



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 \$150 tuition deposit).

Please complete all applicable sections.

Personal Information

Last Name _____ First Name _____ Middle _____

Birth Date (MM/DD/YYYY) _____ / _____ / _____ Male _____ Female _____

Telephone _____ Email _____ Skype ID _____

[IF APPLICABLE] Executive students: name and address of your company OR Scholarship students: name of embassy, advisor and student number

Telephone _____ Fax _____

Home Country Address

Street _____ City _____

State _____ Postal Code _____ Country _____

Mailing Address for I-20 (if different than home 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. 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.

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 MM/DD/YYYY

Date of Departure MM/DD/YYYY

LCI Language Centers Courses

School Location

_____ LCI Denver _____ LCI Houston

Program Selection

- _____ General English Program _____ Private Classes
_____ Academic English Program _____ Pronunciation/Accent Reduction
_____ 'See the USA' Program _____ Test Preparation: _____
_____ Executive English Combo Program _____ Other: _____
_____ Executive English Full Immersion Program _____ Other Program: _____

Program Dates

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

Start date: _____ End date: _____



Health Insurance

Students are required to have health insurance. You will need to show proof of insurance when you start class.

Will you have your own health insurance? Yes _____ No _____

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 _____ Hotel _____ 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

Bank Phone: 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 \$ _____

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 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 the non-refundable application fee, tuition deposit and courier 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, tuition deposit, courier 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.

Academic English Program

A full refund less the non-refundable application fee, tuition deposit and courier 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, tuition deposit, courier fees and the scheduled tuition on the first four weeks of classes.

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

Executive English Program & Private Classes

A full refund less the non-refundable application fee, tuition deposit and courier 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.



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. Private classes will be rescheduled.

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.

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

Signature of Student

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