



NEW YORK LANGUAGE CENTER

2025 APPLICATION FOR ENROLLMENT: STUDENT INFORMATION

NYLC MANHATTAN (Broadway Uptown)

2710 Broadway, 2nd Floor

New York, NY 10025

Tel: +1 (212) 678-5800

NYLC QUEENS (Jackson Heights)

37-66 82nd Street, 2nd Floor

Jackson Heights, NY 11372

Tel: +1 (718) 476-7600

APPLICATION FORM

YOU CAN FILL OUT YOUR APPLICATION ONLINE AT <https://www.nylanguagecenter.com/online-application/>

OR FILL OUT THIS FORM AND SEND IT BACK TO YOUR SCHOOL ADVISOR

In order to not lose your entries, please download this form before entering your information.

PERSONAL INFORMATION

GIVEN NAME (FIRST NAME) LAST NAME (FAMILY NAME) DOB (MM/DD/YYYY)

GENDER: ☐ MALE ☐ FEMALE ☐ NON - BINARY NATIVE LANGUAGE

TELEPHONE

EMAIL ADDRESS

STREET ADDRESS CITY PROVINCE POSTAL CODE COUNTRY

COUNTRY OF BIRTH CITY OF BIRTH CITIZENSHIP

EMERGENCY CONTACT INFORMATION

NAME TELEPHONE

RELATIONSHIP EMAIL ADDRESS

HOW DID YOU HEAR ABOUT NEW YORK LANGUAGE CENTER?

☐ AGENCY ☐ SOCIAL MEDIA ☐ OTHER

☐ FRIEND ☐ INTERNET

IF YES, PLEASE WRITE YOUR SPONSOR'S NAME

DO YOU HAVE A SPONSOR? ☐ NO ☐ YES:

WHAT IS YOUR ACADEMIC OR PROFESSIONAL OBJECTIVE FOR STUDYING AT NYLC?



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COURSE REGISTRATION

SCHEDULES ARE NOT GUARANTEED AND ARE BASED ON YOUR LEVEL OF ENGLISH.

*Please note that we do not sell nor guarantee schedules

START DATE / WEEKS/ AND SCHOOL LOCATION OF CHOICE

I PLAN TO START CLASSES ON: (MM/DD/YYYY)

*STUDENTS MAY BEGIN ON ANY MONDAY. PLEASE REFER TO THE ACADEMIC CALENDAR FOR OFFICIAL START DATE (TERM1)

NUMBER OF WEEKS I WANT TO STUDY FOR: WEEK (S)

CHOOSE YOUR SCHOOL LOCATION

☐ MANHATTAN (UPTOWN BROADWAY)

☐ QUEENS (JACKSON HEIGHTS)

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

☐ BEGINNER

☐ INTERMEDIATE

☐ ADVANCED

CHOOSE YOUR PROGRAM

☐ **DAYTIME SEMI INTENSIVE PROGRAM**

16 HOURS PER WEEK (MONDAY - THURSDAY)

SCHEDULES ARE IN EITHER THE MORNING OR AFTERNOON AND ARE DETERMINED BY LEVEL OF ENGLISH.

☐ **DAYTIME INTENSIVE PROGRAM**

20 HOURS PER WEEK (MONDAY-THURSDAY)

**REQUIRED FOR F-1 STUDENTS*

SCHEDULES ARE EITHER IN THE MORNING OR AFTERNOON AND ARE DETERMINED BY LEVEL OF ENGLISH

☐ **EVENING SEMI INTENSIVE PROGRAM**

16 HOURS PER WEEK (MONDAY - THURSDAY)

SUBJECT TO AVAILABILITY

☐ **EVENING INTENSIVE PROGRAM**

20 HOURS PER WEEK (MONDAY-THURSDAY)

**REQUIRED FOR F-1 STUDENTS*

SUBJECT TO AVAILABILITY

REQUEST FOR AN I-20 FORM (TO REQUEST F-1 STUDENT VISA)

☐ **NO**, I DO NOT WISH TO RECEIVE A FORM I-20

☐ **YES**, I ALREADY HAVE AN F-1 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:

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) A current personal bank statement of student and/or sponsor or a letter from a bank indicating the current balance.
 - b) 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.
 - c) A letter from a sponsoring agency (employer or school) outlining details of student financial grant.
 - d) An original scholarship letter from a governmental or other organization.
3. **Copy of student's passport**

TRANSFER STUDENTS: F1 transfer students must submit

1. A copy of the completed F1 transfer form
3. I-94 Card

2. All previous I-20
4. Copy of visa



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OBTAINING AN I-20

To apply for a student visa (F-1) from the U.S government, you must first apply to New York Language Center and receive an I-20 form which verifies that you will be attending school in the United States. Please note that you MUST enroll in the Intensive Language Program (20 hours per week) in order to receive an I-20 Form and send us the following documents:

