

**ATLANTIS LANGUAGE INSTITUTE**  
**ENROLLMENT APPLICATION**

**STEP 1: COMPLETE PERSONAL INFORMATION**

To be eligible to apply for ALI's ESL program, prospects must be 16 years old, or older. Student must present ID card. Parenthood representation is required for applicants under 18 years of age during the enrollment process. Please select (check) the statement that better expresses your interests:

- I'm a local non-native student seeking better understanding and enhanced communication in the English language
- I'm an international student seeking better understanding and enhanced communication in the English language
- I'm seeking enhancement of my spoken and written communication in the English language at work
- I'm a non-native local resident who seeks faster resettlement in an English speaking community

I hereby apply for enrollment at Atlantis Language Institute. A representative has explained the program details and terms of the Enrollment Agreement.

I understand that admission to any of the Atlantis Language Programs **does not** constitute admission to Atlantis University. However, I'm aware that, being an active ALI's student, awards me the right to receive all of the same services offered to students by the University.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_

Contact Phone numbers:

Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency contact name & phone number: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email address: \_\_\_\_\_

**STEP 2: DEFINE YOUR PROGRAM at ALI**

ALI-PROGRAM	PROGRAM LEVEL	PROGRAM LENGTH	COST
English as a Second Language	___ BEGINNER	Total 40 weeks 8 weeks each level	\$170.00 weekly
	___ UPPER BEGINNER		
	___ INTERMEDIATE		
	___ UPPER INTERMEDIATE		
	___ ADVANCED		

CREDENTIAL TO BE AWARDED UPON COMPLETION OF THE COMPLETE PROGRAM (5 LEVELS): **ALI's Diploma**

I hereby apply for admission to the Program as indicated above. I agree to meet all academic and financial standards required for successful completion of all courses selected.

I hereby understand and accept that ALI's contracts are not sold to a third party at any time.

Time allotted for Registration of any further courses begins one week prior to the first day of class and ends one week after the first day of class.

- Tuition for the program is shown. There is no carrying, interest, or service charges connected to the program
- The one-time/non-refundable Application Fee must be paid at the time the Enrollment Agreement is completed.
- Late fees may be assessed to past due balances. You may prepay the unpaid balance at any time.
- The student's official transcripts and certificate of completion will not be withheld until all fees and financial obligations have been met.

## TERMS OF THIS APPLICATION

This agreement covers a tuition period for \_\_\_\_ level (s). I hereby understand that if I decide to leave the course before finishing the courses selected above, I must adhere to the COMMITMENT TO FINANCIAL REQUIREMENT.

STATEMENT OF COMMITMENT: The Institute requires that all candidates commit themselves to complete a minimum of 16 weeks of our program to be awarded an F-1 visa. If for any reason the student decides to leave the institution, he/she must pay any pending balance corresponding to the minimum stated on this statement.

I hereby understand that there's a minimum financial commitment to receive an F-1 visa from Atlantis Language Institute.

I hereby agree to complete my payments of 2 academic levels as stated on this STATEMENT OF COMMITMENT if I decide to leave the institution.

I hereby state my commitment to take ALI's required Placement Test to determine my starting level of proficiency according to its program, and define my future enrollment.

### SCHEDULE, TIME AND ATTENDANCE

I hereby agree to schedule my class as follows: (Start date) Beginning on \_\_\_\_/\_\_\_\_/\_\_\_\_

(Days of the week attending) \_\_\_\_ MONDAY \_\_\_\_ TUESDAY \_\_\_\_ WEDNESDAY \_\_\_\_ THURSDAY \_\_\_\_ FRIDAY

(Day Time) from: \_\_\_\_: \_\_\_\_ to \_\_\_\_: \_\_\_\_

(Afternoon Time) from: \_\_\_\_: \_\_\_\_ to \_\_\_\_: \_\_\_\_

(Evening Time) from: \_\_\_\_: \_\_\_\_ to \_\_\_\_: \_\_\_\_

### STEP 3: TUITION, PAYMENT PLANS, AND TERMS OF PAYMENT

Please check:

Application fee: There is a one-time application fee of \$ 90.00 for Atlantis Language Institute. Fee is non-refundable

I am paying the Application Fee of \$90.00.

I understand that textbooks and learning materials mean additional costs to be paid by the students.

I hereby state my commitment to buy the books by myself and have them with me on the first day of classes.

**TERMS OF PAYMENT OF THE COURSE** Select one:

**Plan One:** Full payment at time of signing enrollment agreement.

Number of weeks	Cost per week	Total Amount per installment	Full Payment made on
__ 16 weeks	\$ _____	\$ _____	(Specify) ____/____/____
__ 24 weeks	\$ _____		
__ 40 weeks	\$ _____		

**Plan Two:** Payment Schedule as follows:

Number of weeks	Cost per week	Total Amount per installment	Payments due date
__ 16 weeks	\$ _____	\$ _____	<input type="checkbox"/> MONTHLY Same day each payment beginning on: ____/____/____
__ 24 weeks	\$ _____		<input type="checkbox"/> OTHER (Specify) _____
__ 40 weeks	\$ _____		Same day each payment beginning on: ____/____/____

