



## APPLICATION FOR ADMISSION 2022

APPLICANT INFORMATION IN USA					
Last Name:		First Name:			
Date of Birth: (mm/dd/yyyy)		Gender: Male Female		Citizenship:	
Address:					
City:		State:		Postal Code:	
E-mail:			Phone:		
F-1 STUDENT VISA APPLICANT INFORMATION ONLY					
Initial I-20 required?		Yes	No	Are you submitting a Change of Status?	
				Yes	No
Passport Number:			Expiration Date (mm/dd/yyyy)		
Need a dependent I-20?		Yes	No	How many dependents will travel with you? _____	
I-20 Transfer?		Yes	No	SEVIS Number: (if applicable)	
If transfer, from what school?					
APPLICANT INFORMATION IN COUNTRY					
Address:					
City:		State/Province:		Postal Code:	
Country:			Phone:		
EMERGENCY CONTACT IN USA					
Name:					
Address:				Phone:	
City:		State:		Postal Code:	
Relationship:					

STUDY INFORMATION			
Date you wish to begin (mm/dd/yyyy)		Number of Weeks:	Level:
Reason to study English (circle one)      work      exam      school      other			
Class schedule depends on student placement and availability upon enrollment.			
Choose preference <input type="checkbox"/> IEP A 9:00am-12:40pm <input checked="" type="checkbox"/> IEP B 1:00pm-4:40pm <input type="checkbox"/> IEP C 6:00pm-9:40pm			
How did you hear about Face to Face?      Social Media      Internet      Friend      Other:			



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: (mm/dd/yyyy)	Phone number:
<b>I should 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.</b>	
Signature:	Date:

ACCOMMODATION
Face to Face Learning Center does not offer accommodation to students. If you need accommodation during your studies at Face to Face Learning Center, the School Coordinator can provide advice on housing options in the community.

DEPOSIT AND FEES	
<b>Non-F1 Student</b> Application Fee (non-refundable, Placement Test, Book and material for first level)	<b>\$100.00</b>
<b>F1 Student</b> Application Fee (non-refundable, includes Immigration Advising, I20 Certificate of Eligibility, Placement Test, Book and material for first level)	<b>\$250.00</b>
F-1 SEVIS Maintenance monthly (Only for Change of Status students)	<b>\$25.00</b>
Tuition F-1 Student	-4 weeks \$200/week    +4 weeks \$175/week    # of weeks _____    \$ _____
Tuition Non-F-1 Student	-4 weeks \$200/week    +4 weeks \$150/week    # of weeks _____    \$ _____

FORM OF PAYMENT
Please choose one of the following payment methods:
<input type="radio"/> Credit Card (a 3% service fee will be incremented to total payment amount) An invoice will be emailed to you if payment cannot be made in the office.
<input type="radio"/> Money Order
<input type="radio"/> Bank Transfer (Ask for Bank Information)
<b><i>Tuition must be paid in full before the start date.</i></b>

AGREEMENT	
<b>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 to process my application for admission to Face to Face Learning Center. I understand and accept the information contained in the Terms &amp; Conditions of Admission, the Program Fees Schedule and the Application for Admission.</b>	
Signature:	Date:
Signature of guardian ( <i>only if student is under 18</i> ):	Date:

Updated 12/21 MC



## 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. English Placement Exam must be taken prior to start date, preferably 2 weeks before the start date.
2. A minimum age of 18 years (the applicant can be as young as 16 years old only with written permission given by the parent or guardian of the student).
3. A completed and signed student Application for Admission form.
4. For non-F1 students a \$100 non-refundable application fee. This includes the placement test, book and materials for first level. For Initial and Transfer F1 students a \$250 non-refundable application fee. This includes immigration advising, I20 certificate of eligibility, placement test and book and materials for the first level
5. A clear copy of passport.
6. Students **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 an initial I-20 to seek an F-1 student visa or Change of Status. The I-20 Certificate will not be issued until all required documents, and application fee are received.**

**All admission requirements 1-6 must be met.**

7. 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/statement** in English. This letter must show sufficient funds to cover tuition and living expenses for the intended period of study. **The required amount is \$325 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 \$3,920 USD. For a 52-week study period, the bank letter should show the equivalent of \$16,900)

**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
- Show marriage certificate (for a spouse request)
- Show 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 in from another educational institution within the US:**

1. ALL Admission Requirements and Procedures 1-7 must be met.
2. A copy of the I-20.
3. A completed Face to Face Learning Center Transfer Eligibility form.

