

ARIZONA LANGUAGE INSTITUTE

IPSA – International Partners for Study Abroad

Application for Spanish or Foreign Language Courses

Please send your application to:

Arizona Language Institute
13832 N 32nd Street, Suite 151
Phoenix, AZ 85032, USA

Or by Fax to: +1 (602) 942-6734

Please print.

Part A. Personal and Contact Information:

- ▶ First name: _____ Last name: _____
- ▶ Date of Birth: _____ Gender: Male Female
- ▶ Native language: _____ Other languages: _____
- ▶ Address: _____
- ▶ Phone: (____) _____ E-mail: _____

Part B. Program information:

- ▶ Starting date: “ ____ ” _____ 20__
- ▶ I wish to book ____ weeks of classes.
- ▶ I am applying for the following course(s) at Arizona Language Institute:
- Evening Group Spanish or Foreign Language Course for Adults
 - Saturday Group Spanish or Foreign Language Course for Adults
 - Afternoon Group Spanish or Foreign Language Course for Children
 - Saturday Group Spanish or Foreign Language Course for Children

 - Spanish or Foreign Language Survival Skills Course

 - Private Spanish or Foreign Language Course
I want to book a total of ____ one-to-one lessons (10 lessons minimum)

▶ Please Select the Language You Want To Study:

- ▶ Spanish Arabic Chinese Farsi French German
- ▶ Hebrew Hindi Hungarian Italian Korean Polish
- ▶ Portuguese Romanian Russian Serbian Tagalog Ukrainian
- ▶ Other Foreign Language: _____

- ▶ What is your present level of Spanish or Foreign Language you want to study?
 Low Beginner High Beginner Intermediate High Intermediate Advanced

Comments: _____

Part C. Payment of fees:

A non-refundable application fee of US\$50.00 and the tuition deposit of \$200.00 are required with your application. The payment of the balance of fees is due upon receipt of the invoice. Your place will be confirmed only when the full payment has been received.

Please select a payment option.

- ▶ I want to pay the application fee and the tuition deposit I want to make the full payment
- ▶ I want to pay by check / money order (enclosed). **Please note: we do not accept cash.**
- ▶ I want to pay by wire transfer to your bank account. Please send instructions
- ▶ I want to pay by my credit card provided below:
- ▶ Visa MasterCard Card number: _____ Exp. Date: _____
- ▶ Credit card ID: _____ (The last three digits on the back of your credit card after the credit card number)
- ▶ Credit card holder name: _____

Billing Address: _____

City: _____ State: _____ ZIP Code: _____

Part D. Terms and Conditions of Enrollment.

1. **Class size.** Group courses with 4 lessons a week: maximum 8, minimum 3 students. If there is only one or two students in the class, the number of lessons is reduced to 2 private (semi-private) lessons a week. 1 lesson = 45 minutes
2. **Cancellation before the beginning of the classes.** You must inform the office in writing. Any refunds will be made within 30 days of cancellation notification. If the course is cancelled more than 30 days, we will make a full refund less non-refundable application fee. If the course is cancelled less than 30 days, but more than 7 days before the beginning of the course, the cancellation fee is charged in the amount of \$100.00. If the course is cancelled 7 days or less before the course begins, the cancellation fee is charged in the amount of \$200.00.
3. **Cancellation after the course has started.** In no case money will be refunded once the course has started. No refund can be given for partial attendance or the discontinuance or interruption of a course.
4. **Holidays.** Should a national holiday fall on a class day, group class hours cannot be recovered, nor are they refundable. Private classes, however, will be rescheduled. It is the student's responsibility to find out when the school will be closed for national holidays.

Part E. Agreement and release.

By signing this Application, I certify the above information is complete and correct. I understand that my misrepresentation may result in my expulsion from the program. I acknowledge that the terms and conditions of enrollment constitute part of my agreement with Arizona Language Institute (ALI) and IPSA, including sections concerning responsibility, health, refunds, changes in dates, accommodations, courses and billing of the selected options; I assume all risks and responsibilities and discharge ALI and IPSA and all their officers, agents and employees from and against any and all claims of damage to personal property or personal injury which may result from my enrollment and participation in the study program, excursions, and/or on and off-campus activities. I agree with terms and conditions of enrollment and agree to follow all ALI and IPSA procedures. This Agreement will be effective when my application is accepted by IPSA and/or Arizona Language Institute and shall be governed by the laws of the State of Arizona, USA

Signature:

Date: