



2012 REGISTRATION FORM

PERSONAL INFORMATION

Name: Mr./ Ms. _____ Birth Date: _____

Address: _____ Telephone: (_____) _____

E-mail Address: _____ Official Test Score: TOEFL: ___ IELTS: ___ TOEIC: ___

TOEFL COURSE REQUEST

Reading, Listening & Vocabulary

10:00 AM – 12:30 PM

Writing & Grammar

1:30 – 3:00 PM

Speaking

9:00 – 10:00 AM 12:30 – 1:30 PM

Full-time

with AM speaking with PM speaking

IELTS COURSE REQUEST

Reading, Listening & Vocabulary

10:00 AM – 12:30 PM

Writing & Grammar

1:30 – 3:00 PM

Speaking

9:00 – 10:00 AM 12:30 – 1:30 PM

Full-time

with AM speaking with PM speaking

TOEIC COURSE REQUEST

Reading and Listening

1:30 – 5:00

Speaking and Writing*

11:00 – 12:30

Full-time*

11:00 – 5:00

* Not always available.
Please call to confirm availability

REFUND POLICY

The registration fee is in all cases non-refundable.

If a visa application is denied, the school will refund 100% of the total fees paid (less the registration fee)

Refunds will be calculated according to the following chart:

	Time of Refund Request	Amount of Refund
Before class begins	30 or more days before classes begin	75% refunded of total
	1 to 29 days before classes begin	60% refunded of total
After class begins	1 to 10% completed	50% refunded, 0% Material Fee
	11 to 29% completed	30% refunded, 0% Material Fee
	30% or more completed	No refund

COURSE DELAY POLICY

- All students who request a course delay must complete a course delay form.
- All course delays will incur a \$35 processing fee. The course delay fee may be waived in compassionate circumstances.
- The course delay will take effect on the Monday following receipt of the course delay.
- The school reserves the right to deny course delays.

COURSE FEES

\$100 application fee must be paid at time of registration. Register for 3 months and pay no application fee.

TOEFL / IELTS	Tuition	Material	1 Month Total	3 Month Total
Reading, Listening, and Vocabulary	630	60	690	2070
Reading, Listening, and Vocabulary with Speaking	830	60	890	2670
Grammar and Writing	460	30	490	1470
Grammar and Writing with Speaking	660	30	690	2070
Speaking	300	0	300	900
Full Time	1190	90	1280	3840

TOEIC	Tuition	Material	1 Month Total	3 Month Total
Reading & Listening	770	60	830	2490
Speaking & Writing	520	30	550	1650
Full Time	1190	90	1280	3840

TERM DATES

Start every Monday. No classes during school breaks.

Jan 3 – Jan 27
 Jan 30 – Feb 24
 Feb 27 – Mar 23
 Mar 26 – Mar 30 (school break)
 Apr 2 – Apr 27
 Apr 30 – May 25
 May 28 – Jun 22
 Jun 25 – Jun 29 (school break)
 Jul 3 – Jul 27
 Jul 30 – Aug 24
 Aug 27 – Sep 21
 Sep 24 – Sep 28 (school break)
 Oct 1 – Oct 26
 Oct 29 – Nov 23
 Nov 26 – Dec 21
 Dec 24 – Dec 28 (school break)

Start Date: _____ Length of registration: _____

\$100 must be paid at the time of registration. Register for 3 months and pay no application fee

(please tick here) I have read and understood the refund and course delay policy.

Signature: _____ Date: _____