



Application Form

Family or Last Name: _____ First Name: _____ Middle Initial: _____ Sex: _____

Street Address: _____ City: _____

Country: _____ Postal Code: _____ Telephone: _____

E-mail: _____ Date of Birth (Month / Day / Year): _____

Country of Birth: _____ Country of Citizenship: _____

How did you know of Conversa? Friend or Relative Agent Internet Search Conversa Postcard Facebook a Conversa student

When will you begin studying at Conversa in 2017? (choose ONE start date):

- January 2 January 30 February 27 April 3 May 1 May 29
 July 3 July 31 August 28 October 2 October 30 November 27

How many sessions* will you study? (Each session is 4 weeks long) _____

For F-1 students only:

- I will take the Intensive English Program
 I will take the Semi-Intensive English Program

Are you transferring schools? Yes No

Do you have dependents? Yes No

If yes, provide a copy of the dependent(s)' passport with the application.

The I-20 should be mailed to:

- I will pick up the I-20 at Conversa
 The address above*
 The following address*

For all other students:

I have: B1/B2 visa Other visa (type: _____)
 Other status _____

I want to enroll in:

- Intensive English Program
 Semi-Intensive English Program
 Individual classes:
 Integrated
 Conversation/Pronunciation
 Read/Write
 TOEFL/IELTS Test Preparation
 Express English

***Overseas applicants:** Conversa will send your I-20 and documents to you by express mail (10-15 business days) at a cost of \$75.00.
 I understand.

Do you want information on: International Student House? Apartments and other living options in Cincinnati?

Application Fee: 1) Send check or money order for \$100 non-refundable application fee and/or \$75 mailing fee payable to Conversa OR

2) Credit Card # _____ Expiration Date: ____/____ Verification code: _____

I understand that in order for my application to be processed, I must submit all relevant application forms with a non-refundable application fee. I understand my financial obligation to Conversa and accept full responsibility for payment. I have also read and understood Conversa's cancellation and refund policy. In case of illness and/or emergency, I give my permission to any appropriate medical center to examine and/or treat me and to make any necessary recommendations to outside physicians. Conversa will do everything possible to make its students' stay here safe and enjoyable. However, Conversa takes no responsibility for personal injury or loss or damage to personal property while at Conversa. Once enrolled, you will be expected to follow all of Conversa's policies and procedures while attending. Failure to do so may result ineligibility to continue and/ or termination of your I-20. Please contact us for more information on policies and procedures.

The total amount of money I have available for living and study expenses is \$_____ Please provide a bank statement.
If you do not understand any of these conditions, please ask Conversa before you sign this application.

X _____ Date _____
Signature of applicant

Sponsor and/or guardian Permission and Affidavit of Sponsorship

I will provide US\$ _____ to the student named above for each **month** of study at Conversa Language Center. I am including documents that prove I have this money (bank statements, or proof of salary, or tax returns or other assets).

X _____ Date _____
Signature of applicant's guardian and/or sponsor (if applicant is under 21)

Canceling or Withdrawing from Class

If you cancel your classes with Conversa before you enter the United States, you will receive a full refund of tuition and academic fees. Application and Express Mailing fees are not refundable. If you are already in the United States when you applied to Conversa, all tuition and academic fees are refunded when you cancel before you start classes.

If you enter the country with a student visa that you obtained using Conversa's I-20 form and decide not to attend classes at Conversa, the first 4 week session's tuition and application and express mailing fees that you paid for are NON-REFUNDABLE. All other tuition and fees will be refunded.

Ex. Mr. Kim pays for a 12 week program that starts on January 2, 2017. The tuition and academic fees cost are \$2949 (3 session discounted rate of \$925 per session = \$2775 tuition + \$174 academic fees). After he enters the country on Conversa's I-20, he contacts Conversa on January 1 to cancel his classes. Since he must pay for the first 4-week session and the one session rate is \$1225 his refund calculated is as \$2949 (total paid) - \$1225 (one session rate) = \$1724.

