

**TLA- ENROLLMENT TERMS & CONDITIONS 2012****Contract- Validity- How to apply**

The School may be referred to as The Language Academy, TLA or TLA-The Language Academy. Students, their agent or the school representative must fax, e-mail or mail a completed application form and all pertaining fees to the School. Tuition fees and terms and conditions apply from January 1, 2012 through December 31, 2012. The application form becomes a legally binding document once it is acknowledged/ signed by the School. Only the English version is binding. The contract is subject to the laws of the State of Florida. **The student understands and accepts that TLA language programs are not designed or intended to qualify the participants for employment in English or teaching. They are intended solely for avocational, personal enrichment and enjoyment purposes.**

**Visas for non-immigrant aliens (F1 visa)**

**TLA is authorized by the U.S. Administration to issue I-20 forms for F1-student visa applications. To qualify for a student visa, students must be enrolled in a full-time course of studies (18 clock hours per week or more) or must be traveling to the US for the sole purpose of studying English. Eligible students must fill out an application form, provide a proof of financial responsibility (bank statement or sponsor's letter of financial support) and pay for the registration and full tuition, if the course is less than 4 weeks. For courses that exceed 4 weeks, the first 4 weeks of tuition must be paid upon enrollment. Students are required by the Department of Homeland Security to pay a one-time, non-refundable \$ 200 SEVIS fee, directly to SEVIS via the Internet .It is the student's sole responsibility to hold the proper passport or identity document and to arrange for the appropriate visa to travel to the United States. All visa waiver travelers to the US must fill out the ESTA form before traveling.**

**Change of status**

**Applications for a change of status are subject to a non-refundable US \$ 350 administrative processing fee.**

**Application, Confirmations and Payments**

After a signed application form and the registration fee are received, the School will send a written course acceptance, a housing confirmation (if applicable) and an invoice for tuition and other services requested by the student or the student's agent. Payments without a signed application form will not be accepted. Students may pay through the School's agent or directly to the school by credit card, check, cash or bank wire transfers (**in this case add \$20 to the amount**). **The School must receive payment on or before the first day of class.**

**Medical Insurance**

In the US, doctors and hospitals are extremely expensive. Students should have medical insurance or purchase insurance via TLA (\$65/month/non-refundable). **TLA will not be responsible for medical bills incurred by students in the US. By signing the application form the student authorizes the release of information for medical treatment, in case of emergency and/or accident.**

**Cancellation prior to start date- No show**

Students who cancel their course before their start date, never start their classes or are denied entry to the US will receive a full refund of all fees paid (except for the non-refundable registration fee, mailing fees, courier expenses requested by the student, exam fees or insurance paid by the School on behalf of the student upon student's request) within 30 calendar days from the cancellation date or the first day of scheduled classes, whichever is earlier.

**Withdrawal after start date**

Students who wish to withdraw after they start classes must give written notice two weeks before the withdrawal date, the final class being on a Friday. Withdrawing students must fill out and sign a withdrawal form. Students enrolled for 4 weeks or less

will not be eligible for a refund. Students enrolled for more than 4 weeks, who withdraw prior to the midpoint of their studies, will be eligible for a refund of the prorated amount of the unused portion of tuition. Students withdrawing from the program after the midpoint of their studies are not eligible to receive any refund. Courses are intended as an uninterrupted sequence of weeks.

**Change of program-Permutation**

**A change from one program to another is only allowed provided the total tuition fee for the new program is equal to, or higher than the tuition of the program originally contracted for by the student.**

**Requests for a change of program after the start date of the original course will be subject to a non-refundable \$ 100 administrative fee.**

TLA will permute group classes to private classes at a ratio of 5 group classes = 1 private lesson, subject to availability. Students on an F1 visa must enroll in a program of more than 18 clock hours/week.

**Housing and housing cancellation**

Students understand and accept that, when providing housing services, the School is strictly acting as an agent for the students and or their agency and that TLA may contract housing in its own name to facilitate the booking process according to the student's request. This administrative activity is costly; hence TLA is entitled to the difference between what is paid to the housing provider and the fee paid by the student, as a commission. A \$200 reservation deposit (down payment) is required when booking housing through TLA. The down payment is deducted from the total housing amount due by the student. Housing deposits will be retained if cancellation occurs less than 7 days prior to arrival. If students cancel their housing after check-in, there will be no refund for housing bookings of 2 weeks or less. For bookings of more than two weeks, TLA will refund the amount paid by the student after retaining two weeks of housing fees. Students who wish to change their accommodation must give the School a 10-business day notice. Change will be granted based on availability.

**Refund Policy**

The registration fee is not refundable. Fees other than tuition, paid by the School on behalf of the Student are non-refundable. Students who sign a contract with an overseas school representative /agency and enroll through the gency/representative understand and accept that the relationship between TLA and the agency may affect their ability to receive a refund **as the School will make all approved refunds to the party who issued the payment (student, agent, parents etc.). All refunds are issued within 30 calendar days from the last date of attendance. Course fees are calculated in complete weeks and part of a week is counted as a full week.**

**Missed classes**

**Students who miss their scheduled group classes may not make up their classes or ask for a refund.** Private lessons are not forfeited. **Course duration is intended as a certain number of consecutive weeks.** No refunds or make-up classes are available for group classes missed because of national holidays, acts of God, natural disasters (floods, hurricanes, storms etc.) and force majeure events when the school cannot operate.

**Age requirements and Holidays 2012**

The minimum enrollment age is 18, except for summer programs. In 2012 there will be no classes on the following days: April 6, May 28, July 4, September 3, Thanksgiving (November 22 & 23), December 21, 24, 25 and December 31.

**Liability**

The Language Academy is not responsible for any fee(s) charged by its representatives/agent. The School staff and/or representatives are not responsible for damage, loss, and injury to persons or property by any cause except those that are imposed by statute. The school will not be liable for being unable to render services that are impossible to provide for reasons beyond the control of TLA and its representatives. **If you need clarification in a language other than English, please contact us via E-MAIL at: English@languageacademy.com**