



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

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, \$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

**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.