

How to complete this application

1 Application Form

Please fill out all fields in the application form in ENGLISH. Please type or print in BLOCK CAPITAL LETTERS and in INK.

2 Enrollment Eligibility

To enroll at ELS, you must meet these requirements:

- 1) Meet the age requirement for the Center where you will be studying
- 2) Send the completed application form
- 3) Pay the ELS application fee
- 4) Submit your financial certification in English

3 Application Fee

In order for your application to be processed, you must include a non-refundable application fee with your application form.

4 Financial Certification

Each application requires financial certification, IN ENGLISH. This means you must provide proof that you will have enough funds to meet your living and tuition expenses, as well as living expenses of family members who might travel with you on student-dependent (F-2) visas. Any ONE of the following is acceptable:

- a) A current personal bank statement or an original letter from your bank, OR
- b) Both a letter/affidavit of support from your parents or other source of support stating that they will be responsible for your expenses during your stay at ELS, AND a bank statement verifying their financial ability to meet your expenses, OR
- c) A letter guaranteeing financial support from your employer, OR
- d) An original scholarship letter from your government or other organization

5 What to Send to ELS

- Completed and signed application form
- Application fee
- Financial certification documentation (affidavit of support), in English
- Airport pick-up fee (if requested)
- Housing deposit fee (if requested)
- Express mail fee (if requested)

ELS applicants intending to enroll in Hawaii Pacific University's degree programs will need to also submit the appropriate HPU application along with the application fee and financial certification directly to Hawaii Pacific University.

6 Send All Correspondence and Completed Application to:

By Mail

ELS Language Centers
Central Admissions
400 Alexander Park
Princeton, New Jersey 08540
U.S.A.

By Fax

Fax: +1 609-750-3599
Fax all documents AND a copy of payment
(If faxing, please also send all original documents
by mail. Only credit card details accepted by fax -
no faxed copies of checks)

Personal Information

1 Name (as shown on passport)

Family Name(s)

First Name

Full Middle Name(s)

Gender

Male

Female

2 Address in Home Country

Street Address

City, State

Country

Postal Code

Telephone (country and city code)

Fax

E-mail

Mailing Address (if different than Home Address)

Street Address

City, State

Country, Postal Code

3 Date of Birth

/ /

month

day

year

4 Country of Birth

5 Country of Citizenship

6 Where did you get this application?

 COND UPS CENTER UNIV

Program Information

7 Please check the **PROGRAM** you wish to attend.

 Intensive Program (30 lessons/week).

How many sessions would you like to study at ELS?

 1 session 2 sessions 3 sessions 4 sessions 5 sessions 6 sessions Other _____

Special Offers

Pre-Paid Long-Term Study Options*

Intensive English Program

 4 sessions 5 sessions 6 sessions 7 sessions 8 sessions 9 sessions 10 sessions

OR

Special Month-to-Month Payment Long Term Study Offer

 6 sessions + 1 FREE

Study 6 sessions (24 weeks) in the full price ELS Intensive English Program, and get the 7th session's corresponding tuition free.

Note: Special Long-Term Study Offer cannot be combined with any other discount offer

*To qualify for the offer, tuition must be paid in full on or before your first day of class.

See page 2 of the "2008 Important Information" document for fees and refund policy.

Schedule

4-week Programs: Intensive

Choose ONE Start Date

- June 2 August 25 November 17
 June 30 September 22 December 15
 July 28 October 20

CENTER	Choose ONE		Choose ONE			Answer If Applicable	
	On-Campus Student Residence	Off-Campus Student Residence	Single Occupancy Preferred	Double Occupancy Preferred	Triple Occupancy Preferred	Homestay	I do not need ELS housing
<input type="checkbox"/> Honolulu	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
price per session			\$1110	\$730	\$690	\$970	

minimum age: 17 airport pickup: \$80

8 Schedule B

For how many 4-week sessions would you like to reserve your housing? (Must not exceed study sessions)

- 1 session 2 sessions 3 sessions 4 sessions 5 sessions 6 sessions Other _____

9 If you select **HOMESTAY** accommodations, please answer the following questions:

- Will you accept children under age 6 in the home? Yes No
 Do you smoke? Yes No
 Will you accept a host that permits smoking? Yes No
 Do you drink alcoholic beverages? Yes No
 Will you accept a host that permits alcohol? Yes No
 Will you accept a host with a dog? Yes No
 Will you accept a host with a cat? Yes No
 Will you accept a host with other pets? Yes No
 Do you have any allergies or special medical needs? Yes No

If yes, please list: _____

Please tell your host about yourself in the space below:

▶ Visa Information

10 Do you need an I-20 form to apply for a student visa? Yes No

11 Are you in possession of a valid U.S. student visa and would like to transfer FROM another institution?

- Yes No

12 If YES to question 11, please write the name of the institution you are attending. _____

13 Please list any dependents that will travel with you to the U.S. and require an F-2 visa.

(If listing more than TWO, please include a separate page).

Family Name, First Name, Middle Name	Gender	D.O.B.	Country of Birth	Citizenship	Relationship to student

Family Name, First Name, Middle Name	Gender	D.O.B.	Country of Birth	Citizenship	Relationship to student

Additional Services

Applicant's Name _____

14 Would you like ELS to arrange airport pick-up service upon your arrival? (Honolulu cost: \$80)

Yes No

15 All ELS students must have health insurance valid in the U.S. If you cannot provide proof of your own insurance in English, you must enroll in the ELS Student Health Plan. **Would you like to purchase the ELS Student Health Plan?**

Yes No (\$95 per 4-week session)

16 How do you want ELS to send your Form I-20 and welcome package?

Express Mail (non-refundable \$65 for international service, \$30 for domestic (U.S.) service)
 Regular airmail (10-15 business days for delivery)

Academic Goals

17 Do you plan on attending Hawaii Pacific University after studying English at ELS? Yes No

17a If **NO** do you plan to attend another US university? If you do please write the name of the university _____

18 If you answered yes to question 17, have you been accepted to Hawaii Pacific University? Yes No

19 Have you been accepted to the university you listed on question 17a? Yes No

Emergency Contact

20 Please provide contact information for a person ELS can reach in case of an emergency.

Name	Relationship	
Street Address		
City, State	Country	Postal Code
Telephone (country and city code)	Fax	E-mail

Financial and Health Statement/Information Release

I understand that my expenses (excluding personal miscellaneous expenses) per session while studying at ELS Language Centers will be as indicated. I agree to accept full responsibility for these expenses. I have also read and understand the ELS cancellation and refund policy. I agree to accept full responsibility for my actions while participating in the Program and any related activities (including excursions and/or internships) and agree to assume all risk of harm arising from my participation, unless caused by ELS' negligence. In case of illness and/or injury, permission is granted to any appropriate medical center to examine or treat and make necessary referrals to outside physicians as indicated. Permission is also granted to release information regarding my health to other designated individuals. I authorize ELS Language Centers to release information regarding my studies to my sponsoring agency or my guardian whose signature appears below. I further authorize ELS Language Centers to release my ELS academic records to any colleges or universities to which I apply.

I hereby grant ELS Language Centers and its subsidiaries, associated companies and licensees, permission to photograph, record and videotape me while attending ELS Language Centers or activities conducted by ELS Language Centers. I understand that ELS Language Centers will own the still photographs and/or video footage in which I appear, and have the unrestricted right to publish such photographs and use such video in any ELS Language Centers sales literature, on the ELS Language Centers Web site and in any other ELS Language Centers material, and shall have the right to license others to do the same. I further understand that this grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed.



Signature of Applicant _____

Date _____

Signature of Parent or Guardian if Applicant is under 18 _____

Date _____

How to send payment

All payments must be made in US dollars. Do not send cash. ELS accepts payment by money order, check (drawn on a U.S. bank), travelers checks, and credit cards.

Payment Worksheet

Application Fee: \$ _____
 Airport Pick-up Fee** : \$ _____
 Housing Deposit** : \$ _____ (\$200 per session of housing requested)
 Courier Fees/Express Mail** : \$ _____ (\$65 international service; \$30 domestic/U.S. service)

**if requested

Total Fees Due: \$ _____ * (Includes Application Fee)

*Balance of fees must be paid before or upon arrival at center (along with a \$55 non-refundable Materials and Technology fee per session).

Credit Card Authorization

VISA Mastercard AMEX Diners JCB

Credit Card Holder Name _____

Relationship to Student _____

Credit Card Number _____

Expiration Date _____ Validation Code _____
 (code located on back of VISA, MC, JCB or Diners and on the front of AMEX)

Amount authorized to be charged: \$ _____
 (Includes Application Fee)



Signature _____



2008 Important Information Keep this for your reference

**ELS/HPU
Intensive Program**

Acceptance

Once ELS receives your application materials and fees, and you are enrolled, ELS will send you an I-20 Form (Certificate of Eligibility) and a welcome package. The welcome package will give you more information about your next steps, including your arrival at ELS in the U.S. You will then apply for a student (F-1) visa. To do this you will need to bring your I-20 Form and other required documents to your nearest U.S. Consulate.

