

Celebrating 40 Years of Quality English Language Training



*San Diego • San Francisco*



## 2012 Course Prices & Information



# 2012 SAN DIEGO COURSE PRICES

All Courses  
**MAXIMUM**  
8 students  
per class

## ENGLISH COURSES (Prices are per week)

For all courses a non-refundable \$100 registration fee is required.

	Lessons Times	Lessons per Week	2 weeks	3 weeks	4-7 weeks	8-12 weeks	13-24 weeks	25-52 weeks
<b>Standard</b>	Mon.- Fri. 9:00am - 12:40pm	20	\$305	\$295	\$290	\$285	\$270	\$265
<b>Intensive</b>	Mon.- Fri. 9:00am - 12:40pm Standard English Mon.- Thur. 1:30pm - 3:10pm Intensive	28	\$385	\$375	\$370	\$365	\$360	\$355
<b>Intensive 5</b>	Mon.- Fri. 9:00am - 12:40pm Standard English plus 5 private lessons	25	\$680	\$675	\$670	\$660	\$655	\$650
<b>Intensive 10</b>	Mon.- Fri. 9:00am - 12:40pm Standard English plus 10 private lessons	30	\$1055	\$1045	\$1040	\$1035	\$1030	\$1025
<b>Business English</b>	Mon.- Fri. 9:00am - 12:40pm Standard English Mon.- Thur. 1:30pm - 3:10pm Business English	28	\$410	\$400	\$395	\$390	\$385	\$380
<b>Private Lessons</b>	As Scheduled	To be arranged	\$80 / lesson					

Notes: All lessons are 50 minutes. Minimum of two weeks enrollment. Prices include books & materials.

	Start Dates	Weeks	Price	
<b>Volunteer English</b>	Supplemental activity in conjunction with a six-week English course (priced separately)	Any Monday	8	\$1305

## ACADEMIC AND TEST PREPARATION COURSES

	Lesson Times	Start Dates	Weeks	Price 20 lessons per week	Price 28 lessons per week
<b>Cambridge First</b>	Mon.- Fri. 9:00am - 12:40pm	March 26, Sept. 17	11	\$3600	\$4015
		Jan. 9, April 16, June 25, Oct. 8	8	\$2700	\$2920
<b>Cambridge Advanced</b>	Mon.- Fri. 9:00am - 12:40pm	March 26, September 17	11	\$3600	\$4015
		Jan. 9	9	\$3015	\$3285
		April 16, June 25, Oct. 8	8	\$2700	\$2920
<b>TOEFL Exam Prep</b>	Mon.- Fri. 9:00am - 12:40pm	Jan. 9, March 5, April 30, Aug. 27, Oct. 29	6	\$1740 ( 20 lessons per week)	
		July 9	4	\$1160 ( 20 lessons per week)	
<b>Cambridge Business English Certificate (Vantage Level)</b>	Mon.- Fri. 9:00am - 12:40pm	April 9, July 23	8	\$3160 ( 20 lessons per week)	
<b>Pre-University Academic Year</b>		May, August *		\$7770 ** (approx. price)	

### Cambridge Exam Course

There is a \$350 fee to take the official exam. The cost of the exam is not included in the course price and is subject to change by the Cambridge Exam Syndicate. If the student plans to take the exam after the course, an extra week of accommodation will be necessary. The student must request exam registration prior to the course start date.

### TOEFL Exam Prep Course

It is the student's responsibility to register for the test. The cost of the official exam is not included in the course price. \$170; paid by credit card directly on the ETS website: [www.ets.org](http://www.ets.org).

### I-20/ Student Visa

Please see page 8 for I-20/ student visa requirements.

### Pre-University Academic Year

\*Dates to be confirmed. \*\*This is an approximate price only. Prices are subject to change by the college. Books for campus classes not included. This price is based on a 16 week Standard course and one semester at a community college. Accommodation is not included in this price. A \$250 administration fee will be required.



## HOMESTAY

All prices are per person.

Typical travel time by public transportation to the school from host family is 30-40 minutes.

Private Room / Shared Bath	2 weeks only	3 weeks only	4 weeks or more	Additional Night
Breakfast / Dinner	\$680	\$900	\$280 / week	\$55
Breakfast Only	\$580	\$800	\$245 / week	\$45

Note: From June 20 to August 31 there will be an additional \$25 per week charge for homestay.

