

# APPLICATION FOR ENROLLMENT 2018



You may choose to apply and pay online at [www.thelanguagecompany.com](http://www.thelanguagecompany.com)

## Application Instructions:

1. Complete in English with BLOCK CAPITAL LETTERS.
2. Sign the application yourself acknowledging prices, policies, and fees in this enrollment contract. A parent or financial sponsor must sign if you are under the age of 18.
3. Refer to page 2 under GENERAL INFORMATION for instructions to submit your application, what to submit with your application, and what to expect after submission.

(Note: The policies contained herein are effective from January 1, 2018 - December 31, 2018. Without the initial required fees this application will NOT be processed.)

## PERSONAL INFORMATION

1. Name \_\_\_\_\_  Male  Female  
First name Middle name Family name  
Address \_\_\_\_\_  
Street or postal address (U.S. law does not allow an I-20 to be delivered to a post office box.) Email address  
City State Province Country Postal Code Telephone (international dialing code/phone number)  
Date of Birth: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_
2. Rate your English ability (placement to be determined upon arrival):  Beginner  Intermediate  Advanced
3. How did you hear about The Language Company? \_\_\_\_\_
4. Where did you get this application? \_\_\_\_\_ Promotional Code (if applicable): \_\_\_\_\_

## PROGRAM INFORMATION

5. Choice of Program  
Regular Programs:  Intensive English (Available at all centers.)  Intensive English Part Time (Available at all centers to NON-F1 visa holders.)  
 General English (Available at all centers.)  Business English (Charleston, Edmond, Fort Wayne, Orlando, and Philadelphia)  
Special Programs:  Private (One-on-one lessons. Available at all centers.)  Academic Test Preparation (Available at all centers.)  
 English for Professionals (Edmond, Fort Wayne, Orlando, Philadelphia, and Toledo)
6. Choice of TLC Center for Study  
 Charleston, Illinois  Edmond, Oklahoma  Kirksville, Missouri  Philadelphia, Pennsylvania  Toledo, Ohio  
 Dallas/Fort Worth, Texas  Fort Wayne, Indiana  Orlando, Florida  South Bend, Indiana  Weatherford, Oklahoma
7. Please Check the Session You Will Begin (2018)  
 Session 1: January 2  Session 4: March 26  Session 7: June 18  Session 10: September 10  Session 13: December 3  
 Session 2: January 29  Session 5: April 23  Session 8: July 16  Session 11: October 8  
 Session 3: February 26  Session 6: May 21  Session 9: August 13  Session 12: November 5

## HOUSING INFORMATION

TLC can arrange several different types of housing for you. If you want us to reserve a homestay, please fill out the additional Homestay Application Form. Please be sure to include the homestay placement fee, university housing placement fee, or apartment locator fee with your application. Without this fee, your housing application will NOT be processed. Not all types of housing are available at all times. Please inquire with your TLC center of choice to make sure your preferred housing option is available when applying.

8. Please Indicate Your Choice of Housing  
 Homestay  University Housing  Hotel  
 Apartment  I will find my own housing  Other (please specify): \_\_\_\_\_

## ADDITIONAL SERVICES

9. Airport Pickup Service: (See page 5 for information on airport transportation costs.)  Pickup  Pickup and Return  No
10. Would you like TLC to provide health insurance for you?  Yes  No  
Health insurance is mandatory for all TLC students on student visas. If you cannot provide proof of your own insurance, you must purchase a health insurance plan through TLC. See page 4 for cost.

## ACADEMIC GOALS

11. Do you plan to attend another academic program in the United States after TLC?  Yes  No
12. If yes, indicate institution type:  High school  College  University Undergraduate  University Graduate  Other  
Institution name (if you know it): \_\_\_\_\_

## VISA INFORMATION

13. Do you need an I-20 Form?  Yes  No

Are you transferring from another school?  Yes  No

If yes, do you currently hold a valid U.S. student visa (F-1)?  Yes  No

If yes, what is the name of the school you are currently attending: \_\_\_\_\_

14. Will any dependents (spouse or children) be traveling to the U.S. with you? If so, please list the legal names of all dependents traveling with you, date of birth, country of birth, country of citizenship, and their relationship to you. Dependents can study with TLC on a part-time basis only. Full-time enrollment requires a separate I-20.

