

Boston School of Modern Languages

Program Application

To apply, please send the following:

- A completed and signed application form. Insurance or proof of coverage in the US is mandatory.
- Enrollment Fee of \$250 (includes: application fee, books and materials, placement test, personalized interview with Program Director and Boston city tour)
- Housing Fee of \$150 - (if you request housing through BSML).
- Payments can be made by:
 - Bank Transfer
 - Credit Card
 - Check

If you need to get the **student visa**, please send the following:

- A completed and signed application form.
- Enrollment Fee of \$250 (includes: application fee, books and materials, placement test, personalized interview with Program Director and Boston city tour)
- Housing Fee of \$150. If applicable.
- Mailing Fee (Express mail \$90).
- Payments can be made by:
 - Bank Transfer
 - Credit Card
 - Check
- Copy of passport with passport number, expiration date, your name, and date of birth.
- Proof of Financial Support in English. Minimum requirement is \$2,500 per month of study for you and an additional \$500 per month for any dependents traveling with you.
- Please send **one** of the following:
 - a. Copy of your bank statements (not more than 2 months old).
 - b. Official bank letter, in English in \$US, stating the balance of your account.
- Affidavit of Support from the person or company sponsoring you when you submit a bank statement from anyone other than yourself.

Payments:

Payment may be made in cash or by travelers' checks, credit card (Visa, Master Card, American Express), certified bank check payable to **BSML**, or bank transfer. If you pay by bank transfer, please send a copy of the transaction receipt by email to admissions@studyenglish.com.

Please email admissions@studyenglish.com for wire transfer bank details.

Mailing Instructions:

Your application, documents, and payment should be sent to: Boston School of Modern Languages
Admissions Department
814 South Street
Boston, MA 02131, USA

You may also complete the application form on our web site and send all documents and proof of payment by email. Your application will not be processed until your payment has been received.

Upon Acceptance:

Once your application, documents, and fees have been received, and you have been accepted, BSML will send you the following:

- a. Acceptance letter and 1-20 (if required).
- b. Information about applying for a student visa and preparing for your arrival.
- c. Comprehensive guide to Boston, its weather, transportation system, etc.

Application Form

Personal Information:

First Name: _____ Last/Family Name: _____

Date of Birth: _____ / _____ / _____ Female _____ Male _____
Month Day Year

Email: _____ Profession: _____

Country of Birth: _____ Country of Nationality: _____

Mailing Address:

Street Address: _____

City: _____ State: _____ Zip code: _____

Country: _____ Tel: _____ - _____ - _____
Country Code Area Code Telephone Number

Address in the U.S. (if available):

Street Address: _____ City: _____

State: _____ Zip code: _____

Tel: _____ - _____
Area Code Telephone Number

Level of English: Beginning Intermediate Advanced

Visa Information:

Do you need an I-20 form for a student visa? Yes No

Do you have dependents traveling with you? Yes No

Students requesting I-20's must take a minimum of 5 classes each day

Are you already in the U.S.? Yes No If yes, what type of visa do you hold? _____

Are you transferring from another school in the U.S.? Yes No

Name of school: _____

Tel: _____ - _____
Area Code Telephone Number

Fax: _____ - _____
Area Code Fax Number

If you are transferring from another school in the US, please contact our Admissions Department to obtain a transfer 1-20 form.

Starting date: _____ / _____ / _____ **Number of Weeks:** _____
Month Day Year

Course Information:

Please choose one (or a combination) of the following courses:

Group Instruction Number of classes per day: _____

Private Instruction Number of classes per day: _____

Individual Private Instruction available at \$60 per class in any combination with group lessons or separately.

Business English Private instruction available at \$75 per class in any combination with group lessons or separately.

Do you require BSML housing? Yes No **Number of Weeks:** _____

If you require housing, please fill out the enclosed Housing Application form and send it along with your application.