## STUDENT RESIDENCES

### Vantaggio Residence

All prices are per person.

Distance from the school is approximately 25 minutes on foot.

**Double Occupancy:** For friends only - there are two small beds.

**Rooms Include:**

Television, telephone, mini-refrigerator; microwave. Computer room, laundry room and shared kitchens available onsite.

No meals provided.

Vantaggio - State Street				
Private Room / Private Bath	2 weeks only	3 weeks only	4 weeks or more	Additional Night
Small Single	\$675	\$940	\$235 / week	\$45
Standard Single	\$765	\$980	\$245 / week	\$55
Shared Room / Private Bath	2 weeks only	3 weeks only	4 weeks or more	
Shared Room*	\$435	\$640	\$145 / week	\$30
Matched Room**	\$620	\$620	\$155 / week	\$32

**Additional Fees:** Refundable security deposit of \$100 due at check-in and a non-refundable cleaning fee of \$25-\$30 depending on room type \*"Shared Room" = two students coming together / \*\*"Matched" = Residence will assign a roommate of a different nationality.

**Taxes:** All taxes are included.

### Gaslamp Studios

All prices are per person.

Distance from the school is approximately 15-20 minutes on foot.

**Rooms Include:**

Private bath, television, telephone, microwave, mini-refrigerator; free wireless internet. Laundry room and fitness room onsite.

No meals provided.

Gaslamp Studios					
Private Room / Private Bath	2 weeks only	3 weeks only	4 weeks	5 weeks or more	Additional Night
Small Room / Single	\$520	\$760	\$1000	\$240 / week	\$45
Large Room / Single	\$550	\$820	\$1080	\$260 / week	\$55

**Additional Fees:** \$200 refundable security deposit to be paid directly upon arrival. Cleaning service available for an additional fee of \$30.

**Taxes:** All taxes are included.





# 2012 SAN FRANCISCO COURSE PRICES

All Courses  
**MAXIMUM**  
8 students  
per class

## ENGLISH COURSES (Prices are per week)

For all courses a non-refundable \$100 registration fee is required.

	Lessons Times	Lessons per Week	2 weeks	3 weeks	4-7 weeks	8-12 weeks	13-24 weeks	25 + weeks
<b>Standard</b>	Mon.- Fri. 9:00am - 12:40pm	20	\$395	\$365	\$350	\$335	\$310	\$295
<b>Intensive</b>	Mon.- Fri. 9:00am - 12:40pm Standard English Mon.- Thur. 1:30pm - 3:10pm Intensive	28	\$565	\$535	\$520	\$505	\$480	\$460
<b>Intensive 5</b>	Mon.- Fri. 9:00am - 12:40pm Standard English plus 5 private lessons	25	\$895	\$865	\$850	\$835	\$810	\$790
<b>Intensive 10</b>	Mon.- Fri. 9:00am - 12:40pm Standard English plus 10 private lessons	30	\$1395	\$1365	\$1350	\$1330	\$1305	\$1290
<b>Business English</b>	Mon.- Fri. 9:00am - 12:40pm Standard English Mon.- Thur. 1:30pm - 3:10pm Business English	28	\$565	\$535	\$520	\$505	\$480	\$460
<b>Afternoon Elective</b>	Mon.- Thur. 1:30pm - 3:10pm	8	\$165	\$165	\$165	\$165	\$165	\$165
<b>Private Lessons</b>	As Scheduled	To be arranged	\$95/ lesson					

Note: All lessons are 50 minutes. Minimum of two weeks enrollment. Prices include all books and materials. Minimum of 5 private lessons.

	Start Dates	Weeks	Price
<b>Volunteer English</b>	Supplemental activity in conjunction with a six-week English course (priced separately) Any Monday	8	\$1380

Note: Requires a minimum 6 week English course prior to placement. Volunteer placement between December 15 and January 15 is limited.