Name	(first)	(middle)	(last)	Male/Female	Date of Birth	Country of Birth	Country of Citizenship	Relationship to you
Name	(first)	(middle)	(last)	Male/Female	Date of Birth	Country of Birth	Country of Citizenship	Relationship to you
Name	(first)	(middle)	(last)	Male/Female	Date of Birth	Country of Birth	Country of Citizenship	Relationship to you
Name	(first)	(middle)	(last)	Male/Female	Date of Birth	Country of Birth	Country of Citizenship	Relationship to you

## PAYMENT INFORMATION

This application must be accompanied by an application fee of U.S. \$100. Advance tuition of 1-3 sessions may be required for select countries - payment will be required within 10 days of visa approval or your I-20 will be cancelled. To inquire whether this advance tuition will be required due to your country of citizenship BEFORE moving forward with your application, please email [info@thelanguagecompany.com](mailto:info@thelanguagecompany.com). Any additional fees resulting from additional services requested, such as housing placement, airport pick up, or express mail services, must also be included with this application. Note: The application fee is nonrefundable.

All payments must be in U.S. dollars. TLC accepts bank transfers, checks drawn on a U.S. bank, and credit cards both domestic and international are accepted on the TLC Website's "Make a Payment" page. TLC does not accept Western Union transactions.

Applicants under the age of 18 will be required to complete additional paperwork prior to being considered for admission.

If you agree to have your transactions converted, please sign here: \_\_\_\_\_

I understand that my expenses will be as stated on this application, and I agree to accept full responsibility for these expenses. I give permission to any appropriate medical facility to examine or treat me in case of illness and/or injury and to make necessary referrals as indicated. I authorize release of medical information to my TLC Director for treatment and insurance purposes. I also authorize The Language Company to release information regarding my studies to my sponsor or to my guardian whose signature appears below. I give permission for The Language Company to use for promotional purposes any photographs taken of me or quotations I provide. I confirm that I understand the contents of this application, the program requirements, and TLC refund, attendance, and academic policies available at [www.thelanguagecompany.com](http://www.thelanguagecompany.com).

Signature of applicant

Date

Signature of parent/guardian if applicant is under 18

Date

## GENERAL INFORMATION

### WHAT YOU NEED TO SEND

- Completed Application form
- Application Fee (non-refundable)
- Express Mailing Fee (as required)
- Document of financial support from a financial institution showing the amount on account for your study (required for F-1 students only). The amount must meet or exceed the amount indicated on the I-20 for your length of study. The document of financial support must be dated within six months of application submission.
- Copy of your passport
- Completed Homestay Application form (if applicable)
- Housing fee (if applicable)
- Airport Transfer Form (if applicable)
- Academic Placement Form (found on TLC Website, if applicable)

Submit your application via email, mail, or fax to the center you plan to attend (see page 7 for center contact information) or submit to your nearest TLC representative.

You may pay the fees using the "Make a Payment" page on the TLC Website, a wire transfer, or by faxing the TLC credit card authorization form (available online) to the center you plan to attend. Upon receipt of all required items, your letter of acceptance and enrollment packet will be mailed to you within 48 business hours by an express mail service; an additional fee is charged for this service. See program costs for details.

### ACCEPTANCE PACKET

We will send you a letter of acceptance, immigration information, and an I-20 form; with these documents you can pay your SEVIS fee and go to the nearest U.S. Embassy or Consulate to apply for an F-1 (student) visa for study in the United States.

Your acceptance packet will also include specific information about the TLC center, the city where you will live, arrangements for airport pickup, the climate, clothes you will

need to bring, instructions on opening a bank account, wire transfer information, and other useful information.

### YOUR ARRIVAL AT THE CENTER

Plan to arrive on the Saturday before the new session starts. This will give you time to get settled and to rest before classes begin. If you send us your arrival information, we will meet you at the airport; an additional fee is charged for this service. See program costs for details. Note on Transfers: TLC does not accept transfer of credits or courses from any other non-TLC ESL programs. Students are tested upon entry and placed in the level of competency as determined by the results of the placement exam.

