



1807 Robison Ave Suite 201  
San Diego, CA 92103

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Agent Use Only
Agency/Agent Name _____
Contact Person _____
Email _____

## APPLICATION FORM

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Gender: Male  Female   
(as it appears in your passport)

1) Address in home country: \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Country \_\_\_\_\_ Telephone \_\_\_\_\_ Country of citizenship: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_ Email \_\_\_\_\_  
 (month/day/year)

2) U.S. address (if known) \_\_\_\_\_  
 City \_\_\_\_\_ State/Province \_\_\_\_\_ Postal/Zip Code \_\_\_\_\_  
 Local Telephone: \_\_\_\_\_

Emergency contact. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**When do you wish to begin your studies** (see Program Start Date)? \_\_\_\_\_ (month/day/year)

What is your approximate level of English?  Beginner  Intermediate  Advanced

	Tuition*	Fees	Subtotal
Intensive English Course (4 Classes)	\$650.00 (4 weeks) X _____	+ \$200.00 Application	
Intensive English-part time (1-3 Classes)	\$162.50(each classes) X _____	none	
TOEFL/TOEIC Preparation (4 Classes)	\$650.00 (4 weeks) X _____	+ \$200.00 Application	
Volunteer Project		+ \$350.00 Placement	
Additional Classes (Intensive English students)		+ \$105.00 (per class) X _____	
Long TESOL Certification Course	\$2200.00	none	
Short TESOL Certification Course	\$1095.00	none	
Select a Shipping Rate	<input type="checkbox"/> Regular	+ \$50.00	
	<input type="checkbox"/> Express	+ \$85.00	
<b>TOTAL</b>			

*\*The price for the program does not include textbooks. Textbooks are available for purchase at the school.*

Which accommodation are you interested in?  Homestay  Residential Hotel  Shared Apartment / Private Studio  None

How did you hear about IES Hillcrest?  Internet  Agent  Friend \_\_\_\_\_  Other \_\_\_\_\_

### Application Agreement

I accept the terms and agree to their conditions as written in this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (month/day/year)

Signature of Guardian (if applicant is under 18 years of age): \_\_\_\_\_ Date: \_\_\_\_\_

## APPLICATION INSTRUCTIONS

Please send the following to IES Hillcrest:

- (1) completed application form
- (2) copy of your passport
- (3) application and shipping fee - You do not need to send the tuition fee with this application.
- (4) volunteer placement fee (if applicable)

**Method of Payment:** Applicants may pay by credit card (see below), international money order, or wire transfer.

**Applying for Student Visa:** If your application has been accepted, you will receive an acceptance letter and an I-20 Form. You will need to take the I-20 Form to the US consulate to apply for a student (F-1) visa. When you go to the US consulate, you will need to present financial documentation to show that you have sufficient funds to meet both your tuition and living expenses while studying. We suggest that you make sufficient copies of all financial documentation for both IES Hillcrest and visa application purposes.

## GENERAL TERMS AND CONDITIONS

**Program Start Date:**

**Intensive English Program:** Courses begin each Monday. Students must be 16 years old and older.

**TESOL Program:** See website for course schedule ([www.sandiegoesl.com](http://www.sandiegoesl.com)).

**Refund Policy:** The application fees, first month tuition, and volunteer project placement fees are non-refundable. After 60% of the program has been completed, no refund will be issued except in cases of emergency as determined by the director. Refunds are based on the regular program rate. Any agent fee, if applicable, will be deducted from the refund. There is no refund for month-to-month enrollment (paying each month).

**Visa Denial Refund:** If you are applying for an F-1 visa to study in the US, and your application is refused for any reason, you will receive a 100% refund of all tuition fees paid. The Application Fee (\$125.00), Placement Fees (Accommodation or Internship), and Express delivery fees will not be refunded. You must return your I-20 Form by mail in order to receive a refund.

**Express International Shipping:** To be admitted to the school and receive your I-20 within 2 weeks, select the Express Shipping option.

**Accommodation:** IES Hillcrest accepts homestay applications only. Residential hotel, private studios, and shared apartments are suggested upon student request. Prices and availability varies according to the housing facilities.

**Liability:** IES Hillcrest and its staff and representatives will not be liable for loss, damage, or injury to persons or property, howsoever caused, except where liability is expressly imposed beyond exclusion by statute. IES Hillcrest will not be liable in the event that services contracted become impossible to supply by reason of any cause outside of the control of the school.

**Insurance:** International students must have medical insurance for the duration of their stay in the US. By signing this application, the student authorizes any hospital or doctor to initiate treatment and release medical information or diagnostic for insurance purposes in case of an emergency. International Educational Services and its representatives are released from any liability for such measures taken on behalf of the student.

**Attendance Policy:** Regular attendance is expected. Excessive absences (20% or more of the course) may result in suspension or failure.

IES Hillcrest is registered within the State of California. Registration means we have met minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean that we have met the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration form. IES Hillcrest does not participate in the Student Tuition Recovery Fund. Vocational Education, 400 R Street, Suite 5000, Sacramento, CA 95814, (916) 445-3427. Students may also contact their local US Consulate to resolve disputes or concerns regarding student visa issues.

-----For credit card payments only-----

MasterCard  Visa Credit Card #: \_\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of cardholder, exactly as it appears on the card: \_\_\_\_\_

Signature of card holder: \_\_\_\_\_ I authorize IES Hillcrest to charge \$ \_\_\_\_\_