

2023 Application for Enrollment: Student Information

NYLC Manhattan (Broadway Uptown)

2710 Broadway, 2nd Floor
New York N.Y. 10025

NYLC Queens (Jackson Heights)

37-66 82nd street, 2nd floor
Jackson Heights, NY 11372



PERSONAL INFORMATION

GIVEN NAME (FIRST NAME) _____ LAST NAME (FAMILY NAME) _____ MALE FEMALE NON-BINARY

STREET ADDRESS _____ CITY _____ PROVINCE _____ POSTAL CODE _____ COUNTRY _____

TELEPHONE _____ EMAIL _____

COUNTRY OF BIRTH _____ CITY OF BIRTH _____ CITIZENSHIP _____ DATE OF BIRTH: MM/DD/YYYY _____ NATIVE LANGUAGE _____

EMERGENCY CONTACT INFO: Name _____ Tel _____

Email _____ Relationship _____

How did you hear about NYLC: Agency _____ Internet _____ Friend _____ Social Media _____ Other: _____

What is the name of your NYLC Advisor? _____

What is your academic or professional objective for studying at NYLC? _____

CHOOSE YOUR PROGRAM AND SCHOOL LOCATION: *SCHEDULES ARE NOT GUARANTEED AND ARE BASED ON YOUR LEVEL OF ENGLISH.*

	Program Type	# of Weeks	Choose your School Location	
<input type="checkbox"/>	Daytime Semi Intensive Program 16 hours per week (Mon-Thur) Schedules are in the morning or afternoon and are determined by level of English.	_____ Week(s)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Daytime Intensive Language Program 20 hours per week (Mon-Thur) <i>*F-1 Student Eligible</i> Schedules are in the morning or afternoon and are determined by level of English.			
<input type="checkbox"/>	Evening Semi Intensive Language Program 16 hours per week (Mon-Thur) <i>*Subject to availability</i>			
<input type="checkbox"/>	Evening Intensive Language Program 20 hours per week (Mon-Thur) <i>*F1 Students Eligible. Subject to availability</i>			
<p>I plan to start classes on _____ Month/ Day / Year</p> <p><i>*Students may begin on any Monday. Please refer to the Academic Calendar for official start day</i></p>				

REQUEST FOR A FORM I-20 (TO REQUEST F1 STUDENT VISA)

NO, I do not wish to receive a Form I-20. **YES**, I already have an F1 visa and would like to apply for a Form I-20 from NYLC.

YES, I will apply for an F-1 student visa and I request a Form I-20. If YES, you must submit the following:

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1. Completed and signed Application for Enrollment Form including payment of school fees

2. Proof of financial ability to support yourself for the duration of the course. This should be in English and must include at least (a) or (b):

- A current personal bank statement of student and/or sponsor or a letter from a bank indicating the current balance.
- A completed letter/affidavit of support from the student's sponsor along with the sponsor's bank statement, bank letter or notarized copy of his/her most recent federal income tax return verifying his/her financial ability to meet those expenses.
- A letter from a sponsoring agency (employer or school) outlining details of student financial grant.
- An original scholarship letter from a governmental or other organization.

3. Copy of student's passport

TRANSFER STUDENTS: F1 transfer students must submit

- A copy of the completed F1 transfer form
- All previous I-20
- I-94 Card
- Copy of visa

LEVEL OF ENGLISH: Please indicate your approximate level of English (you will still need to take placement exam upon arrival)

Beginner Intermediate Advanced

School Fees (non-refundable)	Intensive Language Program \$195	Semi Intensive Program \$100	
OTHER FEES			
Express Mailing Fee (International) To ship I-20 Form	\$105 or \$130 (for 2 people)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
US Post Office (Domestic)	\$30	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport pick-up: JFK or LaGuardia Airports to NYC	\$160 (One Way) \$285 (Round Trip)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Airport pick-up: Newark Airport to NYC	\$210 (One Way) \$365 (Round Trip)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Cancellation and Refund Policy

For all Students

- If withdrawal occurs during a partial week, it will be calculated as one week.
- The school requires written notification for refund requests.
- Refunds will be given to the person/organization that paid the school or authorized student representative.
- Refunds will be issued by check or credit card. Persons requesting refunds via wire transfer must pay \$50 for an international wire fee and \$40 for a domestic wire and submit correct banking information to NYLC.
- Refunds to payments paid by credit card are subject to a 3% transaction fee.
- If a student pays by credit card, the refund must be made to the same credit card.
- All refunds will be made within 45 business days of request date, provided all financial information has been submitted and is accurate.
- The school may issue the student a tuition credit if no refund is legally due. Credit must be requested within 6 months of the last day of attendance.