On the first day of the session:

- Arrive at the TLC center by 8:00 a.m.
- Complete your registration, take your placement test to find out in which level you will start, and pay your tuition and housing if you have not already done so. Please remember to bring your passport and stamped I-20.
- Attend an orientation program and learn more about the TLC center and academic program, your new community and its particular culture and lifestyle.
- New students must attend orientation on First Monday. Classes begin on First Tuesday and end on Final Thursday each session. There are no classes held on First Monday or Final Friday.

### BANKING AND MONEY INFORMATION

You must pay your tuition and housing charges on the day that you register. Bring enough money with you (preferably debit or ATM card) for your immediate needs and first month's expenses. These expenses are stated on your I-20, Item 7D. You may use a credit card (Visa or Mastercard) or wire your tuition fees directly to your center. The center account information is included in your acceptance package. TLC does not accept Western Union transactions. If you plan to stay several months, we will help you open a bank account in the city where you plan to attend school.

# HOMESTAY APPLICATION

- Complete in English in BLOCK CAPITAL LETTERS.
- Be sure to sign and date the application form.
- Include a \$200 homestay placement fee.
- Please send your homestay application to your TLC center.

## TLC Center of Choice:

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Charleston, Illinois     | <input type="checkbox"/> Kirksville, Missouri       | <input type="checkbox"/> Toledo, Ohio |
| <input type="checkbox"/> Dallas/Fort Worth, Texas | <input type="checkbox"/> Orlando, Florida           |                                       |
| <input type="checkbox"/> Edmond, Oklahoma         | <input type="checkbox"/> Philadelphia, Pennsylvania |                                       |
| <input type="checkbox"/> Fort Wayne, Indiana      | <input type="checkbox"/> South Bend, Indiana        |                                       |

Name \_\_\_\_\_  Male  Female  
First name Middle name Family name

Address \_\_\_\_\_  
Street or postal address Email address

City State Province Country Postal Code Telephone code/number  
Date of Birth: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ Nationality: \_\_\_\_\_ Language spoken at home \_\_\_\_\_

Date you will begin \_\_\_\_\_ How many sessions do you plan to study? \_\_\_\_\_

Would you prefer a homestay family:	Yes	No preference	No
With small children?	_____	_____	_____
With household pets?	_____	_____	_____
Which permits smoking?	_____	_____	_____
Which permits alcohol?	_____	_____	_____
Which is a single home, same gender adult?	_____	_____	_____
Which is a single home, different gender adult?	_____	_____	_____
Where the adults are same-sex life partners?	_____	_____	_____
Do you smoke?	_____	_____	_____
Do you drink alcoholic beverages?	_____	_____	_____

Your hobbies, special interests, favorite sports: \_\_\_\_\_

Occupation/ Field of Study: \_\_\_\_\_

Foods you cannot eat, allergies, or health problems (pre-existing conditions not disclosed at this time may result in problematic housing placements with no refund): \_\_\_\_\_

Describe your personality: \_\_\_\_\_

Do you practice a religion? \_\_\_\_\_ If so, what religion? \_\_\_\_\_ Would you like assistance acquiring special foods or services? (additional charge may apply): \_\_\_\_\_

## NOTES:

- Homestays BEGIN the Saturday before the session starts and END on the last Friday of the session. Plan to stay in a hotel at your own expense until that time unless you have made arrangements with us before you arrive. We can assist you with hotel arrangements.
- Homestay fee is for a four-week session that lasts 28 days. Extra days in the homestay can be arranged for an additional charge.
- We will inform you of your homestay family's profile details fourteen (14) days before your scheduled arrival.
- Please send your arrival information early so we can have someone waiting for you on the date you arrive at the airport. The fees for airport pickup are on page 5.
- Please include the housing placement fee with your homestay application. We cannot arrange a homestay for you without your application and fee.
- Homestay services include meals. Please see the chart on page 5 for details.
- Homestay services also include transportation to and from school EXCEPT no transportation is provided in Philadelphia. If your homestay family does not provide transportation, your director will assist you with other means of transportation.
- Placement is NOT first come, first served. Placements are based off of applicant and family preferences.

