



APPLICATION FOR ENROLLMENT

(One registration form per client)

“The mission of the Lingua Center at Broward College is to provide effective language education leading to the mastery of a new language”

The Lingua Center is devoted to fulfill the mission of empowering students as well as language service clients with effective communication in English, Spanish, and many other languages around the world. Lingua offers quality language education through a proven natural, multisensory approach, delivered by professional educators who utilize engaging and state-of-the-art materials and technology, leading to students’ success. Lingua provides such education in an immersion, yet relaxed environment, in an ethical and professional way. The goals of the Intensive English Program are: to prepare speakers of other languages to learn, improve and master the English language; to guide international students in a successful transition into American institutions of higher education; and to offer key resources to executives and individuals in the enhancement of their professional skills and personal growth.

First Name _____ Middle Initial _____ Last Name _____ Gender: Male Female Visa Status _____
 (Non US Residents)
 Day Phone _____ Evening Phone _____ Cell Phone _____ Last 4 digits of SS _____
 E-mail Address _____ Fax _____ Company Name _____
 Office Address _____ City _____ State _____ Zip Code _____
 Home Address _____ City _____ State _____ Zip Code _____
 Country of Birth _____ Country of Citizenship _____ Date of Birth _____ Age (if under 18) _____
 Native Language (s) _____ Language(s) Spoken _____
 Language(s) of Study _____ Referred by _____

ADMINISTRATIVE USE:

Student Number: _____
 Teacher: _____
 Materials: _____

Estimated Level:

____ Beginner
 ____ Advanced
 ____ Intermediate
 ____ Proficient

Schedule:

Length: _____ weeks or _____ months
 Time: From _____ to _____
 Start Date: _____
 End Date: _____
 # of AH / CH per day: _____ / _____

<u>Program:</u>	<u>IE:</u>	<u>Supplemental:</u>	<u>Schedule:</u>	<u>Customized Language Program (only):</u>	
				<u>Preferred Times:</u>	<u>Number of Hours:</u>
____ Customized (1 student)	1 Mod	Conversation	____ Mon	____ Early Morning	1 Module 36 CH
____ Customized (2 students)	2 Mod	& Accent Reduction	____ Tue	____ Morning	2 Modules 72 CH
____ Customized (3+ students)	3 Mod	I; II; III:	____ Wed	____ Noon	3 Modules 108 CH
____ Intensive English (IE)	4 Mod	Business I	____ Thurs	____ Afternoon	4 Modules 144 CH
____ Semi-Intensive English (SIE)	5 Mod	Business II	____ Fri	____ Evening	Other _____
____ Part-Time English (PTE)	6 Mod	TOEFL Prep.	____ Sat		
	7 Mod		____ Sunday		

<u>Program Costs:</u>	<u>Enrollment: \$</u>	<u>Lunch/Other: \$</u>	<u>Payment Method:</u>
Enrollment (one-time fee, valid for 1 year): \$ _____	Paid on: _____	Paid on: _____	____ Cash
Materials (Payable upon receipt): \$ _____	c / cc / ch _____	c / cc / ch # _____	____ Check
Lunch/Other \$ _____	<u>Materials: \$</u> _____	<u>Tuition (1 Pmt): \$</u> _____	____ Online
Tuition \$ _____	Paid on: _____	Paid on: _____	____ Wire Transfer
Total \$ _____	c / cc / ch # _____	c / cc / ch # _____	____ Credit Card: Visa / MC / Amex

(If credit card, please fill in the following information):

____ I authorize LLC to charge my credit card if necessary, but would prefer to pay by check or cash on the due date
 Credit Card Number: _____ Expiration Date: (____ / ____ / ____) Card Holder: _____
 (month / year)

Code: _____ Address on Card Account: _____ Card Holder Signature _____

<u>Tuition Installment Payment Plan: # of Installments _____</u>			
1 st \$ _____ Due _____	Paid on: _____	c / cc / ch # _____	5 th \$ _____ Due _____
2 nd \$ _____ Due _____	Paid on: _____	c / cc / ch # _____	6 th \$ _____ Due _____
3 rd \$ _____ Due _____	Paid on: _____	c / cc / ch # _____	7 th \$ _____ Due _____
4 th \$ _____ Due _____	Paid on: _____	c / cc / ch # _____	8 th \$ _____ Due _____

I have read and understood the General Release and Program Conditions and Payment set forth on the next pages of this form and I agree to submit to them. I certify that the information I submit on this form is accurate and complete.

