

STUDENT INFORMATION

Full Name (First, MI, Last): _____

Date of Birth (mm/dd/yyyy): ____/____/____ Country of Birth: _____ Country of Citizenship: _____

Phone#: _____ E-mail: _____

U.S. Address (required): (Street) _____ (Apt#): _____

City: _____ State: _____ Zip: _____

Address in Your Home Country (required): (Street) _____

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

***** PLEASE FILL OUT ALL OF THE ABOVE FIELDS *****

An incomplete application or failure to submit required documents on time may result in delays in processing your application.

PROGRAM SELECTION:

Program selected: ☐ Intensive English ☐ TOEFL iBT Preparation ☐ Professional English (Non I-20)

Session: ☐ Morning ☐ Afternoon ☐ Evening (☐ Part-time: _____ hours/week)

When would you like to start your classes? (mm/dd/yyyy): ____/____/____

Tell us more about yourself:

1. How did you hear about us? ☐ Ads (Newspaper, flyers, etc.) ☐ Google ☐ Social Media ☐ Friend ☐ Agent: _____

2. Highest level of education completed: ☐ High School Graduate ☐ Associate's Degree ☐ Bachelor's Degree ☐ Master's/Ph.D. ☐ Other

F-1 STUDENT VISA & FINANCIAL SPONSOR INFORMATION

Please indicate the purpose of Form I-20:

☐ Initial F-1 Visa Application ☐ Change of Status to F-1 ☐ Transfer ☐ Reinstatement ☐ Other: _____

For "Initial F-1 Visa Application" or "Change of Status to F-1," provide your phone number in your home country: _____

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

Complete below if you want to include your spouse and/or children as dependents (F-2 VISA).
(If you have more than three dependents, use an additional sheet.)

Dependent 1
Name: _____ DOB (mm/dd/yyyy): _____ Relationship: _____

Dependent 2
Name: _____ DOB (mm/dd/yyyy): _____ Relationship: _____

Dependent 3
Name: _____ DOB (mm/dd/yyyy): _____ Relationship: _____

ENROLLMENT AGREEMENT

*Please carefully review and complete this enrollment agreement form. If you are **NOT** an "F-1 transfer student," go on to the next page.*

1. Have you ever been enrolled in a degree program at a college or graduate school in the United States?

☐ Yes → Education Level (check one): ☐ Associate's ☐ Bachelor's ☐ Master's ☐ Doctoral Degree

☐ No → Proceed to **Question 3**.

2. If you answered "yes" to the previous question, please indicate whether you have completed the program and earned a degree.

☐ Completed and earned a degree ☐ Not completed

3. Have you completed an academic course or program at your current school, or is the course currently in progress?

☐ Completed → Date of completion (mm/dd/yyyy): _____

☐ In progress → Expected date of completion / Current term end date (mm/dd/yyyy): _____

4. Are you aware that according to federal regulations, F-1 transfer students are eligible for a grace period only upon COMPLETION of a course/program at their current school? If you are transferring to Discovery Learning Center while your current session is still in progress, you will not be granted a grace period.

☐ Yes ☐ No

5. Do you acknowledge that your admission to Discovery may be revoked or canceled if you have failed to fulfill any academic, financial, or administrative requirements at your current school as indicated on your transfer form?

☐ Yes ☐ No

6. Do you understand that Discovery Learning Center will only issue your I-20 after receiving all the necessary admissions documents and upon complete payment of your tuition and fees?

☐ Yes ☐ No

*Please proceed to the next page to review school policies and sign on **page 5**.*

REGISTRATION & TUITION PAYMENT

New students must make tuition payments in full at least one week before the course begins. Current students must pay tuition in full by the registration deadline as specified in the academic calendar. Discovery Learning Center offers an option to enroll in the installment payment plan (not available to new students). Fees may apply.

PROGRAM SCHEDULE

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)

For afternoon/weekend sessions or part-time enrollment, please contact the administrative staff.

TUITION & FEES

Full-time Intensive English Program (IEP): \$1,260 (10 weeks)

Full-time TOEFL Prep. / Professional English Program: \$1,800 (10 weeks)

Non-refundable Application Fee: \$100 (F-1 Transfer). For admissions categories other than F-1 transfers, please contact the school Staff.

TEXTBOOKS & MATERIALS

Intensive English Program: Students are required to buy textbooks to attend classes. For detailed purchase options, please contact the administrative staff.

TOEFL / Professional English Program: Students enrolled in any of these programs are required to pay \$120 per term for books and materials.

PLACEMENT & LEVEL CHANGE

New students must take a written placement test to be registered for classes. A student who is absent for more than 6 months must retake the placement test to re-enroll. Requests for level changes can only be made within the first week of classes.

