



PERSONAL INFORMATION

Exactly as it appears on your passport:

Name	<input type="checkbox"/> Mr.		
	<input type="checkbox"/> Ms.	<i>Last</i>	<i>First</i>	<i>Middle</i>
Address (Permanent)	
	<i>Apt/House</i>	<i>Street</i>	<i>City</i>	
	
	<i>State or Province</i>	<i>Zip code</i>	<i>Country</i>	
Email Address			
Telephone			Country of Citizenship	
Date of Birth <small>(e.g. January 20, 1982)</small>	Month:	Day:	Year:	Country of Birth

Emergency Contact Name		Telephone		Country	
Relationship		Email Address			

How did you hear about CISL? _____

What is your estimated level of English? Beginner Intermediate Advanced

Will you need an I-20 form for a student visa?* Yes No *A student visa is required for all courses over 20 lessons per week. If you checked yes, be sure to include a copy of your passport and your financial statement with your application. Your I-20 will be emailed to you with printing instructions.

Are you transferring from another school? Yes No If yes, name of current/previous school: _____

Local address for I-20 transfers: _____

PROGRAM INFORMATION AND COURSE SELECTION

CISL Location	<input type="checkbox"/> San Diego 636 Broadway, Suite 210 San Diego, CA 92101			Number of Weeks	
Start Date	Month:	Day:	Year:	End Date	Month: Day: Year:

Morning Courses - 20 lessons/16.67 clock hours per week (9:00 a.m. - 12:40 p.m.)

<input type="checkbox"/> Standard	<input type="checkbox"/> Cambridge English: <small>Which specialty course would you prefer? (ie: FCE, etc.)</small>	<input type="checkbox"/> IELTS Test Prep	Premier Program:	<input type="checkbox"/> Specialty Courses <small>Which specialty course would you prefer? (ie: English for Engineers, Aviation English, etc.)</small>
<input type="checkbox"/> Intensive			<input type="checkbox"/> Executive English	
<input type="checkbox"/> No Morning Courses	_____			_____

Afternoon Electives* - 8 lessons / 6.67 clock hours per week (1:30 p.m. - 3:10 p.m.)

<input type="checkbox"/> Business English	<input type="checkbox"/> English for Academic Purposes (EAP)	<input type="checkbox"/> No Afternoon Elective
<input type="checkbox"/> Conversational English		

*All F-1 students enrolled only in a 20-lesson course will be placed in the PLUS option. The PLUS option includes a weekly study hall and is required to maintain their visa status.

Supplemental Programs

<input type="checkbox"/> Academic Year Program	<input type="checkbox"/> Pathway Program	<input type="checkbox"/> Career English	<input type="checkbox"/> Family English
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Private Lessons (one lesson is 50 minutes)

How many private lessons do you want per week? 1 5 10 other: _____ General? yes no Premier? yes no

CISL Online Options

Online

ARRIVAL & DEPARTURE INFORMATION

Date of Arrival	Month:	Day:	Year:	Time of Arrival	
Airline				Flight No.	

Would you like CISL to arrange a transfer service between the airport and your accommodation?

Yes: Individual Transfer from airport* Individual Transfer to airport* No airport transfer is requested

* For airport transfer pricing information, go to: cisl.edu/cisl-student-life/airport-transfers

ACCOMMODATION

Would you like us to arrange housing for you?* Yes No

* \$160.00 Non-refundable fee required

I would like: Homestay Student Residence Arrival date: _____ Departure date: _____

What type of room would you like? Private Homestay shared

What type of bathroom would you like? Shared Private*

*The private bath option in homestay is for Executive English enrollments only

CISL will contact you to confirm the availability of the accommodation you have requested.

AGREEMENT SIGNATURE

Agreement: This agreement is a legally binding instrument when signed by me and accepted by the school. I have read, understood, and agree to the terms and conditions, the refund and cancellation policy, schedule, prices, and starting dates. I confirm that I have sufficient funds to pay all of the necessary costs of my course, accommodation, and other necessities during my entire program at CISL. In the event that I become unconscious or incapacitated due to illness or injury while at the school or accommodation, I grant permission for the staff to take necessary measures for providing examination and treatment. I understand that I will be responsible for the expenses incurred for this emergency medical attention.

