

Form **1410A**

STUDENT INFORMATION

PLEASE LEGIBLY COMPLETE THIS APPLICATION FORM IN ITS ENTIRETY.

Full Name (First, MI, Last): _____

Date of Birth (MM/DD/YYYY): ___/___/_____ Country of Birth: _____ Country of Citizenship: _____

Phone#: _____ E-mail: _____

Current Address in the US: (Street) _____ (Apt#): _____

City: _____ State: _____ Zip: _____

Permanent Address (International Students): (Street) _____

Apt or Unit# _____ City/State: _____ Country: _____ Postal Code: _____

Emergency Contact Name in the US: _____ Relationship: _____ Phone#: _____

PROGRAM SELECTION:

Program selected: Intensive English (\$1200 / 10 weeks) TOEFL iBT Prep. (\$1800 / 10 weeks) Professional English (\$1800 / 10 weeks)

Morning/Evening: Morning Session Evening Session

Please indicate the date on which you would like to start your classes (MM/DD/YYYY): ___/___/_____

Tell us more about yourself:

- How did you hear about us? Ads (Newspaper, flyers, etc.) Google Social Media Friends Agents Other: _____
- Please list the English language schools/programs you attended in the U.S. : _____
- Highest level of education completed: High School Graduate Associate's Degree Bachelor's Degree Master's/Ph.D. Other

STUDENT VISA & FINANCIAL SPONSOR DATA

Please indicate the purpose of Form I-20:

Initial Attendance Change of Status to F-1 Transfer Reinstatement Other: _____

Financial Sponsor's Name: _____ Relationship: _____
 (*Please also complete and submit a Financial Affidavit of Support form.)

Do you want to include your children and/or spouse as dependents (F-2 VISA) for admission to the US? Yes No
 (If yes, please also complete below.)

Dependent 1
 Name (First, MI, Last) : _____ DOB (MM/DD/YYYY): _____ Relationship: _____

Dependent 2
 Name (First, MI, Last) : _____ DOB (MM/DD/YYYY): _____ Relationship: _____

OFFICE USE ONLY

By signing below, I attest that I have reviewed this application/Enrollment Agreement, and I have found it to be accurate and complete to the best of my knowledge. I will give a signed copy of this agreement to the student.

Name & Signature of Admissions Staff: _____ | _____ Date: ___/___/_____

REGISTRATION & TUITION PAYMENT

All students must make the first tuition payment and register for a class by the last day of the registration period. Students will not be allowed to enter or continue attending class until they have paid 100% of tuition before the end of the registration period.

PROGRAM SCHEDULES**Morning Intensive English/TOEFL iBT Prep/Professional English:**

9:00am-1:30pm, Monday-Thursday (Full-time, 18 hours per week)

Evening Intensive English/TOEFL iBT Prep/Professional English:

5:00pm -9:30pm, Monday-Thursday (Full-time, 18 hours per week)

TUITION & FEES

Full-time Intensive English Program (IEP): \$1200 (10 weeks)

Full-time TOEFL Prep. / Professional English Program: \$1800 (10 weeks)

There is a non-refundable application fee of \$100 for F-1 transfer students.

For all other admissions categories, please contact administrative staff.

TEXTBOOKS & MATERIALS

Intensive English Program: Students are required to buy textbooks to attend class. For information about required textbooks, please contact administrative staff.

TOEFL / Professional English Program: A student enrolled in any of these programs must pay \$120 per term for books and materials provided by DLC.

PLACEMENT TEST

New students must take a placement test. A student who is absent for more than 6 months must retake the placement test to re-enroll.

COURSE ATTENDANCE REQUIREMENTS

An F-1 student is required to be present at a minimum of 80 percent of classes. A student who misses more classes than are allowed is placed on attendance probation. Once on probation, the student must maintain 80% attendance. If the student maintains 80% attendance in all classes for the next session, he/she is removed from probation.

LEVEL ADVANCEMENT & EXAM REQUIREMENTS

Students must complete all course requirements to advance to the next level (See *Satisfactory Academic Progress* in the Student Handbook). If, for special reasons, the student cannot take exams on the scheduled date(s), he/she must reschedule the exams for other dates, subject to prior agreement of the Academic Director.

REFUND POLICY

DLC provides each prospective student with enrollment information and application documents in English which include the cancellation, withdrawal, and refund policy. Each prospective DLC student must verify and attest that he or she understands the content of the refund and cancellation policy.

Any DLC student who wishes to cancel his/her registration or withdraw from a class must provide written notification to the DLC, as a condition for receiving a refund (Use the *Cancellation/Withdrawal Request Form*).

Refund Due Dates:

1. If an applicant cancels the contract prior to the start date of class, all refunds due will be made within ten (10) calendar days of the date of cancellation.
2. For an enrolled student, all refunds will be made within thirty (30) calendar days from the documented date of determination. The date of determination is the date that the student gives written notice of cancellation/withdrawal to DLC.

Cancellations Before Start of Class:

1. **Canceled Program:** If DLC cancels a program subsequent to a student's enrollment, the DLC will refund all monies paid by the student.
2. **Cancellation Prior to the Start of Class:** If an applicant cancels prior to the start date of scheduled classes or never attends class (no show), DLC will refund all tuition paid, less non-refundable charges. DLC may refund a portion of the monies paid if the books and/or materials are never used and in proper condition for resale.

Withdrawal or Dismissal After Start of Class:

1. DLC is not obligated to make refunds to students who are dismissed due to violation of DLC's written disciplinary and/or attendance policies OR violation of local, state, or federal law.

2. For any term that is sixteen weeks long or shorter:

- 1) DLC will retain the non-refundable fees plus a pro-rata portion of the non-discounted tuition calculated on a weekly basis.
- 2) When determining the number of weeks, DLC will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the week.

3. For any term that is seventeen weeks long or longer (full-time attendance):

- DLC will retain the non-refundable fees plus:
- 1) **Ten percent** of the non-discounted, total tuition, if withdrawal occurs in the first week; 2) **Twenty percent** of the non-discounted total tuition, if withdrawal occurs in the second or third week; 3) **Forty-five percent** of the non-discounted total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; OR 4) **Seventy percent** of the non-discounted total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course.

4. For any term that is seventeen weeks long or longer (part-time):

- DLC will retain the non-refundable fees plus:
- 1) **Ten percent** of the non-discounted total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance; 2) **Twenty percent** of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; OR
 - 3) **Calculated on the same basis as for full-time attendance** pursuant to 3. 3) through 3. 4) above after 75 hours of scheduled attendance.

Charges Other Than Tuition:

All extra costs and fees, such as application, books, supplies, and rental fees not included in tuition, are not subject to the refund computation. When a student, who paid all or part of tuition and other fees by credit card, demands a refund, there will be a 3% charge on the amount returned. This fee will be deducted from the refund.

How Refunds Will Be Issued:

Tuition that was paid to DLC by credit card will be refunded to the original credit card used for payment unless the credit card on file is no longer valid. Tuition that was paid in cash or by check will be paid by check if the student is in the U.S.

If a student returns to his/her country of origin, the refund will be made available via wire transfer so that the student receives DLC's refund payment in the legal currency of the country of which he/she is a legal resident. All wire transfer fees plus other related fees incurred shall be paid by the student or the person acting as the payee on the student's behalf. A refund for a continuing student can be credited to the student's ledger card.

<p><u>PAYMENT OPTIONS</u></p> <ul style="list-style-type: none"> Discovery accepts payments by cash, money orders, traveler’s checks, personal checks (in \$US), and credit/debit cards. For bank wire transfers, please contact the administrative office. Personal checks must be drawn on U.S. banks. There is a \$30.00 service fee for returned checks. <p><u>CHANGE OF TUITION AND FEES</u></p> <p>Discovery reserves the right to change tuition and fees without prior notice. Please ask campus administrative staff about current prices for each program.</p> <p><u>OTHER FEES</u></p> <p>Student ID Request: \$15 Transcript/Enrollment Verification Letter: Free for current students (excluding mailing fees). \$15 per copy plus mailing fees for students who are not currently enrolled.</p> <p><u>UNANNOUNCED SCHOOL CLOSURE</u></p> <p>In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.</p>	<p><u>STUDENT GRIEVANCE POLICY & PROCEDURE</u></p> <p>A student at Discovery Learning Center (DLC) may file a written complaint related to, but not limited to, the following: conduct of a faculty member, staff member, and/or administrator; learning standards and/or methods of instruction; facilities, equipment, and/or materials; school records; tuition and/or fees, and/or school records. If your problem is about your class grade, please see the Grade Appeals section of this handbook. If your problem is not about your grade but involves a class, its books, its instructor, its exams, or other related issues, please speak to the instructor first. If talking to the instructor cannot solve the problem (or if you really do not want to talk to the instructor yourself), you should then discuss the problem with support staff, administrator, or the Student Advisor, whomever you deem more appropriate. If the problem continues, you may choose to submit a written, formal grievance (Student Grievance Report Form in the Student Handbook, p. 37).</p> <p>All complaints are taken seriously and will be forwarded to the School Director for action. A formal written reply will be sent to your Email address within 10 business days. If the School Director decides that a meeting is necessary, you will be contacted within 10 business days to set up an appointment to resolve the issue. If a student is not satisfied with the action taken, on the part of the School Director, to resolve the complaint, he/she can request a meeting with the President/Proprietor for final resolution.</p>
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STUDENT ACKNOWLEDGEMENT

I attest that I am at least 18 years of age. I will pay tuition and fees as designated in this contract for each subsequent session. If there is a change in tuition or related fees, I will be asked to sign the new Application/Enrollment Agreement. Further, I hereby voluntarily and without compensation authorize pictures and/or voice recordings to be made of me by Discovery. I consent to the use of my name, my picture, my voice, and my contact information for promotional, informational, or other purposes in any medium. I permit Discovery to use written statements or quotes by me that I may provide to them about Discovery and my experiences there. I understand that consent to use my picture, video, voice, and/or written statements is voluntary and that I may at any time exercise the right to cease being filmed, photographed, or recorded, and may rescind my consent for up to a reasonable time before the picture, video, voice recording or written statement is used.

“I was explained the terms and conditions of this agreement and my signature indicates that I agree to these terms and conditions. I also acknowledge that I have read, understood and received a copy of the agreement and the student handbook.”

Se me explicó los términos y condiciones de este contrato y mi firma indica que estoy de acuerdo con estos términos y condiciones. También reconozco que he leído, comprendido y recibido una copia del acuerdo y del manual de estudiante.

본인은 상기 명시된 본교의 등록 규정과 교내 수칙에 대해 숙지하고 동의하여 이에 서명을 하였습니다. 또한 본인은 학생 핸드북과 등록 계약서를 제공받았으며 해당 내용을 모두 읽고 이해하였습니다.

我已被详细告知入学协议的条款及细则，并且签名以表明我已经完全同意并履行相关的条款及细则。同时，我已充分阅读和理解本协议的全部内容，并已收到入学协议的副本及学生手册。

私は規約と条件について説明を受け、私の署名はその規約と条件に合意したことを証明します。また、私はその内容を読解し、その合意書のコピーと学生便覧 (Student Handbook) を授与したことを承認します。

Me foi explicado os termos e condicoes deste acordo e minha assinatura esta de acordo com o mesmo. Eu tambem reconheco que tenho lido, compreendido e recebido uma copia do acordo e do manual do aluno.

Mi sono stati spiegati i termini e le condizioni del presente contratto e la mia firma indica che sono d'accordo con questi termini e condizioni. Riconosco anche che ho letto, compreso e ricevuto una copia del contratto (Enrollment Agreement) e del manuale dello student (Student Handbook).

ข้าพเจ้าได้รับการอธิบายเกี่ยวกับข้อกำหนดและเงื่อนไขของข้อตกลงและลายเซ็นของข้าพเจ้าบ่งบอกว่าข้าพเจ้ายอมรับในข้อกำหนดและเงื่อนไขดังกล่าวทุกประการ ข้าพเจ้ารับทราบด้วยว่าได้อ่านทำความเข้าใจและได้รับสำเนาของข้อตกลงและคู่มือสำหรับนักเรียนเป็นที่เรียบร้อยแล้ว

J'ai reçu les explications des termes et conditions de cet accord et ma signature indique que je suis d'accord avec ces termes et conditions. Je reconnais aussi que j' ai lu, compris et reçu une copie de l'accord et le guide de l'étudiant.

وقد أوضح لي شروط وأحكام هذه الاتفاقية وتوقيع بلدي وهذا يدل على تسام أنا أوافق على الشروط والأحكام. أنا أيضا الاعتراف باتني قرأت وفهمت وينسلم نسخة من الاتفاق وطالب الكتيب.

Я ознакомлен с условиями этого договора и своей подписью подтверждаю свое согласие. Я также подтверждаю, что ознакомлен и получил копию договора и руководства для студентов.

Signature of Student: _____

Date (MM/DD/YYYY): _____

Signature of Guardian: _____

Date (MM/DD/YYYY): _____

If the student is under 18, or Proxy, if any (an adult authorized to sign on the student’s behalf).