

STUDENT INFORMATION

Full Name (First, Mi, Last): _____

Date of Birth (mm/dd/yyyy): ____/____/____ Country of Birth: _____ Country of Citizenship: _____

Phone#: _____ E-mail: _____

U.S. Address: Street Number & Name: _____ Apt/Unit#: _____

City: _____ State: _____ Zip: _____

Address in Your Home Country (F-1 Only): (Street Number & Name) _____

Apt/Unit#: _____ City/Province: _____ Country: _____ Postal Code: _____

Phone Number in Home Country ("Initial F-1 Visa" or "Change of Status to F-1" Applicant Only): +() - _____
Country Code Phone Number

Emergency Contact: Name: _____ Relationship to you: _____

Phone#: _____

Please fill out all of the above fields. An incomplete application or failure to submit required documents on time may result in delays in processing your application.

PROGRAM SELECTION

Program selected: Intensive English TOEFL iBT Preparation Professional English

Session: Morning Afternoon Evening (Weekend Part-time: _____ hours/week)

When would you like to start your classes? (mm/dd/yyyy): ____/____/____

How did you hear about us? Ads Google Social Media Friend: _____ Agent: _____

F-1 STUDENT VISA & FINANCIAL SPONSOR INFORMATION

Please indicate the purpose of Form I-20:

Initial F-1 Visa Application Change of Status to F-1 Transfer Reinstatement Other: _____

Financial Sponsor's Name: _____ Relationship to You: _____

(*Please also complete and submit the Financial Affidavit of Support form.)

Complete below if you want to include your spouse and/or children as dependents (F-2 STATUS).

(If you have more than three dependents, use an additional sheet.)

Dependent 1

Name: _____ DOB (mm/dd/yyyy): _____ Relationship: _____

Dependent 2

Name: _____ DOB (mm/dd/yyyy): _____ Relationship: _____

Dependent 3

Name: _____ DOB (mm/dd/yyyy): _____ Relationship: _____

F-1 TRANSFER STUDENT ACKNOWLEDGMENT

Please carefully review and complete this page if you are an "F-1 transfer" applicant. If you are **NOT** an "F-1 transfer student," skip this page.

1. Have you ever been enrolled in a degree program at a college or graduate school in the United States?

- Yes → Education Level (check one): Associate's Bachelor's Master's Doctoral Degree
- No → Proceed to **Question 3**.

2. If you answered "yes" to the previous question, please indicate whether you have completed the college/graduate school program and earned a degree.

- Completed and earned a degree Not completed

3. Have you completed an academic course or program at your current school, or is the course currently in progress?

- Completed → Date of completion (mm/dd/yyyy): _____
- In progress → Expected date of completion / Current term end date (mm/dd/yyyy): _____

4. Are you aware that according to federal regulations, F-1 transfer students are eligible for a 60-day grace period only upon COMPLETION of a course/program at their current school? If you are transferring to Discovery Learning Center while your current session is still in progress, you will not be granted a grace period and must start a course immediately.

- Yes No

5. Do you acknowledge that your admission to Discovery may be revoked or canceled if you have submitted any document with a forged signature or false information, or if you failed to fulfill any academic, financial, or administrative requirements at your current school as indicated on your transfer form?

- Yes No

6. Do you understand that Discovery Learning Center will only issue your I-20 after receiving all the necessary admissions documents and upon complete payment of your tuition and fees?

- Yes No

Please proceed to the next page to review school policies and sign on **page 4**.

ADMISSIONS & REFUND POLICIES

REGISTRATION & TUITION PAYMENT

An applicant for admission to a DLC program must be at least 18 years of age or hold a high school diploma or equivalent. New students must make tuition payments in full at least one week before the course begins.

PROGRAM SCHEDULE

Morning Intensive English/TOEFL iBT Prep/Professional English:

Full-time, Monday through Thursday

Regular Classes with Communication Skills Practice 9:00am-1:30pm

Evening Intensive English/TOEFL iBT Prep/Professional English:

Full-time, Monday through Thursday

Regular Classes with Communication Skills Practice 5:00pm-9:30pm

***Schedule subject to change. For afternoon/weekend sessions or for part-time enrollment, please contact the administrative staff.**

TUITION & FEES

Full-time Intensive English Program (IEP): \$1,260 (10 weeks)

Full-time TOEFL / Professional English Program: \$1,800 (10 weeks)

Non-refundable Application Fee: \$100

TEXTBOOKS & MATERIALS

Intensive English Program: Students are required to buy textbooks to attend classes. For detailed purchase options, please contact the administrative staff.