Program Entry Requirements

Intensive, Semi-Intensive and American Explorer Programs

Available to students of all levels

Arrival and Departure

At all locations, ELS asks you to arrive the Sunday before your classes are to begin, and depart on Saturday, after your classes end. On your first Monday at ELS you will register for your program. After registration, you will take a placement test and evaluation interview so ELS can place you in the most appropriate level. You will then attend an orientation for newly arriving students.

Registration and Payment of Fees

On the first Monday of your program, you will need to arrive at your Center to complete registration for your program.

Please bring the following items with you:

1. Passport
2. A copy of your I-20 Form
3. Your I-94 form (Arrival/Departure record filled out on your flight to the U.S.)
4. Funds to pay all remaining fees at ELS
5. Completed Health Form (if applicable)

All fees are payable in full when you register for each session. ELS works with many counseling agents around the world who can provide you with information and assistance. Select ELS agents are authorized to collect monies on behalf of ELS. If the agent who assists you has such an arrangement with ELS, any refund for which you may be eligible, may be coordinated with this agent.

Instructional Hours

The Intensive Program and Business English Program consist of the equivalent of 30 instructional lessons per week (6.5 lessons per day Monday through Thursday, and 4 lessons on Friday). The Semi-Intensive Program consists of 20 instructional lessons per week (4 lessons per day Monday through Friday). The American Explorer Program consists of 15 instructional lessons per week (3 lessons per day Monday through Friday).

The first day of each session may be devoted to placement and evaluation, registration and other non-instructional activities.

Attendance

Because ELS would like you to get the maximum benefit from your program, you will be expected to attend classes full-time. If you have excessive unexcused absences from any combination of classes in any session, you will fail the level unless you make up the work missed and are able to demonstrate mastery of the material covered. More than 18 unexcused hours in the Intensive Program, or 12 or more in the Semi-Intensive Program could cause you to fail your level. Pursuant to immigration regulations, students on F-1 visas may take up to one session of vacation in the USA per year. Advance written notice and a \$50 vacation deposit are required.

Center Hours

All Centers are open from 8 am to 5 pm Monday through Friday, except on national holidays as listed below. If a holiday falls on a registration Monday, the Center will be open for newly arriving students, even though no classes will be held on that day.

2008 Holidays

No classes will be held, and ELS Centers will be closed on the following holidays:

New Year's Day	January 1
Martin Luther King Jr. Day	January 21
Presidents' Day	February 18
Good Friday	March 21
Memorial Day	May 26
Independence Day	July 4
Labor Day	September 1
Thanksgiving	November 27 & 28
Christmas	December 25

ELS Language Centers Fees

Currency

All fees listed are in U.S. Dollars.

Application Fee

A non-refundable, \$135 application fee is required with your completed application in order to process your enrollment.

Tuition Fee

Tuition fees are as listed below. To take advantage of the long-term, discounted programs, you must pay the tuition for all sessions before starting your program at ELS.

Housing Fee

All housing fees are listed on pages 3-5 of this document. Housing prices are subject to change. A housing reservation deposit of \$200 per session is required for each session ELS reserves your accommodations.

Student Health Plan Fee

All ELS students must have medical insurance coverage while in the U.S. If you cannot provide evidence of sufficient coverage, in English, for medical expenses incurred while studying in the U.S., you must purchase the ELS Student Health Plan. The Student Health Plan is offered to ELS students at a non-refundable fee of \$95 per 4-week session. You will receive additional information about the Student Health Plan when you arrive at the Center.

Airport Pick-up Fee

If you would like ELS to arrange airport pick-up upon your arrival, please indicate this under question 14 of the application form. The fees, by Center, are listed on the following pages of this document.

Materials and Technology Fee

ELS, a leading English provider, offers you a unique curriculum that includes exclusive proprietary textbooks and materials, as well as state-of-the-art Language Technology Centers. ELS will give you the appropriate textbooks and materials for each level you attend. Each student pays a non-refundable materials and technology fee of \$55 at the beginning of each session attended.

