



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 (most countries)		\$80	_____
	Total		\$ _____

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** – 7 classes per week (27 hours per week)
- General Track – 5 classes per day (20 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 notice of cancellation. You or your sponsor can do this verbally (in person or by phone) or written (by email or postal mail).
- The 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

Cancellation

- Rejection: If an applicant is rejected by GGLS for enrollment, a full refund will be made.
- Visa Denial: If a prospective student has his/her visa application rejected, GGLS shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250) and less a maximum of \$500 non-refundable fees clearly itemized in the enrollment agreement as nonrefundable.
- Program Cancellation: If GGLS cancels a program subsequent to a student's enrollment, GGLS will refund all monies paid by the student.
- Cancellation Prior to the Start of Class or No Show: If an applicant accepted by GGLS cancels prior to the start of scheduled classes or never attends class (no show), GGLS shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250) and less a maximum of \$500 non-refundable fees clearly itemized in the enrollment agreement as nonrefundable.

Program, Schedule, or Session Change

- Program, schedule or session changes that result in refund will be processed within 30 days of the date of the approved change.

Withdrawal/Termination

- Refunds will be calculated based on the last date of attendance (LDA). If the LDA is before or at 60% of their period of financial obligation, GGLS will retain a prorated amount of tuition. For students whose last date of attendance occurs after 60% of the period of obligation, GGLS will retain all of the charges for that period.

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.

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.