TOEFL / Professional English Program: Students enrolled in any of these programs are required to pay \$120 per term for books and materials.

PLACEMENT TEST

New students must take a written placement test to be registered for classes. A student who is absent for more than 6 months must retake the placement test to re-enroll.

REFUND POLICY

All refunds will be based on the date on which the cancellation/withdrawal request form is received by Discovery Learning Center (DLC). Any refund will first be applied to any outstanding balance owed to DLC, and no refund will be issued until the tuition payment has been cleared with the bank first. The application fee and the class-material fees are non-refundable and will not be included in any refund calculation.

Refund Due Dates:

All refunds will be made within ten (10) business days of the documented date of determination. The date of determination is the date on which the student gives DLC written notice of cancellation/withdrawal.

All wire transfer fees plus other related fees incurred shall be paid by the student or the person acting as the payee on the student's behalf. A refund for a continuing student can be credited to the student's ledger card.

Cancellations:

1. Canceled Program: If DLC cancels a program after a student's enrollment, DLC will provide a full refund of all payments made by the student.

2. Cancellation Prior to the Start of Class: If an applicant cancels prior to the start date of scheduled classes, or if DLC revokes a student's admission due to an issue arising during the SEVIS transfer process, DLC will refund all tuition paid, less non-refundable charges. DLC may refund a portion of the books/materials fees paid only if the books and/or materials are never used and in proper condition for resale.

Withdrawal or Dismissal After Start of Class:

1. DLC is not obligated to make refunds to students who are dismissed due to violation of DLC's written disciplinary and/or attendance policies OR violation of local, state, or federal law.

2. First 10-week Term

DLC will keep the non-refundable fees plus:

1) **0%** of the non-discounted, total tuition, if withdrawal occurs in the first week of the registered term; 2) **25%** of the non-discounted total tuition, if withdrawal occurs in the second week; 3) **50%** of the non-discounted total tuition, if withdrawal occurs in the third week; 4) **75%** of the non-discounted total tuition, if withdrawal occurs in the fourth week. If a student withdraws after the fourth week, he/she will not be eligible for any refund.

3. Subsequent Terms

DLC will keep the non-refundable fees plus:

1) **25%** of the non-discounted, total tuition, if withdrawal occurs in the first week of the registered term; 2) **50%** of the non-discounted total tuition, if withdrawal occurs in the second week; 3) **75%** of the non-discounted total tuition, if withdrawal occurs in the third week. If a student withdraws after the third week, he/she will not be eligible for any refund.

Charges Other Than Tuition:

All extra costs and fees, such as application, books, and supplies not included in tuition, are not subject to the refund calculation. When a student, who paid all or part of tuition by credit card, demands a refund, there will be a 3% charge on the amount returned, if this service fee was not charged at the time of registration.

How Refunds Will Be Issued:

Tuition that was paid to DLC by credit card will be refunded to the original credit card used for payment unless the credit card on file is no longer valid. Tuition that was paid in cash or by check will be paid by check if the student is in the U.S. If a student returns to his/her

country of origin, the refund will be made available via wire transfer so that the student receives DLC’s refund payment in the legal currency of the country of which he/she is a legal resident.

PAYMENT OPTIONS

- Accepted payment methods: cash, money orders, traveler’s checks, personal checks, credit/debit cards, and wire transfers
- Payments made by credit/debit card incur a 3% service fee, which will be added to the amount payable.
- Personal checks must be drawn from U.S. banks.
- There is a \$30.00 service fee for returned checks.
- Discovery reserves the right to change tuition and fees without prior notice.

OTHER FEES

Student ID Request: \$20 (plus a shipping charge)
Transcript/Enrollment Verification Letter: Free for current students (excluding mailing fees). \$20 per copy plus mailing fees for students who are not currently enrolled.