## CANCELATION AND REFUND POLICY

1. Cancellation from the program may be in writing or verbally.
2. All tuition fees will be refunded if, prior to the beginning of the program, the applicant is not accepted by the ATLANTIS Language Institute or if the student cancels within three (3) business days after signing the Enrollment Agreement and making an initial deposit.
3. Cancellation after the third (3rd) business day, but before the first class, will result in a refund of all monies paid, with the exception of the Registration fee
4. For Students enrolled in Diploma Programs: Courses can be dropped from the student's schedule during the first week of the course without penalties. Withdrawal or termination from the program prior to 20% completion of the registered courses in the term will result in a prorated refund of tuition. Cancellation after completing 20% of the registered courses in the term will result in no refund, and student will be responsible for the total cost of the program.
5. Books are not included in the cost of tuition and are charged separately from the tuition if the student asks the school to provide with them.
6. The termination date for refund computation purposes is the last date of actual attendance by the student.
7. Refunds will be made within 30 days from the day the school determines the student has dropped. Date of determination will be within 14 days from the last date of attendance from students with five (5) consecutive unexcused absences, or the date the student provides an official notice to the school of their intention to withdraw from the program.

**Other Terms and Conditions.** ALI reserves the right to terminate a student for:

- Creating a safety hazard to other students,
- Disobedient or disrespectful behavior to faculty or other students,
- Unsatisfactory academic progress
- Failure to complying with attendance requirements, excessive absence or lateness
- Failure to sustain adequate professional conduct
- Failure to pay fees when due
- Violation of academic integrity policy (cheating, plagiarism)
- Breach of enrollment agreement
- Entering the ATLANTIS Language Institute site while under the influence or effects of alcohol, drugs, or narcotics of any kind
- Carrying a concealed or potentially dangerous weapon
- Sexual harassment or harassment of any kind.

NOTE: Terms of the refund policy will apply.

**Attendance policy:** Students under the F-1 visa must show full attendance to comply with SEVIS requirements. We will monitor absentees with consistency, and will work proactively with the students to prevent extreme measures regarding absenteeism.

**Passing Grade policy:** The student must meet passing grades (D minimum) on both courses. A final F grade on any of the courses will automatically prevent the student from moving to the next level.

**Retaking the Course Policy:** In the case of failure to meet all academic requirements ("F" grade), the student will be permitted to retake the course only once. The student will also have to fulfill all administrative requirements again.

**Step 4 READ & SIGN**

**Notice to student:** Do not sign this Enrollment Agreement before you read it thoroughly. Do not sign it if it contains any blank spaces. You are entitled to an exact copy of this signed document. Keep it to protect your legal rights.

\_\_\_\_ I have read the terms and conditions contained in this Enrollment Agreement and understand that this Agreement constitutes a binding contract upon written acceptance by the ATLANTIS Language Institute

\_\_\_\_ I have received a copy of this Enrollment Agreement. It is signed by the school and me as student/parent.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature if student's age is under 18 \_\_\_\_\_ Date \_\_\_\_\_

**FOR ALI USE ONLY**

Payment has been received in the amount of \$ \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Director of Admissions: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Authorized School Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Acceptance date: Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICANT DATA (Please print all information as indicated)**

Family Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

You are \_\_\_\_ Male \_\_\_\_ Female Marital Status: \_\_\_\_ Single \_\_\_\_ Married

Country of Birth \_\_\_\_\_ First Language \_\_\_\_\_

Country of Citizenship (if applies) \_\_\_\_\_

Social Security Number (if available) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Foreign Permanent Address (if different from mailing)

Best contact phone \_\_\_\_\_ Fax (if any) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Emergency Contact (Name, Relationship, phone)

How did you know about our ESL Program?

friend /relative  my government  advertisement Other \_\_\_\_\_

VISA STATUS

IMPORTANT: If you already are in the United States, please indicate your current visa status:

F-1  F-2  B1  B2 Other \_\_\_\_\_

Please submit a copy of your current I-20 form (F visa students) to assist in processing your application.

HOUSING INFORMATION

I am planning to live:  On Campus  Off Campus

Will anyone accompany you?  Yes  No If yes, list names, dates of birth, relationships:

Name	Relationship	Birth date
		___ / ___ / ___
		___ / ___ / ___
		___ / ___ / ___
		___ / ___ / ___

Notes: Housing for families of accepted students is available off campus only.

EDUCATION

Prior Education: Please list the names of the latest schools, universities or English language programs that you attended in your country and/or in the United States:

InstitutionLocation Finished on:

Post-secondary school \_\_\_ / \_\_\_ / \_\_\_

ESL Program \_\_\_ / \_\_\_ / \_\_\_

College/University \_\_\_ / \_\_\_ / \_\_\_

**FINANCIAL DECLARATION**

International applicants must specify source of funds. They could be either of the following:

A- Official bank statements with a bank official's signature/seal (Complete Part A)

B- (For agency-sponsored students) Official copy of a sponsoring agency's guarantee certifying minimum availability as indicated on the enclosed cost sheet) per semester of study. (Complete Part B)

PART A:  Personal  Family  Private Sponsor

Name of Sponsor \_\_\_\_\_

IMPORTANT: attach an official bank verification letter, in English, stating that sufficient funds are available to support your stay in the United States.

PART B:  Government Agency  Sponsoring Agency

Agency Name \_\_\_\_\_

IMPORTANT: attach an original scholarship letter, in English, stating that the scholarship agency will pay your expenses to study in the United States.

I certify that the statements on this form are complete and accurate.