I have reviewed the homestay policy on TLC's website. I acknowledge that numerous special requirements & preferences may cause delay in my placement. I understand that accepting a placement means I have acknowledged the details of the family's profile.

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

## THE LANGUAGE COMPANY 2018 FEES

General Fees*		INTENSIVE ENGLISH OR BUSINESS ENGLISH	INTENSIVE ENGLISH PART TIME	GENERAL ENGLISH	PRIVATE LESSONS
Program Application Fee		\$100	\$50	\$100	\$50 <sup>4</sup>
Acceptance Package Express Mailing Fee <sup>1</sup>	One-time, initial fees	\$85	\$85	\$85	\$85
Housing Placement Fee <sup>2</sup>		\$200	\$200	\$200	\$200
Airport Pickup Service Fee		See Airport Pickup fees under Housing and Airport Pickup Fees			
Health Insurance <sup>3</sup>	Recurring fee, paid every 4 weeks	\$85	\$85	\$85	\$85

\* All fees are subject to change in 2019. General fees only apply to the programs listed above. The \$100 application fee is good for a period of one year from the date of the applicant's signature on the TLC application.

1. Required fee for international express mailing. The fee for domestic express mailing is \$25. This fee is waived if no express mail is necessary.
2. The Housing Placement Fee covers one housing placement. Students choosing a housing placement, as indicated by verbal or written acceptance and/or moving into the placement, are obligated to pay the placement fee and the housing fee for the entire session. Any changes in housing accommodations require Center Director approval and may result in an additional placement fee.
3. Health insurance is required for all F-1 students.
4. The \$50 application fee for Private Lessons is waived if the student is already enrolled in a TLC program.

## REGULAR PROGRAM TUITION FEES

INTENSIVE ENGLISH OR BUSINESS ENGLISH (100 instructional hours per session)			INTENSIVE ENGLISH PART TIME (60 instructional hours per session)		GENERAL ENGLISH <sup>a</sup> (76 instructional hours per session)	
Number of Sessions	Multi-Session Discount Cost	Regular Cost	Multi-Session Discount Cost	Regular Cost	Multi-Session Discount Cost	Regular Cost
0.5 Session (2 weeks) <sup>b</sup>	Unavailable	USD \$797.50 (Unavailable for Business English)	Unavailable	USD \$520	Unavailable	USD \$612.50
1 Session (4 weeks)	Unavailable	USD \$1,595	Unavailable	USD \$1,040	Unavailable	USD \$1,225
2 Sessions (8 weeks)	USD \$3,519	USD \$3,190	USD \$1,872	USD \$2,080	USD \$1,960	USD \$2,450
3 Sessions (12 weeks)	USD \$3,828	USD \$4,785	USD \$2,496	USD \$3,120	USD \$2,940	USD \$3,675
4 Sessions (16 weeks)	USD \$5,104	USD \$6,380	USD \$3,328	USD \$4,160	USD \$3,920	USD \$4,900
5 Sessions (20 weeks)	USD \$6,380	USD \$7,975	USD \$4,160	USD \$5,200	USD \$4,900	USD \$6,125
6 Sessions (24 weeks)	USD \$7,656	USD \$9,570	USD \$4,992	USD \$6,240	USD \$5,880	USD \$7,350
7 Sessions (28 weeks)	USD \$8,932	USD \$11,165	USD \$5,824	USD \$7,280	USD \$6,860	USD \$8,575
8 Sessions (32 weeks)	USD \$10,208	USD \$12,760	USD \$6,656	USD \$8,320	USD \$7,840	USD \$9,800
9 Sessions (36 weeks)	USD \$11,484	USD \$14,355	USD \$7,488	USD \$9,360	USD \$8,820	USD \$11,025

a. Completion of Level 9 of the General English Program will NOT meet the requirements for college admission at TLC cooperative institutions.

b. Students planning to attend the two-week option must arrive on the scheduled start date or the Monday immediately following the start date. Pro-rated homestays may be available, contact your center of choice for more information. Questions may be sent to [info@thelanguagecompany.com](mailto:info@thelanguagecompany.com)

c. All prices are in US Dollars.

