



INTERNATIONAL REGISTRATION FORM

Please complete this form and return to LCI Language Centers. International students need to include a total non-refundable fee of \$270 (\$120 registration fee and a \$150.00 tuition deposit).

Personal Information

Last Name _____ First Name _____ Middle _____ Male ___ Female ___

Birth Date (MM/DD/YYYY) ____/____/____ Telephone _____ Email _____

Skype ID _____

[IF APPLICABLE]: Name and address of your company -or- if a scholarship student: name of embassy, advisor and student number:

Telephone _____ Fax _____

Home Country Address

Street _____ City _____

State _____ Postal Code _____ Country _____

United States Address (if applicable)

Street _____

City _____ State _____ Postal Code _____

Travel & Visa

Only the full-time English programs qualify students to receive 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 deposit and fees
2. Certification that sufficient funds are available to meet tuition costs and living expenses. Any of the following are 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.

Choose one of the following:

- Please send my I-20 by Express Courier for an additional fee of \$75.00
- Please send my I-20 by Overnight Express Courier for an additional fee of \$150.00

Date of Arrival ____/____/____ **Date of Departure** ____/____/____
MM/DD/YYYY MM/DD/YYYY

Flight Information (optional)

Flight # _____ Airline _____ Arrival Date and Time _____

LCI Language Centers Courses

School Location

LCI Denver LCI Houston LCI Roanoke

Program Selection

<input type="checkbox"/> General English Program	<input type="checkbox"/> IELTS Preparation Program
<input type="checkbox"/> 'See the USA' Program	<input type="checkbox"/> TOEFL Preparation Program
<input type="checkbox"/> Academic English Program	<input type="checkbox"/> GRE Preparation Program
<input type="checkbox"/> University Preparation Program	<input type="checkbox"/> GMAT Preparation Program
<input type="checkbox"/> Executive English Combo Program	<input type="checkbox"/> Accent Reduction
<input type="checkbox"/> Executive English Full Immersion Program	<input type="checkbox"/> Other Program: _____

Program Term Dates

General English and Executive English sessions begin every Monday. Private classes can be scheduled at any time. Please consult LCI for Test Preparation Program start dates, which vary by center.

For **Academic English Program** term dates, please see the schedule on LCI's website www.englishlci.edu.

Start date: _____ **End date:** _____



Health Insurance

Students are required to have a health insurance.

Do you have your own health insurance? Yes _____ No _____ (if yes, you need to show the insurance confirmation when start class)

Do you want to purchase health insurance from LCI? Yes _____ No _____

Fees

Please fill out the breakdown in fees. You may refer to your quote from an LCI representative.

TOTAL COSTS

Registration Fee	\$ _____	Airport Transfer	\$ _____
Tuition	\$ _____	Health Insurance	\$ _____
Books	\$ _____	Dental Insurance	\$ _____
Accommodation Fees	\$ _____	Car Rental	\$ _____
I-20 Express Courier	\$ _____	Total	\$ _____

Accommodation Options

_____ Host Family (available at LCI Denver and LCI Houston locations)

_____ Hotel (available at all LCI locations)

_____ On-campus Residence (available at LCI Roanoke)

_____ None

Payment Options – Please select one:

1) Bank Wire Transfer _____

Bank Name: Wells Fargo Bank N.A.

Swift Code: #WFBIUS6S

Bank Address: 8980 E. Hampden Ave.



Denver, CO 80231

720-493-2815

Beneficiary Account Name: Language Consultants International

Beneficiary Account#: 6883712942

International ABA Routing: 121000248

Wells Fargo Headquarters Information:

420 Montgomery St, San Francisco, CA - (415) 396-2619

ABA # 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 \$ _____

Signature _____

English Level & Objectives

Do you speak English...

...at work? ____Y____N

...at school? ____Y____N

...when you travel? ____Y____N

...with friends? ____Y____N



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 before the start date of classes for extending students and on or before the first day of classes for new students. For students beginning classes after the first day of the term, payment must be made in full on or before the first day of attendance.

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 Program

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

Refunds after start date:

Sessions of four weeks or less: No refund 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 a student withdraws at any point during the first four weeks, LCI will retain the charges applicable to the first four weeks. If a 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 a student withdraws after the midpoint, LCI will retain all the charges for that session.

Academic English Program



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

No refunds will be issued on or after the start date of the term.

Private Classes

Private classes may be cancelled or rescheduled with at least three business days’ advance notice. Private classes cancelled with less than three business days’ advance notice will be charged in full.

HOLIDAY/INCLEMENT WEATHER POLICY:

Group classes cancelled in observance of scheduled local holidays will not be rescheduled or refunded. Private classes cancelled in observance of scheduled local holidays may be rescheduled.

In the rare instance that classes must be cancelled due to inclement weather, group classes will not be rescheduled or refunded. LCI will reschedule private classes.

HOMESTAY REFUND POLICY:

Housing is subject to availability. If LCI is unable to find suitable accommodations, we reserve the right to withdraw our offer to provide housing. All prepaid fees will be refunded.

If a student withdraws his/her application for housing prior to the student-specified arrival date, all prepaid fees less the non-refundable application fee will be returned. If a student who has requested airport pick-up does not show up on arrival day without informing LCI beforehand, the airport transfer will not be refunded.

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.

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

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.

Signature of Student

Date: ____/____/____
MM/DD/YYYY