## ACADEMIC AND TEST PREPARATION COURSES

	Lesson Times	Start Dates	Weeks	Price 20 lessons per week	Price 28 lessons per week
<b>Cambridge First</b>	Mon.- Fri. 9:00am - 12:40pm	March 26, September 17	11	\$3640	\$4,760
		Jan. 9, April 16, June 25, Oct. 8	8	\$2740	\$3,560
<b>Cambridge Advanced</b>	Mon.- Fri. 9:00am - 12:40pm	March 26, September 17	11	\$3640	\$4,760
		Jan. 9, April 16, June 25, Oct. 8	8	\$2740	\$3,560
<b>TOEFL Exam Prep</b>	Mon.- Fri. 9:00am - 12:40pm	Jan. 9, March 5, April 30, August 27, Oct. 29	6	\$2160 (20 lessons per week)	
		July 9	4	\$1400 (20 lessons per week)	
<b>Pre-University Academic Year</b>		May, August *		\$7900** (approx. price)	

### Cambridge Exam Course

There is a \$400 fee to take the official exam. The cost of the exam is not included in the course price and is subject to change by the Cambridge Exam Syndicate. If the student plans to take the exam after the course, an extra week of accommodation will be necessary. The student must request exam registration prior to the course start date.

### TOEFL Exam Prep Course

It is the student's responsibility to register for the test. The cost of the official exam is not included in the course price. The test fee is \$175.

### I-20/Student Visa

Please see page 8 for I-20/student visa requirements.

### Pre-University Academic Year

\*Dates to be confirmed. \*\*This is an approximate price only. Prices are subject to change by the college. Books for campus classes not included. This price is based on a 16 week Standard course and one semester at a community college. Accommodation is not included in this price. A \$250 administration fee will be required.



# PREMIER ENGLISH

Accelerated Language Training for Executives, Professionals & Ambitious Learners

All Courses  
**MAXIMUM**  
4 students  
per class

## COURSES

	Program Description	1 Week	2-3 weeks	4-7 weeks	8-11 weeks	12-23 weeks	24+ weeks
<i>Quatorial Part-time Program</i>	15 hours shared lessons per week	\$1065	\$915	\$878	\$840	\$805	\$790
<i>Quatorial Full-Time Program</i>	15 hours shared lessons per week + Masterclass+ Spoken Performance Workshop	\$1165	\$1015	\$978	\$940	\$905	\$890
<i>Quatorial + 5 Tutorials</i>	15 hours shared lessons + 5 hours private lessons per week + Spoken Performance Workshop	\$1672	\$1522	\$1485	\$1447	\$1412	\$1397
<i>Quatorial + 10 Tutorials</i>	15 hours shared lessons per week +10 hours private lessons+ Spoken Performance Workshop	\$2252	\$2102	\$2065	\$2027	\$1992	\$1977
<i>Quatorial + 15 Tutorials</i>	15 hours shared lessons per week + 15 hours private lessons	\$2760	\$2610	\$2573	\$2535	\$2500	\$2485
<i>Tutorial 15</i>	15 hours private lessons per week	\$1890	\$1740	\$1703	\$1665	\$1630	\$1615
<i>Tutorial 20</i>	20 hours private lessons per week	\$2470	\$2320	\$2283	\$2245	\$2210	\$2195
<i>Tutorial 25</i>	25 hours private lessons per week	\$3050	\$2900	\$2863	\$2825	\$2790	\$2775
<i>Tutorial 30</i>	30 hours private lessons per week	\$3630	\$3480	\$3443	\$3405	\$3370	\$3355

**Note:** Courses start any Monday. One lesson = 60 minutes. Prices are per week. No registration fee required for Premier English courses.

## ACCOMMODATION

### Homestay

Please see page 6 for homestay rates.

### Student Residences

Please see page 6 for student residence accommodations.

### Apartment Suites

Studios and one or two bedroom apartments available. Please contact the school for pricing information.

### Hotel

Please contact the school for hotel accommodation.





# SAN FRANCISCO ACCOMMODATION

## HOMESTAY

All prices are per person.

**Distance:** Typical travel time by public transportation to CISL is 30 to 40 minutes

Private Room / Breakfast & Dinner	2 weeks only	3 weeks only	4 weeks or more
Shared Bath	\$770	\$1120	\$370 / week
Private Bath	\$885	\$1295	\$430 / week
Private Room / Breakfast Only	2 weeks only	3 weeks only	4 weeks or more
Shared Bath	\$665	\$970	\$320 / week
Private Bath	\$785	\$1145	\$380 / week

**Note:** From July 1 to August 31, 2012 there will be an additional \$25 per week charge for homestay.

## STUDENT RESIDENCES

### Gaylord Suites

All prices are per person.

Walking distance to school is 10 to 15 minutes.

**Studios Include:** One bed and a small kitchen area with microwave, small refrigerator, cable TV and telephones. There is a laundry room, weekly maid service and free internet access.