## DISCOUNTS

TLC offers several tuition discounts to eligible applicants. Please refer to page 6 of this application for details. Contact [info@thelanguagecompany.com](mailto:info@thelanguagecompany.com) for special promotions.

## SPECIAL PROGRAM TUITION FEES

PRIVATE LESSONS (ONE-ON-ONE) FEES FOR 50-MINUTE CLASS HOUR										
TLC Center	Charleston	Dallas/Fort Worth	Edmond	Fort Wayne	Kirksville	Orlando	Philadelphia	South Bend	Toledo	Weatherford
Cost per 50 minutes	\$45	\$45	\$45	\$45	\$45	\$45	\$50	\$45	\$45	\$45

## NOTES ON SPECIAL PROGRAMS

Program	Cost	Notes
Academic Test Preparation	Three or more students in the Academic Test Preparation program (TOEFL, IELTS, GMAT, GRE, ACT, SAT) will be charged tuition rates equivalent to the regular Intensive English program.	Students on F-1 visas enrolling in half-day Academic Test Preparation courses are required to enroll part time in the Intensive English Program in order to maintain full-time status. Courses designed to address a variety of academic tests are not offered at all centers every session. Contact the director for the center of your choice for additional information or special requests.

NOTE: Other regular and special programs, such as TLC Junior Intensive ESL, English for Professionals, and Study Vacation Program may require additional forms and/or a separate application process. Please inquire with your preferred TLC center.

## HOUSING AND AIRPORT PICKUP FEES

TLC CENTER LOCATION	CHARLESTON, ILLINOIS		DALLAS/FORT WORTH, TEXAS	EDMOND, OKLAHOMA	FORT WAYNE, INDIANA		KIRKSVILLE, MISSOURI		ORLANDO, FLORIDA	PHILADELPHIA, PENNSYLVANIA	SOUTH BEND, INDIANA	TOLEDO, OHIO	
	AIRPORT CODE	IND	ORD	DFW	OKC	FWA	IND	IRK	MCI	MCO	PHL	SBN	DTW
<i>AIRPORT PICKUP FEE ONE-WAY COST<sup>b</sup></i>	\$150	\$250	\$100	\$75	\$75	\$200	\$75	\$250	\$75	\$75	\$75	\$125	\$75
<b>HOMESTAY<sup>c</sup>:</b>	\$700	\$970	\$700	\$700	\$700	\$700	\$980	\$980	\$700	\$700	\$700	\$700	\$700
<i>Number of Meals per Week</i>	16	16	16	16	16	16	16	16	16	16	16	16	16
<i>Transportation Included<sup>d</sup></i>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes
<b>UNIVERSITY HOUSING<sup>e</sup></b>	\$995	\$950	\$945	—	—	\$1,100	—	—	—	—	—	—	—
<i>Occupancy (number of people per room)</i>	2	2	2	—	—	2-4	—	—	—	—	—	—	—
<i>Number of Meals per Week or Meal Credit</i>	15/12 <sup>f</sup>	21	19	—	—	20	—	—	—	—	—	—	—
<b>HYBRID STUDENT HOUSING<sup>g</sup></b>	\$625 <sup>h</sup>	—	\$369	—	—	—	—	—	—	\$775-\$875	\$499-\$779 <sup>k</sup>	—	—
<i>Occupancy (number of people per room)</i>	2	—	1-2	—	—	—	—	—	—	1	1-3	—	—
<i>Number of Meals per Week or Meal Credit</i>	0	—	0	—	—	—	—	—	—	0	0	—	—

