



Semi-Intensive English Program Enrollment Form

Program Coordinator: Dean Frutiger (dfrutiger@ilidc.com)

Student Information

Last Name _____ First Name _____
Country of Birth _____ Native Language _____ Au Pair
U.S. Address (Street) _____
City _____ State & Zip Code _____ Birth Date* _____
Phone _____ Email _____

*Minimum age to attend this program is 16 years

Program Information

Evening English Evening TOEFL Prep Saturday English Saturday TOEFL Prep
Start Date _____ End Date _____
Tuesday-Thursday: 6:40 – 8:45 pm (no break) Saturday: 9 am – 1:05 pm (11-11:20 am break)
Minimum: 4-Week Enrollment (total of 30 hours*) Minimum: 4-Week Enrollment (total of 18 hours*)
Tuition: \$260 (plus \$75 application fee) Tuition: \$160 (plus \$75 application fee)
or \$765 for 1 session (12 weeks) or \$765 for 1 session (20 weeks)

*One class hour is equal to 50 minutes. Except holidays and weather-related closures.

Terms and Conditions

Enrollment & Payment: Minimum enrollment for new and continuing students is 4 weeks. Special approval is required to continue for less than 4 weeks. Payment for a 4-week enrollment has to be made in full before attending any classes. Late payments are subject to a late fee of \$15 week. The returned check fee is \$30. Special vouchers, exemptions or discounts have to be requested before payment and require proof or will not be honored.

Books: ILI provides books for in-class use for levels 1-6. Books cannot be taken home unless purchased by the student. The required textbook for the TOEFL preparation class is \$97 (subject to change). Once received by the student, books and other materials are the property of the student and non-refundable. ILI cannot provide photocopies of books.

Attendance and Certificate: Students who attended at least 70% of the scheduled classes may request a certificate of attendance at the end of their studies. Upon request, ILI can include CEUs (Continuing Education Units) for hours taken.

Credits: Students may receive credit for 1 (one) prepaid week per 4-week enrollment if they request a leave of absence in writing (via email or by completing a form) at least 24 hours in advance. For evening students, requests need to be received by 6:40 pm on Monday; and for Saturday students, by 9:00 am on Friday. More than 1 week absences or single missed days in the evening class will not be approved for credit. The credit will be applied to the week following the 4-week enrollment. Unused credits and prepaid classes will be forfeited six months after last attendance. Special promotion au pairs are excluded from this policy (no credit/make-ups for missed classes).

Refunds: The application fee is non-refundable unless enrollment is cancelled within 72 hours of signing or if ILI is unable to place the student in the appropriate level. There is no discount or refund of tuition for days on which ILI is closed because of holidays, bad weather or other emergencies. A prorated tuition refund will be given to a student who withdraws early and submits a withdrawal notification in writing by the last day of attendance. Unattended days prior to written notification of withdrawal will count as attended classes. The prorated tuition refund shall be determined by the paid tuition less the tuition for the attended weeks and any applicable fees. Any portion of a week's attendance by a student shall be considered a full week's attendance for this purpose.

By signing this enrollment form, I certify that I have read, understand and agree to all Terms and Conditions.

Signature of Student _____ Date _____

INTERNATIONAL LANGUAGE INSTITUTE

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