Gaylord Suites			
	2 weeks only	3 weeks only	4 weeks or more
Studio / Private Bath	\$1535	\$2300	\$580 / week
One Bedroom Suite	\$2025	\$3035	\$765 / week

**Additional Fees:** \$20 refundable key deposit.

**Taxes:** The price for 2 weeks and 3 weeks includes a 15.5% San Francisco City Tax.

### Vantaggio Suites - Cosmo

All prices are per person.

Walking distance to school is 10 to 15 minutes.

**Rooms Include:** Private bathroom, cable TV, weekly maid service, mini-refrigerator, microwave, telephone with voice mail, free internet access, study desk and chair, dishes and silverware.

**Amenities:** Computer room with free DSL Internet, community kitchen, complimentary continental breakfast, fitness room, and laundry facilities.

Vantaggio Suites Cosmo			
Private Room / Private Bath	2 weeks only	3 weeks only	4 weeks or more
Lower Floors (2-9)	\$1250	\$1650	\$415 / week
Upper Floors (10-17)	\$1295	\$1700	\$425 / week
Shared Room / Private Bath	2 weeks only	3 weeks only	4 weeks or more
Lower Floors (2-9)	\$670	\$885	\$225 / week
Upper Floors (10-17)	\$695	\$910	\$230 / week

**Additional Fees:** The following fees are to be paid directly at the residence upon arrival. Security deposit (refundable) \$400 for private rooms, \$250 for shared rooms/person. Key deposit \$25 (refundable). Carpet cleaning \$25/person (not refundable).

**Notes:** Prices are subject to a 5% summer surcharge from June 1 to August 31, 2012. For any changes or cancellations, a 30 day notice is required.

**Taxes:** The price for 2 weeks and 3 weeks includes a 15.5% San Francisco City Tax.

### Sheldon Hotel

All prices are per person.

Walking distance to school is 10 minutes.

**Rooms Include:**

Brand new private baths, mini-refrigerator, desk, free wi-fi, cable TV, and weekly linen and housekeeping service.

Sheldon Hotel			
Private Room/Private Bath	2 weeks only	3 weeks only	4 weeks or more
Small	\$930	\$1395	\$315/week
Medium	\$1040	\$1560	\$400/week
Large	\$1160	\$1740	\$450/week
Shared Room/Private Bath	2 weeks only	3 weeks only	4 weeks or more
Large	\$580	\$870	\$225/week

**Additional Fees:** The following are to be paid directly at the residence upon arrival. Security deposit (refundable) \$400 per room. Key deposit (refundable) \$25. Cleaning fee (non-refundable) \$25.

**Taxes:** The price for 2 weeks and 3 weeks includes a 15.5% San Francisco City Tax.



## STUDENT RESIDENCES

### Ansonia

All prices are per person.

Walking distance to school is 10 to 15 minutes.

**Private Room:** One queen bed

**Shared Room:** Two twin beds

**Rooms Include:** Weekly linen and housekeeping service, wireless internet access, and daily pancake and oatmeal breakfast. There is a community kitchen where students can cook their own meals.

Ansonia			
Private Room	2 weeks only	3 weeks only	4 weeks or more
Private bath	\$885	\$1325	\$305 / week
Shared bath	\$745	\$1115	\$260 / week
Shared Room	2 weeks only	3 weeks only	4 weeks or more
Private bath	\$575	\$865	\$200 / week
Shared bath	\$505	\$760	\$175 / week

**Additional Fees:** \$25 non-refundable cleaning fee, \$25 refundable key deposit. Security deposit: \$350 per person. For any changes or cancellations, a 30 day notice is required.

**Notes:** Prices are subject to a 5% summer surcharge from June 1 to August 31, 2012. For any changes or cancellations, a 14 day notice is required or a \$100 fee will be collected.

**Taxes:** The price for 2 weeks and 3 weeks includes a 15.5% San Francisco City Tax.

### Vantaggio Suites - Turk

All prices are per person.

Typical travel time by public transportation to CISL is 15 to 20 minutes.

**Rooms Include:** Private bathroom, cable TV, weekly maid service, mini-refrigerator, microwave, telephone with voice mail, free internet access, study desk and chair, dishes and silverware.

**Amenities:** TV lounge, laundry room, computers with free internet and weekly housekeeping service.

Community kitchen where students can cook meals. Complimentary breakfast included.