ATTENDANCE & F-1 TRANSFER REQUIREMENTS

F-1 students are **required to attend classes conducted entirely in-person** and must maintain an attendance rate of 80% or higher. A student who misses more classes than are allowed during the first half of a term receives a warning notice. If the student continues to fail to comply with the attendance requirements, he/she is placed on attendance probation. If the student maintains 80% attendance for the subsequent term, he/she is removed from probation. If not, the student may be dismissed from the program.

To be eligible to transfer out to another SEVP approved school, an F-1 student must be in good standing with USCIS by meeting the attendance requirements. A written transfer-out request must be submitted to the DSO within two weeks of the course end date.

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, a student cannot take an exam on the scheduled date(s), he/she must reschedule the exam, subject to prior agreement of the Academic Director.

REFUND POLICY

All refunds will be based on the date on which the cancellation/withdrawal request form is received by Discovery Learning Center (DLC). Any refund will first be applied to any outstanding balance owed to DLC, and no refund will be issued until the tuition payment has been cleared with the bank first. The application fee and the class-material fees are non-refundable and will not be included in any refund calculation.

Refund Due Dates:

All refunds will be made within ten (10) business days of the documented date of determination. The date of determination is the date on which the student gives DLC written notice of cancellation/withdrawal.

Cancellations:

1. **Canceled Program:** If DLC cancels a program after a student's enrollment, DLC will provide a full refund of all payments made by the student.
2. **Cancellation Prior to the Start of Class:** If an applicant cancels prior to the start date of scheduled classes, or if DLC revokes a student's admission due to an issue arising during the SEVIS transfer process, DLC will refund all tuition paid, less non-refundable charges. DLC may refund a portion of the books/materials fees 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 courses/programs of 300 hours or less:

- 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 courses/programs over 300 hours in length (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 courses/programs over 300 hours in length (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 by credit card, demands a refund, there will be a 3% charge on the amount returned, only if this service fee was not charged at the time of registration. 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.

PAYMENT OPTIONS

- Discovery accepts payments in various forms, including cash, money orders, traveler's checks, personal checks, credit/debit cards, and wire transfers.
- Payments made by credit/debit card incur a 3% service fee, which will be added to the amount payable.
- Personal checks must be drawn from U.S. banks.
- There is a \$30.00 service fee for returned checks.

CHANGE OF TUITION AND FEES

Discovery reserves the right to change tuition and fees without prior notice. Please ask the administrative staff about current prices for each program.

OTHER FEES

Student ID Request: \$15 (plus a shipping charge)

Transcript/Enrollment Verification Letter: Free for current students (excluding mailing fees). \$15 per copy plus mailing fees for students who are not currently enrolled.

UNANNOUNCED SCHOOL CLOSURE

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 ninety (90) days may exclude the student from any available form of assistance. Please contact the Training Evaluation Unit via email at trainingevaluationunit@dol.nj.gov.

STUDENT GRIEVANCE POLICY & PROCEDURE

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).

Email submission: studentcare@discoveryenglish.org

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 7 business days. If the School Director decides that a meeting is necessary, you will be contacted within 7 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.

SCHOOL INFORMATION

Address: 222 Bruce Reynolds Blvd. STE 330, Fort Lee, NJ 07024

Phone: (201) 313-1220

Email: admissions@discoveryenglish.org

STUDENT ATTESTATION

You should read everything in this enrollment agreement carefully. Be sure that you understand the terms and conditions concerning your application, admission, and the school policies.

"I attest that I am at least 18 years of age and I have carefully read and agreed to comply with the terms and conditions of my admission. I hereby certify that all information I have provided is true and accurate. I am aware that any incorrect information or submission of incomplete or fictitious documents may result in the revocation of my admissions decision. I also understand that even after receiving a letter of acceptance, I will not be permitted to transfer to Discovery Learning Center if I have failed to fulfill academic, administrative, or financial requirements with my transfer-out school as indicated on a transfer recommendation form, or if I knowingly falsify or conceal any material fact. I voluntarily authorize Discovery Learning Center to capture pictures and/or voice recordings of me, without compensation. I grant permission for the use of my name, picture, and voice in any medium for promotional, informational, or other purposes. Additionally, I allow Discovery to utilize written statements or quotes provided by me regarding my experiences at Discovery."

"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 condições deste acordo e minha assinatura esta de acordo com o mesmo. Eu também reconheço 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 ข้าพเจ้ารับทราบด้วยว่าได้อ่านทำความเข้าใจและได้รับสำเนาของข้อตกลงและคู่มือสำหรับนักเรียนเรียบร้อยแล้ว

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 بأنني قرأت وفهمت وبسلم 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):

↑ Sign Here ↑

OFFICE USE ONLY

I attest that I have reviewed this Application/Enrollment Agreement, and I have found it to be complete to the best of my knowledge.

Name & Signature of Admissions Staff:

Date (mm/dd/yyyy):