

ARIZONA LANGUAGE INSTITUTE

IPSA – International Partners for Study Abroad

Application for English Language Courses

Please send your application to:

Arizona Language Institute
13832 N 32nd Street, Suite 151
Phoenix, AZ 85032, USA

Or by Fax to: +1 (602) 942-6734

Please print.

Part A. Personal Information:

- ▶ First name: _____ Last name: _____
- ▶ Date of Birth: _____ Gender: Male Female
- ▶ Citizenship: _____ Native language: _____
- ▶ Address: _____
- ▶ Country: _____ Telephone No: _____
- ▶ E-mail address: _____
- ▶ Name, telephone number and e-mail address of a person to contact in emergencies:
▶ _____
▶ _____

Status and Visa Information:

- ▶ Are you now in the U.S.? Yes. No
- ▶ If your answer is "Yes", when did you come to the U.S. _____
- ▶ If answer is "No", on which Visa do you intend to enter the US: _____

Part B. Program information:

- ▶ Starting date: " ____ " _____ 2010
- ▶ I wish to book ____ weeks of classes.
- ▶ I am applying for the following course(s) at Arizona Language Institute:
- | | | |
|--|---|--|
| <input type="checkbox"/> General English Morning Course | <input type="checkbox"/> General English Afternoon Course | |
| <input type="checkbox"/> General English Evening Course | <input type="checkbox"/> General English Saturday Course | |
| <input type="checkbox"/> Private General English Course with _____ one-to-one lessons per week | | |
| <input type="checkbox"/> American English Pronunciation & Accent Reduction Course | | |
| <input type="checkbox"/> American Idioms and Vocabulary Building | <input type="checkbox"/> English for Telephoning | |
| <input type="checkbox"/> English in the Workplace | <input type="checkbox"/> English for Job Search Success | |
| <input type="checkbox"/> Practical English Writing Skills Workshop | | |
| <input type="checkbox"/> TOEFL Preparation | <input type="checkbox"/> TOEIC Preparation | <input type="checkbox"/> IELTS Preparation |

Accent Reduction, American Idioms, Test Preparation and other Special ESL courses are offered with group classes (4 lessons per week for 6 weeks) and as private one-to-one courses. Please select:

- I want to attend group course I want to book a total of ____ one-to-one lessons

► **English Courses for Executives and Professionals:**

- Mini-Group Course for Executives and Professionals with 20 lessons a week
- Private Executive English Course with 10 15 20 25 30 35 lessons a week

Please select your program specialization:

- Business English Specialist Course General English tailored to my needs
- English for Aviation English for Military English for Law Enforcement

English Classes Outside the Classroom: _____ hours per week

► **What is your present level of English?**

- Low Beginner High Beginner Intermediate High Intermediate Advanced

Part C. Payment of fees:

A non-refundable application fee of US\$50.00 (\$100.00 if you apply for the Executive course) and the tuition deposit of \$200.00 are required with your application. The payment of the balance of fees is due upon receipt of the invoice. Your place will be confirmed only when the full payment has been received. The full payment must be paid before we can issue documentation in support of a visa application.

Please select a payment option.

- I want to pay the application fee and the tuition deposit by check / money order (please find a check enclosed)
- I want to pay the application fee and the tuition deposit by wire transfer to your bank account. Please send instructions
- Please charge the application fee and the tuition deposit to my credit card provided below:
- Visa MasterCard Card number: _____ Exp. Date: _____
- Credit card ID: (The last three digits on the back of your credit card after the credit card number)
- Credit card holder name: _____ Billing Address: _____

Part D. Terms and Conditions of Enrollment.

1. **Class size.** Group courses with 4 lessons a week: maximum 12, minimum 3 students. If there are only one or two students in the class, the number of lessons is reduced to 2 private (semi-private) lessons a week. Group courses for Executives and professionals with 20 lessons a week: maximum 4, minimum 2 students. If there is only one student in the class, the number of lessons is reduced to 10 private lessons a week. 1 lesson = 45 minutes
2. **Cancellation before the beginning of the classes.** You must inform the office in writing. Any refunds will be made within 30 days of cancellation notification. If the course is cancelled more than 7 days, we will make a full refund less non-refundable application fee. If the course is cancelled 7 days or less before the course begins, the cancellation fee is charged in the amount of \$100.00.
3. **Cancellation after the course has started.** In no case money will be refunded once the course has started. No refund can be given for partial attendance or the discontinuance or interruption of a course.
4. **Holidays.** Should a national holiday fall on a class day, group class hours cannot be recovered, nor are they refundable. Private classes, however, will be rescheduled. It is the student's responsibility to find out when the school will be closed for national holidays.

Part E. Agreement and release.

By signing this Application, I certify the above information is complete and correct. I understand that my misrepresentation may result in my expulsion from the program. I acknowledge that the terms and conditions of enrollment constitute part of my agreement with Arizona Language Institute (ALI) and IPSA, including sections concerning responsibility, health, refunds, changes in dates, accommodations, courses and billing of the selected options; I assume all risks and responsibilities and discharge ALI and IPSA and all their officers, agents and employees from and against any and all claims of damage to personal property or personal injury which may result from my enrollment and participation in the study program, excursions, and/or on and off-campus activities. I agree with terms and conditions of enrollment and agree to follow all ALI and IPSA procedures. This Agreement will be effective when my application is accepted by Arizona Language Institute and shall be governed by the laws of the State of Arizona, USA

Signature: **Date:**