SCHOOL INFORMATION

Address: 137 W 25TH ST. 5TH FL., New York, NY 10001
Phone: (646) 290-6626
Email: admissions@discoveryenglish.org

STUDENT ATTESTATION

“I attest that I am at least 18 years of age and I have carefully read and agreed to comply with the terms and conditions of my admission. I hereby certify that all information I have provided is true and accurate. I am aware that any incorrect information or submission of incomplete or fictitious documents may result in the revocation of my admissions decision. I also understand that even after receiving a letter of acceptance, I will not be permitted to transfer to Discovery Learning Center Manhattan if I have failed to fulfill academic, administrative, or financial requirements with my transfer-out school as indicated on a transfer recommendation form, or if I knowingly or unintentionally submit forged documents or conceal any material fact. I voluntarily authorize Discovery Learning Center Manhattan to capture pictures and/or voice recordings of me, without compensation. I grant permission for the use of my picture and voice in any medium for promotional or informational purposes. Additionally, I allow Discovery to utilize written statements or quotes provided by me regarding my experiences at Discovery.”

“The terms and conditions of this agreement were explained to me. By signing below, I confirm that I have read, understood, and received a copy of the agreement and the Student Handbook, and that I agree to the terms and conditions stated herein.”

Se me explicó los términos y condiciones de este contrato y mi firma indica que estoy de acuerdo con estos términos y condiciones. También reconozco que he leído, comprendido y recibido una copia del acuerdo y del manual de estudiante.

본인은 상기 명시된 본교의 등록 규정과 교내 수칙에 대해 숙지하고 동의하여 이에 서명을 하였습니다. 또한 본인은 학생 핸드북과 등록 계약서를 제공받았으며 해당 내용을 모두 읽고 이해하였습니다.

我已被详细告知入学协议的条款及细则，并且签名以表明我已经完全同意并履行相关的条款及细则。同时，我已充分阅读和理解本协议的全部内容，并已收到入学协议的副本及学生手册。

私は規約と条件について説明を受け、私の署名はその規約と条件に合意したことを証明します。また、私はその内容を読み、その合意書のコピーと学生便覧(Student Handbook)を受け取ったことを承認します。

Me foi explicado os termos e condicoes deste acordo e minha assinatura esta de acordo com o mesmo. Eu tambem reconheco que tenho lido, compreendido e recebido uma copia do acordo e do manual do aluno.

Mi sono stati spiegati i termini e le condizioni del presente contratto e la mia firma indica che sono d'accordo con questi termini e condizioni. Riconosco anche che ho letto, compreso e ricevuto una copia del contratto (Enrollment Agreement) e del manuale dello student (Student Handbook).

ข้าพเจ้าได้รับการชี้แจงเกี่ยวกับข้อกำหนดและเงื่อนไขของข้อตกลงและลายเซ็นของข้าพเจ้าบ่งบอกว่าข้าพเจ้ายอมรับในข้อกำหนดและเงื่อนไขดังกล่าวทุกประการ ข้าพเจ้ารับทราบด้วยว่าได้อ่านทำความเข้าใจและได้รับสำเนาของข้อตกลงและคู่มือสำหรับนักเรียนเป็นที่เรียบร้อยแล้ว

J'ai reçu les explications des termes et conditions de cet accord et ma signature indique que je suis d'accord avec ces termes et conditions. Je reconnais aussi que j' ai lu, compris et reçu une copie de l'accord et le guide de l'étudiant.

وقد أوضح لي شروط وأحكام هذه الاتفاقية وتوقيع بلدي وهذا يدل على تسامنا أنا أوافق على الشروط والأحكام. أنا أيضا الاعتراف بأنني قرأت وفهمت ويتسلم نسخة من الاتفاق وطالب الكتيب.

Я ознакомлен с условиями этого договора и своей подписью подтверждаю свое согласие. Я также подтверждаю, что ознакомлен и получил копию договора и руководства для студентов.

SIGNATURE OF STUDENT: _____ **DATE (mm/dd/yyyy):** _____

↑ Sign Here ↑

OFFICE USE ONLY

I attest that I have reviewed this Application Form, and I have found it to be complete to the best of my knowledge.

Name & Signature of Admissions Staff: _____

Date (mm/dd/yyyy): _____