- ☐ **1. Completed and Signed Application Form (Online or PDF).**
Register for an Intensive Language Program (20 hours per week)
- ☐ **2. Initial Fees Payment (by credit card or wire transfer).**
 - School fees: \$200
 - Express mailing fee to ship your I-20 packet: \$105
(You do not need to pay if an I-20 can be picked up at an NYLC branch)
 - * The tuition is due 2 weeks before the start date.
- ☐ **3. Copy of Your Passport – biographic page (valid for at least 6 months)**
- ☐ **4. Evidence of Financial Support:**
 - A bank statement which shows the current balance in U.S dollars or local currency to prove financial support of at least:
 - \$5,500 for up to 3 months of studies
 - \$11,000 for up to 6 months of studies
 - \$22,000 for up to 12 months of studies.
 - The bank statement must include the account holder's name and the date the account was opened.
 - A completed and signed affidavit of support form from each sponsor, if you have a sponsor. If the sponsor is a company or private organization: The representative of the company or private organization must prepare a document on the company's letterhead stating that it will be financially responsible for your full tuition and living expenses for the duration of your studies at New York Language Center.

Recommended documentation:

- A letter from the sponsor's employer, which states the yearly salary and whether the position is permanent or temporary.
- A copy of last year's income tax return, if employed for the past 5 years with the current employer OR copies of income tax returns for the past three years, if more than one employer.

Send all the required documents to your NYLC advisor or info@nylanguagecenter.com

To learn more about studying in the U.S.A., please visit the U.S. Department of Homeland Security website. <https://studyinthestates.dhs.gov/students>





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PAYMENT INFORMATION

Please submit the following items if you are applying for an I-20 from New York Language Center:

- ☐ APPLICATION FOR ENROLLMENT FORM
- ☐ SCHOOL FEES
- ☐ BANK STATEMENT AND/OR AFFIDAVIT OF SUPPORT
- ☐ HOUSING PLACEMENT FEE (*OPTIONAL*)

PLEASE SELECT ANY FEES APPLICABLE

SCHOOL FEES (*non-refundable*)

INTENSIVE LANGUAGE PROGRAM \$200 ☐

SEMI INTENSIVE LANGUAGE PROGRAM \$100 ☐

INTERNATIONAL EXPRESS MAILING FEE

TO SHIP I-20 FORM (Optional) \$105 ☐

\$130 (FOR 2 PEOPLE) ☐

U.S. POST OFFICE - Domestic

(Only if you have a U.S. address) \$30 ☐

AIRPORT PICK-UP:

JFK OR LAGUARDIA AIRPORT TO NYC

\$160 (ONE WAY) ☐

\$285 (ROUND TRIP) ☐

AIRPORT PICK-UP:

NEWARK AIRPORT TO NYC

\$210 (ONE WAY) ☐

\$365 (ROUND TRIP) ☐

TOTAL

\$



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CANCELATION AND REFUND POLICY

For all Students

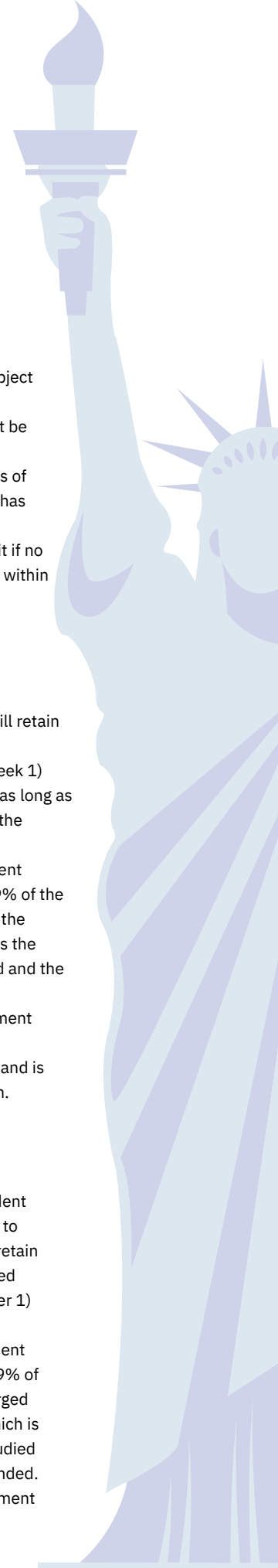
1. If withdrawal occurs during a partial week, it will be calculated as one week.
2. The school requires written notification for refund requests.
3. Refunds will be given to the person/organization that paid the school or authorized student representative.
4. Refunds will be issued by check or credit 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.
5. Refunds to payments paid by credit card are subject to additional transaction fee(s).
6. If a student pays by credit card, the refund must be made to the same credit card.
7. All refunds will be made within 45 business days of request date, provided all financial information has been submitted and is accurate.
8. 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)