Signature: _____ Name: _____ Date: _____
 (If Participant is under 18 years of age, please print name of Parent/Guardian, sign and complete information)

Program Official Signature: _____ Position: _____ Date: _____

GENERAL RELEASE AND PROGRAM CONDITIONS AND PAYMENT

Upon acceptance of enrollment by Lingua Language Center (LINGUA), the following terms and conditions on this English version only are legally binding for all students participating in any adult language program at LINGUA during the 2019 academic year. They supersede all previous terms and conditions and are subject to the law of the State of Florida. If litigation arises from a breach of this agreement, the Parties agree that venue shall be in Broward County, Florida. The undersigned (Student or Parent/Guardian if Student is under 18) has received and read the current school catalog. The minimum age to participate in LINGUA's adult programs is 15 years. There is no upper age limit. The undersigned has read, understood, and received a copy of this executed agreement. The undersigned understands that the Program may involve contact with other individuals attending the Program. The undersigned understands that food or drink may be provided to Student while attending the Program. The undersigned desires that Participant be permitted to participate in the Program, and, as a material inducement to allow Participant's involvement in the Program, the undersigned hereby releases and agrees to hold harmless LINGUA and its officers, employees, agents, servants, representatives and volunteers (collectively referred to as "LINGUA") from and against any and all manner of actions, causes of action, liabilities, controversies, agreements, promises, damages, rights, injuries, judgments, claims and demands of any nature whatsoever at law or in equity, that student or the undersigned may have now or in the future, for or by reason of Participant's involvement in the Program. The undersigned voluntarily assumes the risk of any loss, injury or damage to person or property, which in any way arises out of such participation. The undersigned agrees to save, defend, indemnify and hold harmless LINGUA from and against any and all manner of actions, causes of action, liabilities, controversies, agreements, promises, damages, injuries, rights, judgments, claims and demands of any nature whatsoever at law or in equity, that are or may be asserted, entered or claimed against LINGUA or any of its constituents, by any person or entity or by reason of the Participant's ads, negligence, willful misconduct or omissions to act, while attending the Program or participating in any activities as part of the Program. Further, the undersigned WAIVES ANY CLAIM against LINGUA arising from such participation, including any claim for negligence and does COVENANT NOT TO SUE LINGUA relating to such participation. This indemnification and hold harmless shall continue notwithstanding any negligence on the part of LINGUA relating to such action, damage or claim. In case of emergency, LINGUA is authorized to seek medical treatment and transportation for Participant from such physicians, hospitals and ambulance services as may be chosen by it in its reasonable discretion. The undersigned acknowledges that LINGUA has no obligation to seek such treatment or transportation. The undersigned understands that he/she is responsible for furnishing Participant's insurance in case of injury. The undersigned accepts full financial responsibility for payment of any and all such medical services. The undersigned agrees that this Release Form shall be binding on the undersigned's heirs, successors and assigns. Any provision in this General Release that is prohibited or unenforceable under Florida or Federal law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions hereof. The undersigned agrees and acknowledges that Participant will be responsible for transportation to and from the LINGUA facility, and that LINGUA will have no responsibility for such transportation. The undersigned agrees that participants under the age of eighteen (18) may not arrive at the LINGUA facilities more than ten minutes prior to Participant's scheduled program and must be picked up from LINGUA's facilities immediately upon the conclusion of the Participant's scheduled program. LINGUA WILL NOT BE RESPONSIBLE FOR THE CARE OF ANY MINOR PARTICIPANT AFTER THE CONCLUSION OF SCHEDULED PROGRAMS AND IS NOT OBLIGATED TO CONFIRM THAT A PARENT PICKS UP THE MINOR. Failure by the Participant to adhere to the rules of LINGUA will entitle LINGUA to prohibit further use of its facilities by the Participant.

Liability: LINGUA and its representatives will not be liable for loss, damage or injury to persons or property, except when such liability is imposed by law. Neither shall LINGUA be liable for services not supplied due to a reason out of its control.

Initials: _____

Enrollment: Payment for IEP is due by Thursday of the week prior to start date to secure placement. Payment for CLP is due one week prior to start date. CLP of over 13 CH per week becomes a Customized Language Boot Camp (CLBC). Payment for CLBC is due two weeks prior to start date. The IEP is divided in seven (7) modules of twelve (12) weeks each. All programs are eligible for tuition and materials installment payment plans. For installment payment programs, a credit card is required. However, student may pay by cash or check at least five (5) business days before the automatic withdrawal due date. Should payment not be submitted on the due date, LINGUA reserves the right to charge your credit card for such amount owed. If LINGUA is unable to charge credit card for the amount due, payment must be submitted in a timely manner to avoid late charge fees. Payments made later than five (5) Days after due date will incur an additional late charge of 1.5% monthly (18% annually) of the total amount due.

Cancellation and Refund Policy: Because federal regulations require educational institutions to report changes in student status, nonimmigrant international students under an F-1 visa may request refunds upon notification of withdrawal or cancellation, refunds will be processed as detailed below. If the student has enrolled in Lingua through an authorized recruiting agent, the student will receive a refund under the same terms applied to students enrolled directly at LINGUA minus the percentage charged by the recruiting agency, based on the total amount paid by the recruiting agency to LINGUA.

REFUNDS

If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be issued within forty-five days (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination. The date of determination is the date the student gives verbal or written notice of withdrawal to the institution or the date the institution terminates the student. In all eligible cases, refunds are calculated based upon tuition at our normal prices and not promotional or discounted prices.

CANCELLATIONS

Program Cancellation: If LINGUA cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.