Students seeking a **Change of Status** to F1, please ask the office for additional information and the required documents. **When COS is approved, students MUST enroll for a minimum of 12 weeks at Face to Face Learning Center.**

### APPLICATION APPROVAL

Face to Face Learning Center will send an 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 Letter along with the I-20 will be available for pick up within 72 hours. The student should set up the pick-up of this package if not in Miami. Once you receive your I-20, you are required by Immigration & Customs Enforcement (ICE) to pay a one-time SEVIS fee (currently \$350) directly to ICE via Internet. <https://www.fmjfee.com/>

Updated 10/21 MC

### **CANCELLATION POLICY AND REFUNDS**

- If a student is not accepted by Face to Face Learning a full refund will be made. Application fee is non-refundable.
- If an F1 applicant visa is **denied**, a refund will be made. The application fee plus a 4-week compensation fee is non-refundable.
- Accepted non-F1 students or F1 students who have not entered the US, may cancel within **30** days prior to the start of class. A refund will be made. The application fee plus a 4-week compensation fee is non-refundable.
- If an accepted F-1 applicant enters the US on an I-20 issued by Face to Face Learning Center or **abandons the Change of Status** process or is approved and subsequently cancels prior to the start of classes or is a no show, Face to Face Learning Center will not provide a refund.
- A written document (official embassy denial of I-20 cancellation) must be submitted to be eligible for a refund.
- All refunds due will be made within 45 days of the date of cancellation.
- If you must cancel your course due to a documented emergency, the unused portion of your payment will be put on hold for up to a year. This amount is non-transferable.
- If Face to Face Learning Center cancels a program, Face to Face Learning Center will refund all monies paid by the student.

### **VACATION, BREAKS AND LEAVE OF ABSENCE**

- Students are allowed an 8-week vacation when enrolled for more than 9 months.
- Students have a break between sessions. Each break varies, look at the school calendar.
- A Leave of Absence is available for a documented emergency. Students who must take a Leave of Absence, need to have it approved. A maximum of 4 weeks Leave of Absence is allowed per year, if not for a medical leave of absence.
- Students continue to pay tuition during vacation, breaks and 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.
- Recurring payments are due one week prior to the final paid class of the previous payment.  
*Example – Last paid class ends on 5/11. Recurring payment due on 5/4 (1 week prior to 5/11).*
- Continuing students are not allowed in class if payment is not received by the last paid class. This will be counted as an unexcused absence.
- If recurring payment is not received by the payment due date, there will be a \$30 late fee.
- If recurring payment is not received within a week of the due date, students are removed from the class roster and must re-enroll at a later date. This will jeopardize your F-1 status.
- All students on a payment plan are subject to the terms and conditions of their payment plan.
- Promotional offers will be honored through the paid expiration date.
- Students have the option to opt-in on recurring payments. Recurring payments are every 28 days from the due date. Students who opt-in on recurring payments will not be charged a 3% service fee.

### **CONDUCT AND DISCIPLINE**

- Face to Face Learning Center is an **ENGLISH ONLY** school. Students must speak English at all times.
- 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 are allowed 8 unexcused absences per 12-week session. F1 students can only use personal medical or immigration appointments as an excused absence.
- Two tardies are considered 1 unexcused absence.
- Required Student Books and material are mandatory. Books are not refundable.

Updated 10/21 MC



**CLASS SCHEDULES**

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

**IEP 2022 START DATES**

Months	Day	Day	Day
January	3	18	31
February	14	28	
March	14		
April	4	18	
May	2	16	31
June	13	27	
July	11	25	
August	8	22	
September	6	26	
October	10	24	
November	7	21	
December	5		

**CALENDAR 2022**

Face to Face Learning Center will be closed on the following days in 2022.

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

January 1	New Year’s Day
January 17	Martin Luther King
February 21	President’s Day
March 21 to March 25	Break (no class)
April 15	Good Friday
May 30	Memorial Day
June 24	Professional Development (no class)
July 4	Independence Day
September 5	Labor Day
September 19 to 23	Break (no class)
November 11	Veteran’s Day (observed)
November 24 & 25	Thanksgiving Break
December 19– December 30	Christmas Break (school closed)

**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 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.***

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