Any questions or concerns regarding entering the United States that have not been answered or resolved by the school, must be directed to my local consulate/embassy or U.S. Immigration and Customs Enforcement (ICE) (www.ice.gov).

Photo Release: Students agree to allow photos and videos taken during the program to be used for publicity purposes.

Medical Insurance Requirement: I understand that medical treatment in the United States is very expensive and that I have been advised to obtain medical insurance that is valid in the United States before traveling to this country.

Applicant Signature (Required to process application)	

Parent/Guardian Signature (Required if applicant is under 18 years of age)	
_____	_____
Name of Parent/Guardian (if applicable)	Date
_____	_____
Signature and Title of School Official Accepting	Enrollment Date

PAYMENT INFORMATION

Payment Method	<input type="checkbox"/> Bank Wire Transfer We will contact you with bank wire information.	<input type="checkbox"/> Credit/Debit Card <i>Visa / MasterCard</i> If you choose to pay by credit or debit card we will email you an invoice via our credit card processing service. (3% - 4% fee applies)	<input type="checkbox"/> Western Union
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Registration Fee

A non-refundable registration fee of \$160 is required for all courses.

Career English Program

\$250 is non-refundable if the student cancels or postpones the Career English program prior to its commencement and before a company placement has been made. The entire fee is non-refundable if the student cancels the Career English program after a company placement has been found or after it has started.

Academic Year Program

\$250 is non-refundable if the student cancels or postpones the program prior to its commencement. The entire fee is non-refundable if the student cancels the Academic Year program after the student has started classes at college.

Pathway Program

\$250 is non-refundable if the student cancels or postpones the program prior to its commencement and before the application has been submitted to the college/university. The entire fee is non-refundable after the application has been submitted to the college/university.

Student's Right to Cancel / Refund policy

You have 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. A student wishing to cancel or withdraw from the school and receive a refund should send their notice of cancellation or withdrawal to the school's address or by email to the School Director.

1. If you cancel your course prior to the first day of class, you will receive a full refund of all tuition charges minus your \$160 registration fee or any other non-refundable fees (e.g. SEVIS, express mail).
2. If you cancel your course after the start date of your classes, you will obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
3. If you cancel your course after the first four weeks and you stop your classes before you have completed 60% of your course, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply.

4. All tuition refund calculations are based upon minimum units of one week. This means that a refund is only effective as of the first Monday of the period you are canceling. Here is an example: If you tell the school on a Wednesday that you want to cancel your course immediately, the cancellation will only be effective as of the next Monday.
5. In the case of private lessons, one week prior notice is required to cancel your lessons. Here is an example: If you tell the school on a Tuesday that you want to cancel your private lessons, the cancellation will only be effective as of the following Tuesday and you will be charged for all of your scheduled private lessons from the day that you cancel (Tuesday) until the day that your cancellation becomes effective (the next Tuesday).
6. If the school cancels or discontinues a course, the school will make a full refund of all tuition you have paid for that course.
7. If you change your course after it begins, there will be a \$250 change fee. This does not include additions or extensions.

All refunds will be made within 45 days of a student's cancellation or withdrawal request. We can only pay refunds to the person or company from whom the funds originated.

The school does not participate in the State of California Student Tuition Recovery Fund.

Accommodation Fee

The non-refundable accommodation placement fee is \$160. A \$250 accommodation deposit is due at the time of booking. This deposit will be applied to the final accommodation balance.

- A \$100 fee is applied to any accommodation changes made within 14 days of arrival.
- If you cancel your accommodation less than 30 days before your scheduled check in, your \$250 deposit will not be refunded.
- If you want to cancel your accommodations after check-in, a thirty-day advance notice is required. If you do not give a thirty-day advance notice, you must pay for the accommodations for those thirty days.

Airport Pickup Fees

If you requested airport pickup, the airport pickup fee is not refundable unless you cancel the airport pickup at least 10 days before your scheduled arrival.

Express Mail Fees

Express mail fees are not refundable.

Extension of Courses

If you extend your courses or accommodations, each extension shall be considered a new enrollment for purposes of this refund policy.

Payment of Refunds

Refunds will be paid within 45 calendar days of your request. We can only pay refunds to the person or company from whom the funds originated. To obtain a refund you must make a written request to the school. All refunds are subject to bank or credit card processor transaction fees.