



## **INTERNATIONAL REGISTRATION FORM**

Please complete this form and return to LCI Language Centers with the appropriate registration fee and any applicable mailing fees (please see section on Fees).

**Please complete all applicable sections.**

### **Personal Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Birth Date (MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_ City of Birth \_\_\_\_\_

### **Home Country Address**

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

### **United States Address (if applicable)**

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_

### **Travel & Visa**

Only full-time (18+ hours/week) on-site programs are eligible for the I-20 form. Do you need an I-20? Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, you must submit the following:**

1. Completed and signed registration form including appropriate registration fees
2. Certification that sufficient funds are available to meet tuition costs and living expenses. Either of the following is acceptable:
  - a) A current bank statement or a letter from your bank certifying that you or your sponsor has sufficient funds
  - b) A notarized affidavit of support

LCI Language Centers must receive all appropriate documents and payments in full before the I-20 is issued. Upon receipt of the above we will send an invoice with the final amount due.



### LCI Language Centers Courses

#### Program Selection

- ☐ General English Program
- ☐ Academic English Program
- ☐ Executive English Combo Program
- ☐ Executive English Full Immersion Program

#### Program Dates

Please see the Calendar page of our website at [www.englishlci.edu/calendar.php](http://www.englishlci.edu/calendar.php) for more information about terms and start dates.

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

#### Health Insurance

On-site students are required to have health insurance. You will need to show proof of insurance when you start class.

#### Payment Options – Please select one:

##### 1) Bank Wire Transfer \_\_\_\_\_

Bank Name: Wells Fargo Bank N.A.

Swift Code: WFBUS6S

Bank Address: 8980 E. Hampden Ave.  
Denver, CO 80231

Bank Phone: 303-792-4763



**Beneficiary Account Name:** Language Consultants International

**Beneficiary Account #:** 6883712942

**International ABA Routing:** 121000248

**Wells Fargo Headquarters Information:**

**Address:** 420 Montgomery St, San Francisco, CA 94104

**Phone:** 415-396-2619

**ABA Routing:** 121000248

**2) Credit Card Charge Authorization\_\_\_\_\_**

Card Type \_\_\_\_\_

Credit Card Holder's Name \_\_\_\_\_

Credit Card # \_\_\_\_\_ CVV: \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_

I authorize LCI to charge the amount of \$ \_\_\_\_\_

By signing (or typing my name in the signature field) below, I authorize LCI to charge my credit card in the amount above.

Signature \_\_\_\_\_

**English Level & Objectives**

What is your English level now?

\_\_\_ Basic

\_\_\_ Beginner

\_\_\_ Intermediate

\_\_\_ Advanced

What do you want to learn? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



### LCI Terms & Conditions

#### **PAYMENT POLICY:**

All payments must be received in full on or before the first day of classes. Students who pay after the first week of classes will be charged a late payment fee of \$100.

Sponsored students should present a valid financial guarantee before the start date of the term.

All prices quoted are in US dollars. Prices are subject to change without notice.

#### **TUITION REFUND POLICY:**

##### **General English & Academic English Programs**

A full refund minus the non-refundable application fee and mailing fees will be made if cancellation is received in writing at least five business days prior to start date. Written cancellations made less than five business days prior to start date are entitled to a refund minus the application fee, mailing fees and the scheduled tuition on the first four weeks of classes.

##### **Refunds after start date:**

Sessions of four weeks or less: No refunds will be made for students who register for four weeks or less and then withdraw during the session.

Sessions of more than four weeks: If student withdraws at any point during the first four weeks, LCI will retain the charges applicable to the first four weeks. If student withdraws after the first four weeks but before or at the midpoint of the session, LCI will retain the prorated amount of tuition. If student withdraws after the midpoint, LCI will retain all the charges for that session.

When calculating the number of weeks completed, a partial week will be counted as a whole week, provided the student was present at least one day during the scheduled week.

##### **Executive English Program & Private Classes**

A full refund less the non-refundable application fee and mailing fees will be made if cancellation is received in writing at least 10 business days prior to start date. For cancellations made less than 10 business days prior to start date, no refunds will be issued for programs of two weeks or less. For programs of more than two weeks, LCI will retain the charges applicable to the first two weeks of the scheduled program and refund the remainder of the charges.

Private classes may be rescheduled with at least two business days' advance notice; otherwise they will be charged in full.

Any refunds due will be issued within 30 days of the date LCI receives written notification of cancellation.



There will be no refunds for students who are terminated due to violation of the school's written disciplinary and/or attendance policies or local, state or federal law.

**HOLIDAY/INCLEMENT WEATHER POLICY:**

Group classes cancelled due to scheduled local holidays or to inclement weather will not be rescheduled or refunded. Private classes may be rescheduled.

**AGE REQUIREMENT:**

LCI generally requires that group class students be at least 16 years old at time of program start date. Please contact LCI for exceptions and special requests.

I understand that LCI is only bound to provide services as described in the written literature and no oral representation made by agents or school staff is considered to be valid or binding.

By signing this document (or typing my name in the signature field) below, I also acknowledge that I have read and accept the terms & conditions.

\_\_\_\_\_  
Signature of Student

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
MM/DD/YYYY