



APPLICATION FORM

Personal Information

Exactly as it appears on your passport:

Name	Mr. <input type="checkbox"/>		
	Ms. <input type="checkbox"/> Last First Middle
Address (Permanent) Street Address	 City	
 State or Province	 Zipcode Country
Telephone No.			E-mail Address	
Fax No.			Country of Citizenship	
Date of Birth	Month:	Day:	Year:	City and Country of Birth
	(e.g. January)			

Emergency Contact

Name		Relationship	
City / Country		Telephone	

How did you hear about CISL? _____

Will you need an I-20 Form? Yes No

Would you like CISL to pay your SEVIS visa fee? Yes No
If yes, we will add the SEVIS fee to your invoice.

Is this a transfer I-20? Yes No If yes, name of current/previous school _____

Course Location

CISL Location	<input type="checkbox"/> San Diego	<input type="checkbox"/> San Francisco	Number of Weeks	
Start Date	Month:	Day:	Year:	End Date
				Month:
				Day:
				Year:

English Level Beginner Intermediate High Intermediate Advanced

Course Type Standard Intensive Intensive 5 Intensive 10

Business English Private Lessons Cambridge First Cambridge Advanced

TOEFL Prep TOEIC Prep English Internship Pre-University Academic Year

Community College Bridge Program

Arrival Information

Date of Arrival	Month:	Day:	Year:	Time of Arrival	
Airline				Flight No.	

Would you like our private greeting service for your airport transfer?

Yes: Transfer from airport Transfer to airport No airport transfer is requested

Accommodation

Would you like us to arrange housing for you? Yes No

I would like Homestay Apartment/ Student Residence Club/ Studio

Arrival date _____ Departure Date _____

Homestay

Can you live with small children? Yes No No preference

Are you allergic to cats? Yes No

Are you allergic to dogs? Yes No

Do you smoke? Yes No

Can you live with smokers? Yes No No preference

Do you have any allergies? Yes No (If yes, explain:)

Apartment / Student Residence Club / Studio

What type of room would you like? Private Shared: one bed two beds

What type of bathroom would you like? Private Shared Hall

Name of Residence Club: _____

First preference _____ Second preference _____

CISL will contact you to confirm your accommodation.

PAYMENT INFORMATION

PLEASE ACCEPT MY PAYMENT OF		\$ _____	
Payment Method	<input type="checkbox"/> Bank Wire Transfer <small>We will contact you with bank wire information</small>	<input type="checkbox"/> Credit Card (Visa/MasterCard)	
Credit Card No.		Expiration Date	
Billing Address for Credit Card			
I authorize CISL to charge \$ _____ to this credit card		Credit card authorization signature required	

Express Mail delivery of documents is available upon request for approximately \$55 (price varies by country). This fee is not refundable.

Please send my documents by Express Mail Yes No

Agreement

This agreement is a legally binding instrument when signed by me and accepted by the school. I have read, understood, and agree to the terms and conditions, the refund and cancellation policy, schedule, prices, and starting dates. I confirm that I have sufficient funds to pay all the necessary costs of my course and accommodations during my entire period at CISL. In case of illness or injury, I grant permission to be examined or treated as necessary. Any questions concerning the school that have not been satisfactorily answered or resolved by the school should be directed to the student's consulate, the U.S. Immigration Service.

Applicant Signature (Required to process application)

Parent/Guardian Signature (Required if applicant is under 18 years of age)

Name of Parent/Guardian (if applicable)

Date

Please print, sign, and return to CISL San Diego or CISL San Francisco via fax, scanned email attachment, or post



REFUND & CANCELLATION POLICY

Registration Deposit

For all courses a \$100 registration deposit is required. This deposit will be used for your course tuition. This deposit is not refundable.

Tuition

- If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$100 deposit.
- If you cancel your course after the start date of your classes, the first four weeks are not refundable.
- If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.
- If you cancel your course after the first four weeks and you stop your classes after you have completed 60% of your course, you will not receive any refund.
- If you cancel your course any time before completing the program for which you enrolled, the school is required by the U.S. laws to notify the immigration officials that you have dropped out of your program. In this case, you are not eligible to transfer to another school and the U.S. Immigration laws require that you leave the U.S. within 15 days.
- All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are canceling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the next Monday.
- In the case of private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
- If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
- If you downgrade your course after the course begins you will be charged a \$250 course change fee. There is no change fee for course upgrades.
- The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodations

The accommodation deposit is \$250. This deposit will be used towards the accommodation fee. This deposit is non-refundable.

- There is a \$50 fee to change any accommodation after it has been confirmed.
- If you cancel your accommodations less than 30 days before your scheduled check-in there is a \$250 cancellation fee.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

English Internship Program Fee

- If you cancel your English Internship before the start date of your courses, the internship program fee is refundable.
- If you cancel your English Internship after the start date of your courses but before an English Internship has been found for you, there is a \$300 cancellation fee.
- If you cancel your English Internship after the start date of your course and after an English Internship has been found for you, the internship program fee is not refundable. This rule will apply even if you have not started the English Internship.
- If CISL is unable to find an internship, the internship placement fee can be converted to class time.

Airport Pickup Fees

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup in writing at least 10 days before your scheduled arrival.

Express Mail Charges

Express mail charges are not refundable.

Extension of Courses

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds

Refunds will be paid within 30 calendar days of your request. To obtain a refund you must do all of the following:

- Make a written request to the school; and
- Return the original Form I-20 document issued to you by the school.
- We can only pay refunds to the person or company from whom the funds originated.