



## 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:
F-1 STUDENT VISA APPLICANT INFORMATION ONLY			
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 IEP+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, includes placement test, books and material)			<b>\$200.00</b>
Tuition F-1 Student	less than 4 weeks \$200.00/week # of weeks _____		\$_____
Tuition Non-F-1 Student	4 or more weeks \$175.00/week # of weeks _____		\$_____
Promotional Code			
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 (a 3% charge will be incremented to total payment amount)	
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"/> 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 12/18



## **TERMS & CONDITIONS FOR ADMISSION**

### **ADMISSION REQUIREMENTS AND PROCEDURES**

**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 student application for admission form.
4. A \$200 non-refundable application fee. This includes the placement test, book and materials.
5. A clear scanned copy of government issued photo ID.
6. English Placement Exam must be taken prior to start date.
7. Student must attend scheduled orientation, receive, read and understand the Student Handbook.

### **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.

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

**All admission requirements 1-7 must be met.**

8. 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 you are travelling with dependents,**

- Complete a Dependent F-2 Application
  - Copy of each dependent's passport page showing picture, biographical information, and expiration date
  - Copy of marriage certificate (for a spouse request)
  - Copy of birth certificate (for a child request under 21 years of age)
  - The amount of \$115.00 per person per week must be added to the bank letter to show sufficient funds to cover general living expenses.
- If your fees are to be paid by a sponsor, please have that person complete the Affidavit of Support and attach their bank letter.

**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, I-94 and Visa.
3. A completed Face to Face Learning Center Transfer Eligibility form.

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

**Students who will submit a Change of Status application with USCIS must submit all required documents (Requirements and Procedures 1-8), application fee and payment of 12 weeks of the Intensive English Program.** This payment will be applied to the last 12 weeks of the program.



### **APPLICATION APPROVAL**

Face to Face Learning Center will send an Application Approval and Invoice via email within 72 hours of receiving the 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://www.fmjfee.com/>

### **CANCELLATION POLICY AND REFUNDS**

- If an applicant is not accepted or if a student has their visa application denied, a refund will be made. The application plus a 4-week compensation fee is non-refundable.
- 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 45 days prior to the start of class. Face to Face Learning Center will charge a cancellation fee equal to 4-weeks tuition. A student must provide notification of cancellation in writing to be eligible for a refund.
- If Face to Face Learning Center cancels a program, Face to Face Learning Center will refund all monies paid by the student.
- 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 put on hold for a year. This amount is non-transferable.

### **VACATION AND LEAVE OF ABSENCE**

- Students are allowed a 2-month vacation when enrolled for more than 9 months.
- Students who must take a Leave of Absence, need to have it approved. During a Leave of Absence, payments are not put on hold.

### **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 2018 START DATES**

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

Months	Day	Day	Day
January	2	16	29
February	12	26	
March	12		
April	2	16	30
May	14	29	
June	11		
July	2	16	30
August	13	27	
September	10		
October	1	15	29
November	13	26	
December	10		

**CALENDAR 2018**

Face to Face Learning Center will be closed on the following days in 2018. \*On Professional Development Days, the office is opened but there are no classes.

January 1	New Year’s Day
January 15	Martin Luther King
February 19	President’s Day
March 26 - 30	Break (no class)
March 30	Good Friday
May 28	Memorial Day
June 25 - 29	Break (no class)
July 4	Fourth of July
September 3	Labor Day
September 24 - 28	Break (no class)
November 12	Veteran’s Day (observed)
November 22 & 23	Thanksgiving Break
December 24 – January 4	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.