

IPSA – International Partners for Study Abroad
Arizona Language Institute
INTENSIVE AND EXECUTIVE ENGLISH COURSES

Application for Intensive and Executive English Language Courses

Please send your application to:
IPSA Enrollment Center
224 Datura Street, Suite 1100
West Palm Beach, FL 33401, USA
Or by Fax to: +1 (561) 629-5983

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:
▶ _____
▶ _____

Part B. Program information:

- ▶ Starting date: “ ____ ” _____ 2012
- ▶ I wish to book ____ weeks of classes.
- ▶ **I am applying for the following course(s) at IPSA Arizona Language Institute:**
- Intensive General English Course with 20 lessons a week
 Intensive Plus General English Course with 28 lessons a week
 Intensive TOEFL Preparation Morning Course with 20 lessons a week
 Intensive TOEFL Preparation Afternoon Course with 9 lessons a week
 Intensive IELTS Preparation Afternoon Course with 9 lessons a week
- ▶ **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\$100.00 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.

Please select a payment option.

- ▶ I want to pay the application fee and the tuition deposit I want to make the full payment
- ▶ I want to pay by check / money order (enclosed).
- ▶ I want to pay by wire transfer to your bank account. Please send instructions
- ▶ I want to pay by my credit card
- ▶ Visa MasterCard - Card number: _____-_____-_____-_____
 - Exp. Date: month _____ / year _____
- ▶ 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: _____

City: _____ State: _____ ZIP Code: _____

Part D. Terms and Conditions of Enrollment.

1. **Class size.** General English courses with 20 lessons a week: maximum 10 minimum 3 students. If there is only one or two students in the class, the number of lessons is reduced to 10 private/semi-private lessons a week. It's also possible to reduce the number of weeks and take 20 private/semi-private lessons a week if there is only one or two students in the class. Group courses for Executives and professionals with 20 lessons a week: maximum 4, minimum 2 students. If there is only one Executive 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 30 days, we will make a full refund less non-refundable application fee and placement test fee. If the course is cancelled 30 days but more than 14 days before the course begins, the cancellation fee is charged in the amount of \$100.00. If the course is cancelled 14 days or less before the course begins, the cancellation fee is charged in the amount of \$200.00.
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 and Executive classes, however, will be rescheduled. It is the student's responsibility to find out when the school will be closed for national holidays. There are no classes if the Building is closed due Hurricane Warning.

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 above terms and conditions of enrollment constitute part of my agreement with International Partners for Study Abroad (IPSA) and Arizona Language Institute (ALI), including sections concerning responsibility, refunds, changes in dates, 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 the 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 IPSA and shall be governed by the laws of the State of Arizona, USA

Signature:

Date: