and cancel your program or do not show up for class, ELS will retain the first four weeks of tuition as a non-refundable fee.

Student health plan fees are not refundable.

Housing Fees

The \$200 (\$400 for New York [Manhattan]) per session housing deposit will be refunded if you cancel or defer with more than 28 days' written notice. If you cancel with fewer than 28 days' notice, ELS will retain up to a maximum of two sessions of housing deposit.

Housing Refund Policy

Refund policies for housing vary by location and are determined by the Center's college/university, or housing association.

All Refunds

You must make your refund request in writing.

Refunds will be made within 30 calendar days of your cancellation, withdrawal or termination from the program.

ELS follows all applicable state and federal regulations, including those related to student refunds.

Tuition Refund Policy

Standard Programs (English for Academic Purposes, General English, Semi-Intensive, American Explorer, Business English)

During your first 4-week session of enrollment you will not be eligible for a refund of tuition or fees, or to change from the English for Academic Purposes and/or General English programs to the Semi-Intensive or American Explorer program.

If you enter the US on a student visa sponsored by ELS and cancel your program or do not show up for class, ELS will retain the first four weeks of tuition as a non-refundable fee.

If you withdraw during your second or subsequent session of study, you will be eligible for a prorated tuition refund. This refund will be calculated from your last recorded day of attendance and will be prorated by week. ELS counts any part of the week that you studied as a full week of attendance for refund calculations. There will be no refund after the midpoint of a session (end of second week of study during a 4-week session).

There is a one-time \$150 program change fee if you change your enrollment from the English for Academic Purposes and/or General English programs to the Semi-Intensive or American Explorer program in your second or subsequent session of enrollment.

Complete Prep Program for TOEFL® iBT: In addition to the tuition refund policy stated above, if cancelling a 12-week or 8-week Prep program, tuition used will be calculated based on 4-week session prices.

Long-Term Package Programs:

The long-term, pre-paid programs offer special discounts and a different refund policy applies:

If you withdraw at any point during your first 4-week session of enrollment, you will be charged for the first 4-week session at the standard (full) price, and you will be refunded the tuition for the balance of your pre-paid sessions, less the difference between the full price and the discounted price.

If you withdraw during your second or subsequent session of enrollment, you will be eligible for a prorated tuition refund. This refund will be calculated from your last recorded day of attendance and will be prorated by week. ELS counts any part of the week that you studied as a full week of attendance for refund calculations. There will be no refund after the midpoint of a session (end of second week of study during a 4-week session). When calculating refunds, all tuition used in the session you withdraw, as well as previous sessions taken, will be charged at the standard (full) price. You will also be charged the difference between the full price and the discounted price for the unused sessions of your pre-paid tuition, and you will be refunded the balance.

During your first 4-week session of enrollment in either the English for Academic Purposes or General English programs, you are not eligible to change to the Semi-Intensive Long-Term package program. There is a one-time \$150 program change fee if you change your enrollment from any English for Academic Purposes or General English programs to any Semi-Intensive Program in the second or subsequent session of your original booking.

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