Vantaggio Suites - Turk Street			
Private Room / Private Bath	2 weeks only	3 weeks only	4 weeks or more
Small	\$870	\$1075	\$270 / week
Medium	\$925	\$1120	\$280 / week
Large	\$985	\$1175	\$295 / week
Shared Room / Private Bath	2 weeks only	3 weeks only	4 weeks or more
Medium	\$535	\$645	\$165 / week
Large	\$580	\$675	\$170 / week

**Additional Fees:** The following fees are to be paid directly at the residence upon arrival. Security deposit (refundable) \$400 for private rooms, \$250 for shared rooms/person. Key deposit \$25 (refundable). Carpet cleaning \$25/person (not refundable).

**Notes:** Prices are subject to a 5% summer surcharge from June 1 to August 31, 2012. For any changes or cancellations, a 30 day notice is required.

**Taxes:** The price for 2 weeks and 3 weeks includes a 15.5% San Francisco City Tax.

### Spaulding Hotel

All prices are per person.

Walking distance to school is 10 minutes.

**Rooms Include:**

All rooms are furnished with a computer desk, chair, desk lamp, TV, dresser, closet. There is a refrigerator, Cable TV and free high-speed internet access. Laundry facilities and a communal lounge with vending machines are located in the building. Weekly housekeeping is included. Kitchen facility.

Spaulding Hotel			
Private Room	2 weeks only	3 weeks only	4 weeks or more
Private bath	\$1075	\$1595	\$385 / week
Shared bath	\$845	\$1250	\$285 / week
Shared Room	2 weeks only	3 weeks only	4 weeks or more
Private bath	\$730	\$1075	\$225 / week

**Additional Fees:** Security deposit (refundable) \$400 for private rooms, \$200 for shared room. No key deposit required. Price includes weekly maid service with clean towels and bed linens. For any changes or cancellations, a 30 day notice is required.

**Taxes:** The price for 2 weeks and 3 weeks includes a 15.5% San Francisco City Tax.



# TERMS & CONDITIONS

## Course Confirmation and Payment

All tuition and fees must be paid in full before you start classes at CISL. Upon receipt of your application and payment, we will send you a letter confirming your acceptance. Payment may be sent by any of the following: international money order, electronic bank transfer (wire transfer), or credit card (MasterCard or Visa only). We cannot process your application unless we receive your payment.

## Bank Transfers

CISL will send the school's bank information for wire transfers along with the course confirmation. Please include the student's name as part of the bank transfer information. The payment must include all wire transfer charges.

## I-20 Form/F-1 Student Visa

CISL is authorized to issue a Certificate of Eligibility (Form I-20) to qualifying students for full-time study. The I-20 form is used when applying for a student visa (F-1) and will only be issued for the number of weeks that your tuition is paid. You can extend your course at CISL and a new I-20 will be issued. The visa must be obtained at the U.S. Embassy in your home country before your departure. If you are denied a student visa, you will receive a refund of all prepaid tuition (minus the \$100 deposit) when you (i) give the school a copy of the denial letter from the U.S. Embassy, and (ii) return the original I-20 form issued by the school. If you require an I-20 form, you must provide CISL with documents showing that you have enough money to pay for all of your tuition and living expenses while you are studying at CISL. Please send these documents with your application. These documents can be any one of the following:

- (1) Evidence of financial means (e.g. a copy of a recent bank statement) to pay your tuition and living expenses for the duration of your stay; or
- (2) A letter of financial responsibility from your parent or legal guardian accompanied by evidence of their financial means (e.g. a copy of a recent bank statement); or
- (3) A letter of sponsorship from your company or organization together with evidence of financial means.

Students taking the Standard course or any of the Test Preparation courses, and who are requesting an I-20 for a student visa, will need to also take either the Afternoon Elective, or a 1-hour Study Hall per week in order to meet the 18-hour per week minimum requirement for the student visa. There is no extra charge for the 1-hour/week Study Hall. Students who choose the Study Hall option will have the designation "Plus" on their confirmation (e.g. "Standard Plus").

## Accommodations

Accommodations are arranged beginning on the Sunday preceding your course and ending on the Saturday after your course is completed. Extra nights are available upon request. A deposit of \$250 is required for all accommodations. If you cancel your accommodations after they have been confirmed, the deposit is not refundable. Please read the Refund Policy carefully. If you are requesting accommodations with a host family, please make flight reservations so that you arrive no later than 21:30.