- Pricing and availability of all types of housing vary and are subject to change. Inquire with your center of choice for details. See footnote “h” for additional information.
- Airport transfer cannot be secured until the completed airport transfer form, fees, and itinerary have been provided to the center. The center reserves the right to deny transport assistance should the reservation not be paid and scheduled at least one week prior to student’s scheduled arrival. It is recommended to schedule airport transfer reservation at least two weeks prior to scheduled arrival. If your flight is scheduled to arrive after 9:00 p.m. and before 7:00 a.m. it may incur additional charges and immediate housing check-in may not be permitted so you will be asked to secure a hotel for the evening of your arrival at your own expense. If you are requesting transfer services to airports not published as pick-up and drop-off destinations for TLC, TLC will provide the additional cost within the invoice. Please consult the Center Director in advance of purchasing tickets to confirm costs for transfer exceptions. The represented fee for airport transfer is one-way and per person. Unaccompanied minors (under 18 years of age) will incur additional fees; please contact the Center Director for cost.
- Homestay accommodations vary from family to family and must be prearranged and agreed upon prior to student arrival.
- At TLC centers where host families do not provide transportation, your director will assist you with other means of transportation.
- University housing costs, meal plans, and availability are subject to change during Fall and Summer semester starts and during scheduled university holidays such as Spring Break, Thanksgiving, and Christmas.
- At TLC-Charleston: 15 meals are provided per week during the school year, and 12 meals are provided per week during summer months (April 30th - August 17th, 2018).
- Unfurnished apartment costs are estimates only and availability and specific cost will vary by location. Leases are typically for a minimum of one year. Furnished apartments are an additional cost and subject to limited availability. Please contact your center of choice for details.
- It is recommended that housing is booked upon application or at least one session prior to arrival, whichever is greater. Housing availability is not guaranteed upon arrival if appropriate forms and fees were not submitted at least one session prior to arrival in order to secure housing reservation. Students are responsible for reviewing the TLC web-based Homestay Policy, along with completing the homestay application and paying the placement fee before homestay arrangement will be secured. Once a student accepts a placement, verbally or in writing, the contract between that student and family begins and policies apply.
- Hybrid Student Housing affords students more flexibility in their accommodations and lifestyle while still providing a university housing experience.
- University Court apartments in Charleston are furnished.
- TLC and Annex can assist students with furniture rentals.

## TRANSFER OF CREDIT/COURSE POLICY

TLC does not accept transfer of credits or courses from any other non-TLC ESL programs. Students are tested upon entry and placed in the level of competency as determined by the results of the placement exam.

# THE LANGUAGE COMPANY CANCELLATION, REFUND AND DISCOUNT POLICIES

## STANDARD CANCELLATION AND REFUND POLICY

1. The application fee is non-refundable. All tuition and service fees, except the application fee, will be refunded if your application is not accepted or if you are denied a visa to enter the United States. Proof of the visa denial must be provided by the applicant prior to the last start date listed on the I-20 document in order for the service fees to be fully refunded as services may have already been arranged in expectation of your arrival. Any courier charges incurred, not to exceed \$100, will be deducted from your refund.
2. If TLC cancels the program subsequent to your enrollment, all monies paid to TLC will be refunded.
3. If you cancel your enrollment prior to the start of the first session in which you are enrolled and you have not already traveled to the U.S. on a student visa or you are already legally residing in the U.S., all tuition and fees will be refunded except for the application fee and any housing placement or courier fees incurred; the total of which shall not exceed \$500.
4. No tuition refund is permitted for your first session of enrollment if you entered the United States on a student visa unless you have a documented medical emergency or test above our highest level of instruction.
5. The following refund policy applies to the current session enrollment (except for those conditions noted in #4 above for students traveling on a student visa and in their first session of enrollment).
  - i. Last date of attendance within the first week: 75% refund of tuition.
  - ii. Last date of attendance within the second week: 50% refund of tuition.
  - iii. Last date of attendance after the second week: No refund of tuition.
6. Tuition and fees paid for future sessions are fully refunded, unless refunds are controlled under a multi-session agreement.
7. In order to ensure immigration records are accurate and up to date, students are advised to submit a request to withdraw in writing.
8. If your tuition and fees are paid through a TLC representative or another party, refunds will be processed through the TLC representative or the other party.
9. Refund requests for enrolled students will be processed within 45 calendar days from the date of the request. Refund requests for non-enrolled students will be processed within 45 calendar days of the date of determination/termination.
10. TLC representatives are authorized to collect payments on behalf of TLC. If the representative who assisted you with your TLC enrollment has such an arrangement with TLC, any refund for which you may be eligible will be coordinated through this representative and this may affect your eligibility for a refund.