Rejection of Applicant: If an applicant is rejected for enrollment by LINGUA, or if a prospective student has his/her visa application rejected, a full refund of all monies paid, less non-refundable charges, will be made.

Cancellation Prior to the Start Day of Class or No Show: If an applicant accepted by LINGUA cancels prior to the start of scheduled classes or never attends class (no show), LINGUA will refund all monies paid, less any actual non-refundable costs incurred by LINGUA in the maximum amount of \$500. Nonrefundable charges include the application/registration fee of \$150 and \$350 administrative fees. Since LINGUA is not paid directly for transportation, housing or health insurance, students cancelling their services will arrange their refunds directly with the appropriate vendors.

If an applicant accepted by LINGUA enters the United States on an I-20 obtained through LINGUA and subsequently cancels prior to the start of scheduled classes or never attends class (no show), LINGUA will retain:

- For a program of 12 weeks or less, all the tuition charges for up to four weeks of the Period of Financial Obligation* and any actual nonrefundable costs incurred by LINGUA in the maximum amount of \$500. Non-refundable charges include the application/registration fee of \$150 and a \$350 administrative fee.
- For a program of more than 12 weeks all the tuition charges for up to six weeks of the Period of Financial Obligation* and any actual nonrefundable costs incurred by LINGUA in the maximum amount of \$500.00. Non-refundable charges include the application/registration fee of \$150 and administrative fee of \$350.

*PERIOD OF FINANCIAL OBLIGATION shall be defined as the training period for which a student is legally obligated to pay, which may be less than the total period of enrollment, if tuition is charged in smaller increments, such as by the month, term, and/or session. Under no circumstances may a period of financial obligation exceed a 12-month period.

WITHDRAWAL OR TERMINATION AFTER START OF CLASS:

Period of Financial Obligation – Four Weeks or Less: LINGUA will retain all the tuition charges for the Period of Financial Obligation.

Initials: _____

Period of Financial Obligation Greater than Four Weeks: For students who withdraw at any point in the first four weeks, LINGUA will retain the charges applicable to the first four weeks. For students who withdraw after the first four weeks but before or at the mid-point of the Period of Financial Obligation, LINGUA will retain a prorated amount of tuition. For students who withdraw after the midpoint, LINGUA will retain all of the charges for that Period of Financial Obligation.

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, LINGUA will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

CHARGES OTHER THAN TUITION

The application/registration fee of \$150 and administrative fee of \$350 are non-refundable (not to exceed \$500), except for cancellation of program by LINGUA. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective student has his/her visa application rejected, a full refund of all monies paid, less non-refundable charges, will be given.

INDIVIDUAL ABSENCES

Lingua does not provide refunds for any individual absences by day, week, etc, that a student may incur during their Period of Enrollment.

CUSTOMIZED CLASS COMPLETION AND RESCHEDULING

Students enrolled in a customized program are permitted to make up a missed class provided written notice of inability to take the class is submitted to LINGUA's administration at least by noon of the business day prior to the scheduled class to avoid forfeiture.

A maximum of 15% of classes may be rescheduled. Students enrolled in customized programs must complete the course of study within the timeframe specified on the course record, or as follows: within twelve (12) weeks for each module or level of proficiency consisting of 36 clock hours of class; six (6) weeks for half a level or module; and three (3) weeks for a quarter of a module. In harsh circumstances, LINGUA will allow customized language programs to be completed within a maximum time frame of 1.5 times the normal program length. Clients also have the option of purchasing a single two-hour class at a time. They will have the ability to reschedule that class once, provided they give written notice to LINGUA's administration at least by noon of the business day prior to the scheduled class to avoid forfeiture.

If a student is unable to attend class for an extended period of time, he/she must request a leave of absence, in accordance with our leave of absence policy, or class time will be forfeited and not eligible for makeups or refunds.

Tuition for any customized program comprised of two or more participants is non-refundable since this would affect the second party's contract, except where LINGUA converts a customized group class into a customized semi-private or private class. In this case, LINGUA will refund the withdrawn student according to the refund policy, and apply the remaining students' tuition towards a customized semi-private or private class, according to the effective rates for each participant remaining in the customized program.

I have read and understood the General Release and Program Conditions and Payment set forth on this document and I agree to submit to them. If this document was not translated into my native language, I attest that the policies outlined herein were carefully explained to me and that I understand my rights and obligations set forth in the General Release and Program Conditions.

Name of Student: _____ **Date:** _____

Signature: _____ **Date:** _____

Release for use of Photographs and Video

I hereby give authorization to Lingua Center to use photographs and videos of myself while participating in any school activities, including language training, extra-curricular activities, and field trips, in conjunction with any marketing, publicity, sales or promotional activities relating to LINGUA or any portion thereof. LINGUA may use, or license any such pictures or other reproductions for any purpose, commercial or otherwise, both during the Term of Enrollment and even after completion thereof. I hereby release Lingua from any and all claims whatsoever in connection with the use, reproduction, or publication of such images.

Name of Student: _____ **Date:** _____

Signature: _____ **Date:** _____

(If Participant is under 18 years of age, please print name of Parent/Guardian and sign)