## Course Extension

You can extend your course after you arrive. The additional course fee must be paid in advance. You can pay the school directly or through your official CISL representative in your country.

## Airport Transfers

Please send us your flight information as soon as possible. If you are requesting accommodations with a host family, please make flight reservations so that you arrive before 21:30.

**San Diego:** If you are staying with a host family, the airport transfer is free if you arrive between 9:00 and 21:30 on the weekend. Your host family will meet you at the airport. They will have a sign with your name. However, (i) if your flight is delayed please take a taxi to your home-stay, or (ii) if you arrive between 8:00 and 17:00, Monday to Friday, please take a taxi directly to the school (\$10, approximately) and your family will come get you at the school. If you are staying at Vantaggio, please take a taxi (\$12, approximately) to Vantaggio. A private greeting service is also available for \$80 (one-way).

**San Francisco:** Airport transfer is not included in the price. Personalized Airport transfer service is available for \$90 each way. Please add \$30 for arrivals between 22:00 and 7:00 or for arrivals on national holidays. You will be greeted by someone holding a sign with your name. You can also take one of the airport shuttle vans (approximately \$20) or a taxi (approximately \$50).

## Insurance

The school does not provide medical insurance. Medical treatment in the United States is very expensive. You must purchase special medical insurance for travelers, or ensure that your current policy is valid in the United States prior to departing your home country.

## Liability

CISL, its staff and representatives will not be liable for loss, damage or injury to persons or property however caused, except where liability is expressly imposed beyond exclusion by statute. Students agree to allow photos and video taken during CISL programs to be used for publicity purposes.

## Holidays

The school is only closed on certain national holidays. Except for private lessons, no credit or make-up time will be granted for lessons lost because of holidays.

February 20- President's Day

May 28- Memorial Day

July 4- Independence Day

September 3- Labor Day

November 22 & 23- Thanksgiving

December 24 & 25- Christmas

There will be no classes on Tuesday, January 1, 2013

**Courses, dates, rates and fees are subject to change.**



# 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

## Emergency Contact

Name		Relationship	
City / Country		Telephone	

How did you hear about CISL? \_\_\_\_\_

Will you need an I-20 form for a student visa?  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.

Are you transferring from another school?  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

General English  Standard  Intensive  Intensive 5  Intensive 10

Business English  Private Lessons  Cambridge First  Cambridge Advanced

TOEFL Prep  Afternoon Elective  Volunteer English  Cambridge Business (San Diego Only)

Pre-University Academic Year

Premier English  Quatorial Part-Time  Quatorial Full-Time  Quatorial +5

Quatorial + 10  Quatorial + 15  Tutorial 15

Tutorial 20  Tutorial 25  Tutorial 30

## 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\*  Return to airport\* (San Francisco only)  No airport transfer is requested

\*For pricing information, please see pg. 8

## 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

Can you live with cats?  Yes  No

Can you live with 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:)

Do you take any specific medication that we should know about? \_\_\_\_\_

What are your hobbies? \_\_\_\_\_

Any special requests? \_\_\_\_\_

## 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

I authorize CISL to charge a total 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.	Card Holder Name	Expiration Date	
Billing Address for Credit Card			
Please note that the \$100 non-refundable registration fee is due with the application to confirm enrollment.		Credit card authorization signature required	

Express mail delivery of documents is available upon request for \$60 (may be more for remote locations). 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 of the necessary costs of my course, accommodation, and other necessities during my entire program at CISL. In the event that I become unconscious or incapacitated due to illness or injury while at the school or accommodation, I grant permission for the staff to take necessary measures for providing examination and treatment. I understand that I will be responsible for the expenses incurred for this emergency medical attention.

Any questions or concerns regarding entering the United States that have not been answered or resolved by the school, must be directed to my local consulate or Embassy, or U.S. Immigration and Customs Enforcement (ICE) ([www.ice.gov](http://www.ice.gov)).

\_\_\_\_\_  
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



## REFUND & CANCELLATION POLICY

### Registration Fee

A non-refundable registration fee of \$100 is required for all courses except for Premier courses.

### 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 fee.
- 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.
- 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 cancelling. 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 change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.
- 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.

- There is a \$100 fee to change any accommodation after it has been confirmed.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- 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.

### 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.





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