



**Registration Checklist**

To help us process your application quickly, please complete the following checklist. For each item you are enclosing, check the completed box and write down the cost under the Amount Due column.

<b>Check if Completed</b>		<b>Cost</b>	<b>Amount Due</b>
<input type="checkbox"/> English Program Application Questions #1 – 8	Registration Fee	\$100	_____
<input type="checkbox"/> Application for International Students Questions #9 – 18	Tuition Deposit and SEVIS Fee	\$400	_____
<input type="checkbox"/> Bank Verification Letter(s) Question #12	Required for International Student		
<input type="checkbox"/> Transfer Verification Form	Required for International Transfer Student		
<input type="checkbox"/> Dependent Information Form	Required for International Student with Dependent(s)		
<input type="checkbox"/> International Express Mail (most countries)		\$80	_____
	<b>Total</b>		<b>\$ _____</b>

**Payment is due in U.S. dollars. Please indicate the payment method:**

- Check or Cashier’s Check from US bank (Payable to Golden Gate Language Schools)
- MasterCard     Visa     Discover     American Express

Card # \_\_\_\_\_ Amount in \$ U.S. \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Cardholder’s Name \_\_\_\_\_ By typing my initials, \_\_\_\_\_,

**I acknowledge that I have read the Terms and Conditions and authorize GGLS to charge my credit card for the “Total” amount indicated above.**

Send this application form, payment, and the documents checked above to:

Golden Gate Language Schools (GGLS)  
4425 Fortran Dr., Suite 100  
San Jose, CA 95134-2300 USA

Upon approval of your application, GGLS will inform you of your acceptance and mail your enrollment documents according to your delivery instructions (#17).

**This school is authorized under Federal law to enroll nonimmigrant alien students**

# ***Intensive English Program Application Form***

**ALL APPLICANTS COMPLETE #1 through #7** (Please print in English)

1. Applicant's Name \_\_\_\_\_  
Family Name First Name Middle Name

2. Gender  Male  Female Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month / Day / Year (Sample: January 1, 1999)

3. Birthplace \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
City Country

4. Applicant's Home Country Address \_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address (cont.)

\_\_\_\_\_  
City Country Postal Code

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Country Code Area Code Number

5. Where do you plan to live in the US?

\_\_\_\_\_  
Street Address Apt. #

\_\_\_\_\_  
City State Zip Code

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Area Code Number

Contact Person in U.S. \_\_\_\_\_  
Family Name First Name Relationship

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Area Code Number

6. When do you want to study at GGLS? From \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

**By checking the "Accept" box, I certify that the information submitted is complete and correct and that I have read, understood and accept the Terms and Conditions, which is attached to this application form.**

**Accept Name Printed Date**

7. How did you hear about GGLS?  
 Family/Friend/GGLS student  College/School  Internet (specify): \_\_\_\_\_  
 Directory/Guide  Agency  Other: \_\_\_\_\_

**To apply as an international student, please complete the *Application for International Students* section of this application. This school is authorized under Federal law to enroll nonimmigrant alien students.**

*For the Price List, Session Calendar and International Student Information, please refer to the brochure.*

## ***Application for International Students***

Complete #8 through #17 if you wish to apply as an international student. This school is authorized under Federal law to enroll nonimmigrant alien students. International students must study full-time in the U.S.

### **8. Full-Time Program Options**

- College Track** – 4 Classes per day (30 hours per week)  
 General Track – 3 Classes per day (22.5 hours per week)

### **9. Length of Study**

Please choose the number of sessions for which you want to enroll.  
See Price List for multiple session discounts.

I would like to enroll for \_\_\_\_\_ Session(s)

The US Immigration Service requires that you have enough money available to cover school and living expenses for the total time you plan to stay at the school. See the brochure accompanying this application form under the section, ***International Student Admission, “Estimated Expenses”***, for the dollar amount needed.

### **10. The funds needed for school and living expenses will come from the following sources (check all that apply):**

- Personal Savings                       Family Funds                       Sponsor abroad or in the US  
(Applicant can sponsor himself/herself)

### **11. To verify each item checked in #10, please attach a certified bank letter in English, showing account balance in US Dollars. This letter must be on original bank letterhead and signed by a bank official.**

### **12. Name of Sponsor \_\_\_\_\_**

Family Name                      First Name                      Relationship

Address \_\_\_\_\_

Street Address                      Apt. #

City                      State/Country                      Postal/Zip Code

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
Area Code                      Number

- By checking this box, I, \_\_\_\_\_ (name of sponsor), certify that I am the sponsor for the applicant named.