For Students on an I-20 issued by NYLC (F-1)

- Fees are non-refundable except for mailing fee if no documents were mailed.
- If a student has applied for an F1 visa and it is denied, all tuition will be refunded. The original I-20 form and letter of denial must be sent to the school within 60 days from the denial letter date.
- If a student obtains an I-20 form issued by New York Language Center and fails to show up for classes, the student will be charged for 8 weeks tuition at the published non-discounted weekly rate (which is the price of week number 1).
- If a student obtains an I-20 form issued by New York Language Center and begins classes and discontinues:
 - for enrollments of 8 weeks or less, there is no refund.
 - for enrollments of more than 8 weeks, if the student drops out within the first 8 weeks, the school will retain 8 weeks of tuition at the published non-discounted weekly rate (which is the price of week 1) and refund the balance of weeks not attended, as long as the student has not already completed 49% of the enrollment period.
- for enrollments of more than 8 weeks, if a student discontinues after the 8th week and prior to 49% of the enrollment period, the student will be charged the published non-discounted weekly rate (which is the price for week number 1) for the weeks studied and the balance of the tuition paid will be refunded.
- After the student completes 49% of the enrollment period, there is no refund.
- If an F1 student violates attendance probation and is terminated, there is no refund of unused tuition.

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For non F1 Students

1. Fees are non-refundable.
2. If a student cancels this agreement at least 15 business days before his/her originally scheduled start date, all tuition will be refunded.
3. If a student cancels this agreement fewer than 15 business days before his/her originally scheduled start date:
 - a) for enrollments of 4 weeks or less, there is no refund.
 - b) for enrollments of more than 4 weeks, the school will retain 4 weeks tuition at the published non-discounted weekly rate (which is the price for week number 1) and refund the balance.
4. If a student begins classes and discontinues:
 - a) for enrollments of 4 weeks or less, there is no refund.
 - b) for enrollments of more than 4 weeks, if a student discontinues within the first 4 weeks and prior to 49% of the enrollment period, the school will retain 4 weeks tuition at the published non-discounted weekly rate (which is the price for week number 1) and refund the balance.
 - c) for enrollments of more than 4 weeks, if a student discontinues after the 4th week and prior to 49% of the enrollment period, the student will be charged the published non-discounted weekly rate (which is the price for week number 1) for the weeks studied and the balance of the tuition paid will be refunded.
5. After the student completes 49% of the enrollment period, there is no refund.

School Regulations

REJECTION: The school will refund all monies if applicant is rejected by the school.

TERMINATION BY THE SCHOOL. The school may terminate student for any of the following reasons:

1. Non-payment of tuition
2. Failure to attend 2 consecutive weeks without notifying the school
3. F-1 student that violates attendance policy
4. Unsatisfactory conduct in school or in class. This includes, but is not limited to, consumption of drugs or alcohol, harassment, verbal abuse, and any other activity deemed unlawful by current statutes.

PAYMENT OF TUITION: All tuition should be paid before starting classes.

ABSENCES: Time absent is not discounted from tuition.

TERMINATION BY THE STUDENT: A student may cancel or terminate this agreement. Refunds will be as stated.

TERMINATION DATE: If a student is absent for more than 2 consecutive weeks, the school can terminate the student unless earlier notice was received. The termination date is the last date of attendance.

CREDIT: Is valid for 6 months only from the last day of attendance. You must begin classes within 6 months of credit issue date.

There are no classes on the following holidays:

New Year's Day	Martin Luther King, Jr. Day	Presidents' Day	Thanksgiving 2 Days
Good Friday	Easter Sunday	Memorial Day	Christmas Day
Independence Day	Labor Day	Columbus Day	

YOUR AGREEMENT: Please return the completed form to your NYLC Student Advisor.

I have read and understood the terms outlined in the New York Language Center cancellation and refund policy. I understand that on my first day of class I will be required to sign the official New York Language Center Enrollment Agreement. **Your signature is required to complete your application (parent/guardian must sign if student under 18 years)**

Signature of Applicant: _____ Date: _____

Signature of Guardian (if younger than 18 years old): _____ Date: _____

INSTRUCTION HOUR: An academic hour at NYLC is 50 minutes.

CHANGES IN STARTING DATE: All course schedules are subject to a change in starting date. Students will be duly notified. The school reserves the right to cancel or withdraw a scheduled course if the number of students is insufficient to make up a complete class. Students will be given the option of attending in another schedule or at another branch of NYLC, or receive a refund of any monies for instruction not received. The school reserves the right to change an instructor if needed.

- School fees and tuition payments are not transferable.
- There shall be no classes if natural disasters or acts of God prevent the school from opening.
- A fee of \$35 will be charged for returned checks.
- Administrative fee of \$75 will be charged to change school branch.
- New York Language Center is not responsible for any loss or theft of personal property on its premises.

COVID-19- Health and Safety

New York Language Center reserves the right to bring in-person classes online, should the State or City of New York deem it not safe to do so in person.