Housing Application

A nonrefundable housing application fee of \$150 must be included with your application. To reserve housing, please select one of the following options:

Housing Type

- | | | | | | | |
|---------------------------|--------------------------|-----------------------|-------------|--------------------------|--------------|--------------------------|
| Shared Student Apartment | <input type="checkbox"/> | First choice: | Shared Room | <input type="checkbox"/> | Private Room | <input type="checkbox"/> |
| | | Second choice: | Shared Room | <input type="checkbox"/> | Private Room | <input type="checkbox"/> |
| Homestay | <input type="checkbox"/> | First choice: | Shared Room | <input type="checkbox"/> | Private Room | <input type="checkbox"/> |
| | | Second choice: | Shared Room | <input type="checkbox"/> | Private Room | <input type="checkbox"/> |
| Private Student Apartment | <input type="checkbox"/> | | | | | |
| Executive Apartment | <input type="checkbox"/> | | | | | |

Health Insurance

Health insurance is mandatory for all students. You must show proof of international or U.S. health insurance on your first day of class. If you do not have valid U.S. health insurance, you may purchase it from BSML at a cost of \$25.00 per week. Payment for BSML's insurance is due in full for your **entire length of stay** one week before first day of class.

Airport pick-up service - \$95 **Airport drop-off service - \$55**

Refund & Cancellation Policy

The \$250 enrollment fee and the \$150 housing fee, if applicable, for student visa applicants are nonrefundable. The \$75 application fee for local residents is nonrefundable.

Cancellation before the start of class:

1. If an applicant has his/her visa application rejected, a full refund of all monies paid, less non-refundable (application fees, housing fees, contractor fees) charges will be made. This refund will not be made until student returns I-20 form to BSML.
2. If BSML cancels a program or class subsequent to a student's enrollment, BSML will refund all monies paid by the student.
3. If a student cancels prior to the start of scheduled classes or never attends (no-show), BSML will refund all monies paid, less non-refundable charges (application fees, housing fees, contractor fees).

Withdrawal or Termination after the start of class:

1. BSML is not obligated to make refunds to students who are terminated by the school due to violation of school policies, local, state or federal law.
2. Program—4 weeks or less. BSML may retain all the tuition charges for the session.
3. Program—Greater than 4 weeks.
For students who withdraw at any point during the first four weeks, BSML may retain the charges applicable to the first four weeks. For students who withdraw after the first four weeks but before or at the mid-point of their program, BSML may retain a prorated amount of tuition. For students who withdraw after the mid-point of their program, the institution may retain all of the charges for that program. 3a. Prorated refunds will be calculated on a weekly basis. BSML will consider a partial week as if a whole week were completed, provided the student was present at least one day during the scheduled week.

Accommodation:

1. Change or Extension of Accommodation Request: A change of accommodation and extension of accommodation request will incur a \$50 fee.
2. Cancellation of Accommodation: Accommodation can be canceled with a minimum of 4 weeks written notice.

Refund Due Dates:

For a student who is a "no show" or cancels prior to the start date, all refunds will be made within 30 days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student, the refund will be calculated by the last date of attendance and be paid within 30 days from the date of determination. The date of determination is the date documented by the student wishing to cancel. The student must give written or verbal notice of withdrawal. If BSML wishes to terminate the student due to the student's failure to follow school policies (attendance, conduct, etc), the refund will be issued within 30 days of the date of termination.

Photography Release Form:

I hereby grant to Boston School of Modern Languages the irrevocable and unrestricted right to use and publish photographs of me, or in which I may be included, for College publications, electronic reproductions (web sites) and/or promotional materials or any other purpose and in any manner or medium. In addition, I grant my permission to alter the same without restriction; and to copyright the same. I hereby release the photographer and BSML from all claims and liability relating to said photographs.

Acknowledgment:

I acknowledge acceptance of the terms and conditions of the refund policy as stated in this application. I understand that BSML is not financially responsible for me and/or my dependents, and that I need a minimum of \$2500 plus \$500 for every dependent per month to cover tuition, housing, and living expenses. I also understand that I will not be allowed to re-register or transfer to another school if I have any outstanding financial obligation to BSML. I certify that the information provided in this application is true.

Signature of Applicant _____ Date: _____/_____/_____

Signature of Guardian if under 21 _____
Month Day Year