



INTERNATIONAL STUDENT (F-1 VISA) APPLICATION FOR ADMISSION

APPLICANT INFORMATION			
Last Name:		First Name:	
Date of Birth: (month/day/year)		Gender: Male Female	Citizenship:
Home Country Address:			
City:		State/Province:	Postal Code:
Country:	E-mail:		Phone:
Initial I-20 required?	Yes No	Passport Number:	Expiration Date:
I-20 Transfer?	Yes No	SEVIS Number: (if applicable)	
If transfer, from what school?			
Will you need a dependent I-20? Yes No		How many dependents will travel with you? _____	
APPLICANT INFORMATION IN USA			
Address:			
City:		State:	Postal Code:
Phone:			
EMERGENCY CONTACT IN USA			
Name:			
Address:			Phone:
City:		State:	Postal Code:
Relationship:			
STUDY INFORMATION			
Date you wish to begin? (month/day/year)			Number of Weeks:
Reason to study English? (circle one) leisure work exam school other			Level:
English course interested in? (circle one) IEP 9:00am-12:40pm IEP 1:30pm-5:10pm TOEFL iBT			
INSURANCE INFORMATION			
Do you have health insurance? Yes No		If no, do you wish F2F to arrange insurance for you? Yes No	
If yes, name of insurance company?			Policy number:
Covered until: (month/day/year)		Phone number:	
You must have adequate medical insurance while in the U.S. I understand and am aware of the consequences of not having insurance at all. I understand that I am responsible for any medical bills incurred while in the U.S.			
Signature:		Date:	



DEPOSIT AND FEES			
			Required
Application Fee (non-refundable)			\$100.00
Tuition F-1 Student	less than 4 weeks \$200.00/week	# of weeks _____	\$_____
	4 or more weeks \$175.00/week	# of weeks _____	\$_____
Promotional Code			
Books and Material			\$60.00 \$_____
Miami Airport Transfer	one way \$60.00	round trip \$100.00	\$_____
Housing Application Fee (required if requested)			\$100.00 \$_____
Housing per week	shared room \$175.00	single room \$400.00	\$_____
Total			\$_____

PAYMENT	
Please chose one of the following payment methods:	
<input type="radio"/> Credit Card	
I authorize Face to Face Learning Center to charge \$_____	Credit Card type:
Credit Card Number:	Expiration Date: (month/day/year)
Credit Card Name:	Postal Code:
CVV:	Signature:
<input type="radio"/> PayPal	
PayPal account link: paypal.me/FaceToFaceLearning	
<input type="radio"/> Speak to a Face to Face Learning Center Representative	

AGREEMENT	
By my signing below, I certify that the information contained in this application is true and complete to the best of my knowledge, and I ask the Director of Admissions to process my application for admission to Face to Face Learning Center. I understand and accept the information contained in the Terms & Conditions of Admission, the Program Fees Schedule and the International Application for Admission.	
Signature:	Date:
Signature of guardian <i>(only if student is under 18)</i> :	Date:

Updated 11/16



TERMS & CONDITIONS FOR ADMISSION

VISAS

Face to Face Learning Center is authorized by the US Federal Government to enroll non-immigrant students. Eligible students are required to prove financial responsibility and enroll in programs of 18 clock hours or more per week. F-1 visa students must comply with the visa requirements to remain in status in the USA.

ADMISSION REQUIREMENTS AND PROCEDURES

This section is for applicants who need a new initial I-20 to seek an F-1 student visa.

It is necessary for all applicants to meet the following requirements:

1. The Intensive English Program at Face to Face Learning Center is specifically designed for non-native like English speakers.
2. A minimum age of 18 years (the applicant can be as young as 16 years old only with written permission given by the parents or guardian of the student).
3. A completed International Student (F-1 Visa) Application for Admission form.
4. A \$100 (U.S.) non-refundable application fee. This includes the placement test.
5. A clear scanned copy of biological page of passport.
6. Face to Face Learning Center is required by the United States Immigration and Naturalization Service to obtain verification of financial resources. Each international student must submit the following:
 - If you are self-supporting, please attach a bank letter in English. This letter must show sufficient funds to cover tuition and living expenses for the intended period of study. The required amount is \$385 per week while you are studying at Face to Face Learning Center. (Example: for a 12-week study period, the bank letter should show the equivalent of \$4,620 USD.)
 - If your fees are to be paid by a sponsor, please have that person complete the Affidavit of Support and attach their bank letter.
7. English Placement Exam must be taken prior to start date.
8. Student must attend scheduled orientation, receive, read and understand the Student Handbook.

Students with F-1 visas wishing to transfer from another educational institution within the US:

1. **ALL** Admission Requirements and Procedures 1-8 must be met.
2. A copy of the I-20 from your current institution.
3. A completed Face to Face Learning Center Transfer Eligibility form.
4. A copy of your I-94 and F-1 Visa.

The I-20 Certificate will not be issued until all required documents, application fee and initial tuition are received.

APPLICATION APPROVAL

Face to Face Learning Center will send an Application Approval and Invoice via email within 72 hours of receiving the International Student F-1 Application for Admission. Any concerns will also be addressed at this moment.

ACCEPTANCE PACKAGE

Once all documents have been submitted, all fees and tuition have been paid, an Acceptance package along with the I-20 will be sent via mail. The student should set up the pick-up of this package. Once you receive your I-20, you are required by Immigration & Customs Enforcement (ICE) to pay a one-time SEVIS fee (currently \$200) directly to ICE via Internet.
<https://fmjfee.com/i901fee/desktop/students/formSelection.htm>

CANCELLATION POLICY AND REFUNDS

If an applicant is not accepted or if a student has their visa application denied, a full refund of all monies paid, less the non-refundable payments, will be made.

If an accepted applicant enters the US on an I-20 issued by Face to Face Learning Center or receives a Change of Status and subsequently cancels prior to the start of classes or is a no show, Face to Face Learning Center will not provide a refund.

Accepted students may cancel 30 days prior to the start of class. Face to Face Learning Center will charge a cancellation fee equal to 4-weeks tuition.

If Face to Face Learning Center cancels a program, Face to Face Learning Center will refund all monies paid by the student.

A student must provide notification of cancellation in writing to be eligible for a refund.

All refunds due will be made within 30 days of the date of cancellation.

If you must stop your course due to a documented emergency, the unused portion of your payment will be frozen for a year. This amount is non-transferable.

Students may freeze their payments when enrolled for more than 9 months. This is allowed once a year and for a maximum of two months. This is considered vacation. Students must have an approved Leave of Absence.



PAYMENT

The Invoice must be paid in full prior to the student’s start date. Fees are calculated in complete weeks and part of a week is counted as a full week.

The deadline for each recurring payment is on the Friday before the new period.

Continuing students are not allowed in class if payment is not received by the due date.

If recurring payment is not received within 3 school days of the due date, students are removed from the class roster and must re-enroll at a later date.

All students on a payment plan are subject to the terms and conditions of their payment plan.

Promotional offers will be honored through paid expiration date.

CONDUCT AND DISCIPLINE

Face to Face Learning Center is an ENGLISH ONLY school. Students are encouraged to speak English at all times. Students must contact the office in the case of an absence or lateness. Do not contact the teacher.

Cell phones must be placed on silent during class. No cell phone use in the classroom. Face to Face Learning Center may expel or suspend any student whose behavior does not comply with the school rules and / or local, state or federal laws.

Students arriving after the starting time of class will be left to the discretion of their teacher, as to whether they will be allowed to go into class.

Please read the Student Handbook.

CLASS SCHEDULES

Class schedules are subject to change, and classes may be modified or cancelled depending on enrollment and other factors.

IEP 2017 START DATES

Every other Monday – if an observed holiday, course begins on Tuesday.

Months	Day	Day	Day
January	3	17	30
February	13	27	
March	13	27	
April	10	24	
May	8	22	
June	5	19	
July	3	17	31
August	14	28	
September	11	25	
October	10	23	
November	6	20	
December	4	18	

CALENDAR 2017

Face to Face Learning Center will be closed on the following days in 2017.

*On Professional Development Days, the office is opened but there are no classes.

January 2	New Year’s Day (observed)
January 16	Martin Luther King
February 20	President’s Day
March 24	Professional Development Day*
April 14	Good Friday
May 29	Memorial Day
June 16	Professional Development Day*
July 4	Fourth of July
September 4	Labor Day
September 8	Professional Development Day*
October 9	Columbus Day
November 10	Veteran’s Day (observed)
November 23 & 24	Thanksgiving Break
December 1	Professional Development Day*
December 25 29	Christmas and New Year’s Break

PROMOTIONAL ACTIVITY

Face to Face Learning Center may arrange to photograph, record or shoot video footage of students for promotional purposes. Any student who does not wish to participate should advise Face to Face Learning Center at the time of the photographing or video shooting that wish not to participate.

Face to Face Learning Center reserves the right to add, discontinue, or modify its programs and policies at any time.