You may be eligible for a refund if you withdraw or stop classes after you have begun. Again, your application and mailing fees are non-refundable. Please notify Conversa that you will withdraw from your classes.

If you want to stop classes before your original end date in the first month that you attend classes at Conversa Language Center, you **will not be refunded** for any unused weeks during the initial month of attendance.

Mr. Kim pays for a 4-week program. The cost is \$1283 (\$1225 tuition, \$58 academic fees) He attends 2 weeks. There is no refund. (\$0.00)

If you received a discount on tuition because you paid for three months or more AND stop classes before you finish at least two months of classes, those weeks that you did study will be charged to you at the NON-DISCOUNTED rate in calculating your refund.

Ex 1 Mr. Kim pays for a 12-week program. The tuition and academic fees cost are \$2949 (3 session discounted rate of \$925 per session = \$2775 tuition + \$174 academic fees). After three weeks he withdraws from classes. Since he must pay for the first 4-week session and the one session rate is \$1225 his refund is calculated as \$2949 (total paid) - \$1225 (one session rate) - \$58 (material fee) = \$1666.

Ex.2 Mr. Kim pays for a 12-week program. The cost is \$2949 (\$2775 tuition + \$174 academic fees). He attends 5 weeks and 2 days. This would constitute 6 of the 12 weeks. He would be charged at a weekly rate of \$306.25 ($\$1225 / 4 = \306.25) for those six weeks, or $6 \times \$306.25 = \1837.50 , and would be charged $\frac{1}{2}$ of his academic fees or \$87. His total refund would be $\$2949 - 1924.50 = \1024.50 .

If you have extended your program beyond your initial program and you want to stop classes you will receive a pro-rated refund for any weeks you did not attend. Students withdrawing after the mid-point of their extended program receive no refunds.

Ex. Mr. Kim pays for a second 12-week program. The cost is \$2949 (\$2775 tuition + \$174 academic fees). He attends 1 week and 2 days. This would constitute 2 of the 12 weeks. His refund would be 83% (10/12) of \$2949 or \$2457.67.

If you used an agent to apply to Conversa Language Center, that agent charges Conversa a commission. You can still receive a refund if you paid the Agent your tuition instead of to Conversa. **However, the amount of commission Conversa paid to the agent will be subtracted from your total refund amount.** It is your responsibility to contact the agent to recover the commission fees.

Ex. You paid an agent for six months of classes at Conversa Language Center. The cost is \$5550 for tuition and \$348 for academic fees or \$5898 total. The agent charges Conversa Language Center a 10% commission on tuition (\$555) and then pays Conversa the rest or \$5343 (\$4995 tuition and \$348 for academic fees). You withdraw in your 5th week at Conversa (the remaining 19 weeks is 79.2% of the program). Your refund is for 79.2% of tuition and academic fees less the commission of 10% on 19 weeks. The refund calculation is as follows: 79.2% of tuition less 10% commission ($(\$5550 \times .792 = \$4393.75)$ less $(.10 \times \$4393.75 = \$439.38) = \$3954.37$) PLUS 79.2% academic fees ($.792 \times \$348 = \275.62) for a total refund of \$4229.99 ($\$3954.37 + \275.62).

Refund for Partial Academic Fees

If you want to stop classes before your original end date, and have attended more than four weeks but less than half of your program you will receive a refund on a pro-rated basis. If you studied more than half of the program you are in enrolled in, you will not get a refund of your academic fees.

Refund Due Date

If you never attend class or cancel class prior to your start date, all refunds due will be issued within 45 days of the scheduled start date of class or the date of cancelation whichever is earlier. If you are an enrolled student the refund due date will be calculated using the last date of attendance or the date of determination, whichever is earlier, and be paid within 45 calendar days. The date of determination is the date you give notice of withdrawal or the date Conversa determines you are no longer attending classes.