### **13. Are you a transfer student?    Yes   No    If yes, contact GGLS for a Transfer Verification Form.**

### **14. Do you have dependents?    Yes   No    If yes, contact GGLS for a Dependent Information Form.**

### **15. Do you want GGLS to process your SEVIS Fee payment? (check one)**

- Yes             No            If yes, \$375 of your tuition deposit will be used.

### **16. Please provide proof of international student health insurance on or before the first day of class.**

### **17. Delivery instructions for enrollment documents. (check one)**

- Mail - US Address                       International Express Mail (additional fee)  
 Airmail - Foreign Address                       Pick-up at Golden Gate Language Schools

**STUDENT'S RIGHT TO CANCEL**

- You have the right to cancel the Enrollment Agreement and get a refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred and fifty dollars (\$250), if the notice of cancellation is made prior to or on the first day of instruction or the seventh day after enrollment whichever is later.
- Cancellation shall occur when you give written notice of cancellation at the address of the Institution shown on the first page of this Agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.
- The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement.

**WITHDRAWAL FROM THE PROGRAM**

- You may withdraw from the program at any time. The refund policy below will be used to calculate your refund based on your last date of attendance (LDA).
- Failure to comply with school policies such as attendance or academic progress can result in automatic withdrawal. If it becomes necessary for the school to automatically withdraw you from our program, the refund policy below will be used to calculate your refund based on your last date of attendance (LDA).

**REFUND POLICY**

- Your period of financial obligation (same as Period of Enrollment) is indicated on your Enrollment Agreement.
- You may withdraw from the program through 60.0% of your period of financial obligation and receive a prorated refund for the unused portion of the tuition.
- After you study for more than 60.0% of your period of financial obligation, no refund is available.
- Prorated refunds are calculated by the day based on your last day of attendance. The prorated daily refund rate is the total amount you paid for the period of financial obligation divided by the number of class days within the period of financial obligation.
- Refunds will be paid within 30 calendar days of the date of determination (DOD) or last date of attendance (LDA).

For example:

- If you enrolled and paid for 6 sessions or 24 weeks of study (120 class days of financial obligation), you could withdraw and receive a prorated refund through the 3.6 sessions or 14.4 weeks of study (72 class days of financial obligation). After you attended more than 60.0% of your financial obligation, there would be no refund available ( $72 \div 120 = 60.8\%$  which is over 60.0% of period of financial obligation).
- If after your original 6-sessions you extended your studies for 1 additional session and paid tuition for 4 weeks (20 class days of financial obligation), you could withdraw and receive a prorated refund through the 12<sup>th</sup> class day of financial obligation. After the 13<sup>th</sup> class day, there would be no refund available ( $13 \div 20 = 65\%$  which is over 60.0% of period of financial obligation).
- Refunds can only be paid to the person or company from whom the funds originated and in the form of the original payment. Agency students: should you shorten your period of enrollment or period of financial obligation, please also contact your agency.
- If the school cancels or discontinues a course or educational program in which you are enrolled before your start date, the school will make a full refund of all charges paid for that program. If the school cancels or discontinues a course or educational program in which you are enrolled after your start date, the school will make a full refund of all unused charges paid for that program.

**PAYMENT POLICY**

- Tuition payments (initial and subsequent Periods of Financial Obligation or Enrollment Periods) are due and payable on or before the first day of class. You are expected to attend continuously for the contracted period of enrollment. No tuition credit is given for days missed for any reason. Any special circumstances will require written pre-approval from the Director.
- The Registration Fee is nonrefundable.
- The Placement Test Fee is nonrefundable once the test code is generated.
- The California Student Tuition Recovery Fund is nonrefundable.
- The SEVIS Fee payment and SEVIS processing fee are nonrefundable.
- Textbooks and material fees are nonrefundable.
- There is a late fee of \$10 for any balance outstanding by the end of the first day of class.
- There is a \$35 fee for any check returned by the bank.