1. Fees are non-refundable except for mailing fee if no documents were mailed.
2. 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.
3. 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).
4. If a student obtains an I-20 form issued by New York Language Center and begins classes and discontinues:
 - a) for enrollments of 8 weeks or less, there is no refund.
 - b) for enrollments of more than 8 weeks, if the student drops out within the first 8 weeks, the school will retain the first 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.
- c) 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.
5. After the student completes 49% of the enrollment period, there is no refund.
6. If an F1 student violates attendance probation and is terminated, there is no refund of unused tuition.

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.



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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.

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.

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.

CHANGE OF PROGRAM: If a student changes to a program with a lower price, the difference in what they paid will be given in tuition credit. If a student changes to a program with a higher price, they must pay the tuition difference.

There are no classes on the following holidays:

New Year's day	Martin Luther King's Day	President's Day
Good Friday	Easter Sunday	Memorial Day
Independence Day	Labor Day	Columbus Day
Thanksgiving (2 days)	Christmas	

Please return the completed form to your NYLC Student Advisor.

APPLICATION FOR ENROLLMENT AGREEMENT

Your signature is required to complete your application (parent/guardian must sign if student under 18 years)

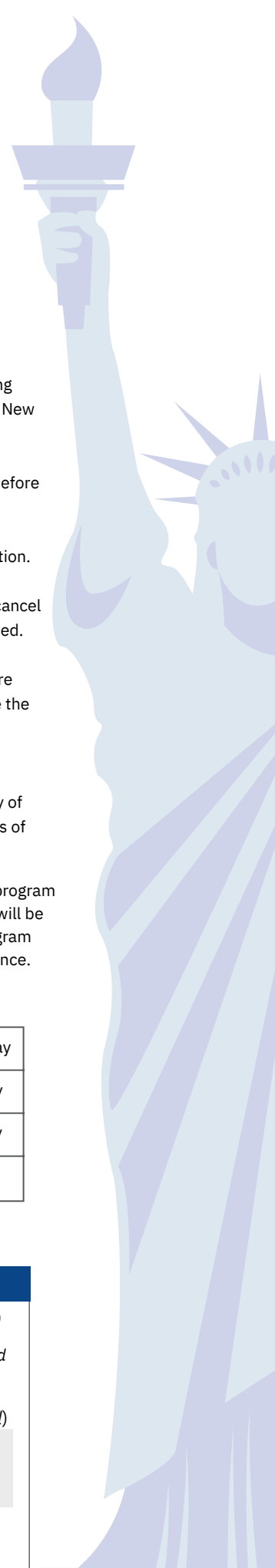
I have read and understood the terms outlined in the New York Language Center cancellation and refund policy. I understand that on my first day of class, I will be required to sign the official New York Language Center Enrollment Agreement.

SIGNATURE OF APPLICANT

DATE: (MM/DD/YYYY)

SIGNATURE OF GUARDIAN (If younger than 18 years old)

DATE: (MM/DD/YYYY)



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AFFIDAVIT OF SUPPORT

THIS IS A PROMISE OF CASH SUPPORT

AGREEMENT

I, PROMISE THAT I CAN AND WILL GIVE NO
(My Name)
LESS THAN **US \$** FOR MONTHS OF STUDIES IN THE U.S. TO:

(Full name of student)

THE AMOUNT COVERS SCHOOL AND LIVING EXPENSES.

MY RELATIONSHIP TO THIS STUDENT IS:

Examples : (Parent, Spouse, Brother, Sister, Uncle, Friend etc)

MY CONTACT INFORMATION IS:

STREET ADDRESS	CITY	PROVINCE	POSTAL CODE	COUNTRY
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL ADDRESS			TELEPHONE	
<input type="text"/>			<input type="text"/>	

MY DEPENDENTS

THE FOLLOWING PERSONS ARE FULLY OR PARTIALLY DEPENDENT UPON ME FOR THEIR SUPPORT (DO NOT INCLUDE THE STUDENT NAME ABOVE) :

NAME	RELATIONSHIP	AGE
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

NAME OF EMPLOYER	ANNUAL SALARY:	OTHER INCOME
<input type="text"/>	<input type="text"/>	<input type="text"/>

MY PROOF OF INCOME AND BANK STATEMENTS ARE ATTACHED: ☐ YES ☐ NO

The information I have provided above is true and correct

YOUR NAME

YOUR SIGNATURE

DATE: (MM/DD/YYYY)