## MULTI-SESSION DISCOUNT POLICY

Students planning to study for several sessions may be eligible for a tuition discount at The Language Company. To qualify for the multi-session discount, all tuition monies must be paid before you begin classes. Combining discounts or making incremental payments for multiple sessions in advance in order to receive a higher tuition discount is prohibited. With ADVANCE tuition payment:

1. You may receive a 10% tuition discount if you prepay for and attend TLC for two (2) sessions.
2. You may receive a 20% tuition discount if you prepay for and attend TLC for three (3) or more sessions.
3. Students who cancel prior to the start of the first session and did not travel to the U.S. on TLC's I-20, will be refunded tuition and fees with the exception of the housing placement fee, application fee, and any courier fees. Tuition and service fees, except the application fee, will be refunded if your application is not accepted or if you are denied a visa to enter the United States. Proof of the visa denial must be provided by the applicant prior to the last start date listed on the I-20 document in order for the service fees to be fully refunded as services may have already been arranged in expectation of your arrival. Any courier charges incurred, not to exceed \$100, will be deducted from your refund. Students who enter the U.S. on TLC's I-20 and choose not to study for a minimum of one session, will not be eligible for a refund on the first pre-paid session and fees.
4. If you withdraw prior to completing your pre-paid sessions, you will not receive any tuition discount for the sessions attended. Instead, the tuition will be charged at the regular rate for all completed sessions and the Standard Cancellation and Refund Policy will apply to any partial session attended. If you have attended past the midpoint of your pre-paid sessions, there is no refund in tuition monies paid. Refer to the Multi-Session Cancellation and Refund Policy for the refund policy for unattended prepaid sessions.
5. This discount applies to those sessions paid for in advance and any subsequent sessions based on the discount rate of the original prepaid sessions. For example: If a student pays for three or more sessions in advance for a 20% discount and at completion of the pre-paid sessions the student decides to continue for an additional session, he/she will

## MULTI-SESSION CANCELLATION AND REFUND POLICY

1. If you cancel your enrollment before attending the first session of two or more prepaid sessions, the Standard Cancellation and Refund Policy shall apply.
2. If you have a multi-session discount, and you withdraw prior to completing the prepaid sessions and prior to attending beyond the midpoint of the prepaid sessions, you will not receive any discount for the sessions attended. If you have attended past the midpoint of your pre-paid sessions, there is no refund in tuition monies paid.
3. If you or your sponsor have applied for multiple sessions of enrollment and you terminate prior to completing the applied and invoiced sessions and prior to attending beyond the midpoint of the invoiced sessions, tuition will be charged for all completed sessions and the Standard Cancellation and Refund Policy will apply to the partial session attended. If you have attended past the midpoint of your applied and invoiced sessions, there is no refund in tuition monies paid.
4. In order to ensure immigration records are accurate and up to date, students are advised to submit a request to withdraw in writing.
5. If your tuition and fees are paid through a TLC representative or another party, refunds will be processed through the TLC representative or the other party.
6. TLC agents are authorized to collect payments on behalf of TLC. If the representative who assisted you with your TLC enrollment has such an arrangement with TLC, any refund for which you may be eligible will be coordinated through this representative and this may affect your eligibility for a refund.

## LOCAL RESIDENT DISCOUNT POLICY

TLC offers a 40% discount to US permanent residents and citizens. This discount does not apply to students enrolled in the following Special Programs: Private Lessons, Study Vacation Program, or English for Professionals. Inquire with your center of choice for details.

Please send your application to the TLC center of your choice:

### **THE LANGUAGE COMPANY-CHARLESTON**

TLC-Charleston  
Eastern Illinois University  
c/o Office of International Students  
600 Lincoln - 1170 Blair Hall  
Charleston, IL 61920 USA  
Tel: 1-217-345-4020  
Fax: 1-217-345-4026  
tlcharleston@thelanguagecompany.com

### **THE LANGUAGE COMPANY-DALLAS/FORT WORTH**

TLC-Dallas/Fort Worth  
Texas Wesleyan University  
3018 Avenue E.  
Fort Worth, TX 76105 USA  
Tel: 1-817-531-2991  
Fax: 1-817-531-7184  
tlcdfw@thelanguagecompany.com

### **THE LANGUAGE COMPANY-EDMOND**

TLC-Edmond  
University of Central Oklahoma  
100 N. University Drive  
P.M.B. 341881  
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