Program Fees

Program Prices per Session

Program	Lessons per week	Weeks per session	Tuition*
Intensive English Program	30	4	\$1,465
Semi-Intensive English Program	20	4	\$1,100
American Explorer	15	4	\$1,055

*Prices do not include housing.

General Fees

Description	ELS Centers
Application Fee (one time)	\$135
Housing Deposit (per session)	\$200
DHL Express Courier	International \$65 U.S./Domestic \$30
4-Week Programs	
Insurance (per session)	\$95
Materials and Technology Fee (per session)	ELS Centers \$55

Pre-Paid Long-Term Study Options*

Intensive English Program		Semi-Intensive English Program	
4 sessions	\$5,276	4 sessions	\$3,960
5 sessions	\$6,595	5 sessions	\$4,950
6 sessions	\$7,914	6 sessions	\$5,940
7 sessions	\$9,233	7 sessions	\$6,930
8 sessions	\$10,552	8 sessions	\$7,920
9 sessions	\$11,871	9 sessions	\$8,910
10 sessions	\$13,190	10 sessions	\$9,900

OR Special Month-to-Month Payment Long Term Study Offer

Study 6 sessions (24 weeks) in the full price ELS Intensive English Program, ELS Semi-Intensive Program and get the 7th session's corresponding tuition free.

Note: Special Long-Term Study Offer cannot be combined with any other discount offer

Cancellation and Refund Policy

Tuition and Fees

If ELS does not accept your application, ELS will refund you the application fee.

If ELS accepts your application, and you cancel your enrollment, the fee will not be refunded. However, should you cancel, you may apply your application fee toward a new enrollment for up to 12 months after your initial scheduled start-date.

If you cancel your enrollment prior to the start of the session, or your visa application is rejected, ELS will refund all pre-paid tuition and fees (except the application fee and courier fee.)

Student health plan fees are not refundable.

Tuition Refund Policy

Standard Programs (Intensive, Semi-Intensive, American Explorer):

During your first 4-week session of enrollment you will not be eligible for a refund of tuition or fees, or to change from the Intensive to the Semi-Intensive program.

If you withdraw during your second or subsequent session of study, you will be eligible for a prorated tuition refund. This refund will be calculated from your last recorded day of attendance and will be prorated by week. ELS counts any part of the week that you studied as a full week of attendance for refund calculations. There will be no refund after the midpoint of a session (end of second week of study during a 4-week session, or end of first week for Fast Track).

There is a one-time \$150 program change fee if you change your enrollment from the Intensive to the Semi-Intensive program in your second or subsequent session of enrollment.

Long-Term Package Programs:

The long-term, pre-paid programs offer special discounts and a different refund policy applies:

If you withdraw at any point during your first 4-week session of enrollment, you will be charged for the first 4-week session at the standard (full) price, and you will be refunded the tuition for the balance of your pre-paid sessions, less the difference between the full price and the discounted price.

If you withdraw during your second or subsequent session of enrollment, you will be eligible for a prorated tuition refund. This refund will be calculated from your last recorded day of attendance and will be prorated by week. ELS counts any part of the week that you studied as a full week of attendance for refund calculations. There will be no refund after the midpoint of a session (end of second week of study during a 4-week session). When calculating refunds, all tuition used in the session you withdraw, as well as previous sessions taken, will be charged at the standard (full) price. You will also be charged the difference between the full price and the discounted price for the unused sessions of your pre-paid tuition, and you will be refunded the balance.

During your first 4-week session of enrollment in the Intensive Long-Term package program, you are not eligible to change to the Semi-Intensive Long-Term package program. There is a one-time \$150 program change fee if you change your enrollment from any Intensive Program to any Semi-Intensive Program in the second or subsequent session of your original booking.

Housing Fees

The \$200 per session housing deposit will be refunded if you cancel or defer with more than 28 days' written notice. If you cancel with fewer than 28 days' notice, ELS will retain up to a maximum of two sessions of housing deposit.

Housing Refund Policy

Refund policies for housing vary by location and are determined by the Center's college/university, or housing association.

All Refunds

You must make your refund request in writing.

Refunds will be made within 30 calendar days of your cancellation, withdrawal or termination from the program.

ELS follows all applicable state and federal regulations, including those related to student refunds.



Central Admissions

400 Alexander Park
Princeton, New Jersey
08540 USA
Tel: +1 (609) 750-3577
Fax: +1 (609) 750-3599
E-mail: admissions@els.edu