



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.

Check if Completed		Cost	Amount Due
<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		\$80	_____
<input type="checkbox"/> Homestay Placement Question #19	Placement Fee	\$200	_____
<input type="checkbox"/> Airport Pick-up Question #20	San Francisco San Jose	\$115 \$80	_____
	Total		\$ _____

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

Check or money order enclosed (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)
 591 West Hamilton Avenue, Suite 101
 Campbell, CA 95008-0521 USA

Upon approval of your application, GGLS will inform you of your acceptance and mail your enrollment documents according to your delivery instructions (#18).

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

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 _____

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.

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, \$225 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 Application for Homestay

18. All items must be completed in order to process your request for a host family. Please allow a minimum of 4 weeks before the confirmation of homestay placement is sent to you.

Student Name: _____

- What type of accommodations do you prefer?
Room Only Room with Half Board
- Approx. move-in date _____
- Approx. move-out date _____
- Studied English for _____ years
- Would you stay at a home that has a small dog? Yes No
- Would you stay at a home that has a large dog? Yes No
- Would you stay at a home that has a cat? Yes No
- Do you smoke?
No, I do not smoke and I will not live with a family that smokes.
No, I only smoke sometimes.
Yes, I smoke.

SMOKERS PLEASE NOTE: Many families in California do not host students who smoke. Of the families that permit smoking, all require smoking outdoors. Please be aware that you will not be permitted to smoke inside the house

- Do you have any allergies or other health problems? Yes No If yes, please explain

- Are there any foods you cannot eat? Yes No If yes, please explain

- Please tell us something about yourself? What are your hobbies, interests, etc.?

Airport Pick-up Information

19. Do you need to be picked up at the airport?

No, I do not need to be picked up

Yes, I will send the flight information at a later date (at least 2 weeks before I arrive).

Yes, here is the flight information:

Airline _____ Flight No. _____

Arrival date: _____ Arrival time: _____

Airport: San Francisco San Jose

GOLDEN GATE LANGUAGE SCHOOLS INTENSIVE ENGLISH PROGRAM

TERMS AND CONDITIONS CIEPTC0714

Please read carefully. Your signature on the English Program Application Form confirms your acceptance of this document.

GENERAL PAYMENT POLICY

- All tuition payments are due and payable on or before the first day of class.
- The registration fee is non-refundable.
- The California Student Tuition Recovery Fund is non-refundable.
- 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.
- Students 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.

INTERNATIONAL STUDENTS: ADDITIONAL PAYMENT INFORMATION

- The full balance of the tuition for the initial enrollment period is due on or before the first day of class.
- Proof of health insurance is due on or before the first day of class.
- The registration fee, SEVIS fee and SEVIS processing fee are non-refundable.
- The tuition deposit paid at the time of enrollment is refundable in all cases where the GGLS Form I-20 was not used for admittance to the US. Tuition deposit refunds must be requested *within 60 days of the expected reporting date* stated on page 1 (#5) of the Form I-20.

STUDENT'S RIGHT TO CANCEL

- Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

WITHDRAWAL FROM ALL CLASSES

- Student may withdraw from all classes after attending for two or more days. The Director must be officially notified in writing of all withdrawals.

REFUND POLICY

- Refunds will be calculated from the date specified on the *Notice of Withdrawal From All Classes* form. The withdrawal date determines the percentage of days taken in a session. The amount to be refunded is the unused portion of the tuition less a withdrawal fee.

<u>Official Withdrawal Date</u>	<u>Amount of Withdrawal Fee</u>
0 – 1 st day	No withdrawal Fee
2 nd day – 60% of session	50% of unused tuition
61% or more of session	100% of unused tuition

CANCELLATION AND REFUND PROCEDURE

- Notify the Director of your intention to cancel your enrollment in writing.
- Complete the *Notice of Withdrawal From All Classes* form.
- Complete the *Refund Request Form*.
- Refunds will be issued within 30 days.

NOTICE TO AGENCY STUDENTS

- Should you shorten your Initial Enrollment period, please contact your agency.
 - If your agency prepaid your tuition, you will need to request your refund from your agency.
 - If you prepaid your tuition, you will receive the refund from the school less the fees GGLS paid to your agency.

HOMESTAY TERMS AND CONDITIONS

Your signature on the Student Homestay Agreement confirms that you have read and accepted the terms and conditions stated in this document.

TYPE OF ACCOMMODATIONS

A detailed description of your accommodations is provided in the Host Family Profile.

You are responsible for cleaning your own room and bathroom, as well as changing and washing your sheets and towels.

- **Half Board** Meals include breakfast and dinner.
- **Room Only** Meals are not included, but kitchen privileges and responsibilities will be mutually agreed upon between you and your host family.

DATES OF STAY

Move-In Date. You are expected to move into the homestay on the date specified on the Student Homestay Agreement. You must notify the host family coordinator immediately if the move-in date changes. Additional arrangements and/or expenses may result.

Move-out Date. You are expected to move out from the homestay on the date specified on the Student Homestay Agreement. If you decide to extend your homestay, you must give the school and your host family a 30-day notice. If you decide to leave earlier than your move-out date, you must give the school and your host family a 30-day notice. You are responsible for payment of homestay charges through the 30-day notice period.

GENERAL RESPONSIBILITIES

You will take good care of the host family's home and furnishings and follow the house rules pertaining to your homestay.

PAYMENT SCHEDULE

It is your responsibility to pay the host family according to the following payment procedure.

Initial Payment. 50% of the monthly rent is to be paid on or before your move-in date. This initial payment is for the first 15 days of your homestay and is **non-refundable**.

Monthly Payment. After the first 15 days, the full monthly rate is due on the date indicated on the Student Homestay Agreement.

PAYMENT METHOD AND CALCULATION

- Please be prepared to make your first payment to your host family no later than the move-in day.
- All payments must be made in US currency.
- Host Families will accept payments in cash, travelers checks, or checks from a local US bank.
- Host Families cannot accept payments by credit card. In an emergency, the school will process your credit card payment for a processing fee of \$30.
- A daily rate is charged for less than a month's stay or for additional days beyond the last monthly payment.
- Charges are calculated by days, not nights.

ALTERNATE PLACEMENT

During the first 15 days, you and the host family will have a chance to get acquainted. If you have a problem with your homestay, please contact the host family coordinator immediately. If the problem cannot be resolved with the host family, you may request to be moved to another host family.

- **Last Day to Request Replacement.** You must notify the host family coordinator no later than the 10th day of your homestay to qualify for one free alternate placement.
- **Selection of Alternate Host Family.** You may visit a maximum of three (3) host families (if available) to choose one alternate placement.
- **Additional Alternate Placements.** There is a charge of \$100 for each alternate placement thereafter.

LIABILITY

GGLS is not responsible or liable for any loss, actions or claims arising from the homestay.