

2018 STUDY ABROAD PROGRAMS



PERSONAL INFORMATION - PLEASE PRINT CLEARLY (AS SHOWN ON PASSPORT)

Last Name	First Name		Middle Name
Address in home country			Apartment Number
City			State/Province
Country			Postal Code
Home Phone Number			Mobile Number
Email			Company Name
Country of Birth			Country of Citizenship
Date of Birth: Day/Month/Year	Age	Male	Female
Do you need an I-20 Form? Yes No	Do you need an I-20 Form transferred?	e Yes	No
How did you hear about Berlitz Study Abroad®?			

PROGRAM INFORMATION

Type of Program	City	Number of Weeks	Start Date: Day/Month/Year
Total Tuition\$	Please refer to page 5 fo area of interest.	r host family accommodation pricing o	and airport pick-up/drop-off pricing by
Additional Services (see pg 7) \$ Homestay Booking Fee		vance. Cost is \$75 for 2-weeks, \$150 for	hase it unless you can show valid proof 4-weeks and \$450 for 12-weeks. Family
Insurance\$ Express Courier Fees (I-20)\$	Express Courier fee for se	nding I-20 documentation is \$75 intern	ational, \$35 domestic.
Airport Pick-up\$	Wire transfer fees are an	additional \$35.	
Airport Drop-off\$ Wire Transfer Fee (\$35)\$	Materials cost \$165 per le	evel, including tax, and must be purche	ased at a Language Center.
Total Cost \$		level 8 and above, Berlitz provides an Il cost to the student of \$35.	exit level test with results delivered on

PROFICIENCY LEVEL

Current Proficiency Level:

 $\mbox{Beginner}$ — None or limited experience speaking target language ("Where is the bathroom?", etc.).

Intermediate — Able to hold simple conversations in target language, limited vocabulary and range of topics.

Advanced — Can communicate comfortably in demanding situations, including phone conversations, about most subjects.

Berlitz Level - if known



HOST FAMILY ACCOMODATION

If you do not need Homestay, please check	and prov i	ide full address an	d phone numb	per in the United State	65	
NO Homestay needed						
US Addı	ress		City	State	Phone Numbe	er
Arrival and departure information must be compared transportation are required. ONLY available for st					and/or airport	
Airport Pick-up Airport Drop-off						
	Arrival Do	ate: Day/Month/Y	'ear	Arrival Airport: No	me of Airport	
Name of Airline for final destination Flight	#	Time of Arrival	AM / PM	Departure Date:	Day/Month/Ye	ear
Please include all other flight details from your ho	me country	y if NOT a direct flig	ght:			
The host family accommodation is ONLY provid program must obtain other accommodations, su bath or a private stay in the home; other student Type of accommodation: Breakfast Only	ch as hotel	l or short-term apai	rtment, for tha nome. Student	t period. Berlitz cann	ot guarantee p	
Homestay Preferences — please answer truthfully	-			uests will be met.		
Will you accept family with children under the age of 6?		ЧО	Will you accept o		Yes	No
Will you accept family with children older the age of 6?		10		a host with other pets?	Yes	No
Do you smoke (please answer truthfully)?	Yes N	40	* Do you have al		Yes	No
Will you accept a host who permits smoking?	Yes N	40	* Do you have ar	ny special medical needs?	? Yes	No
Do you drink alcoholic beverages (please answer truthfully)?	Yes N	40	* Do you have ar	ny dietary restrictions?	Yes	No
Will you accept a host who permits alcohol?	Yes N	40	Will you travel wit	th family or friend?	Yes	No
Will you accept a host with dogs?	Yes N	Чо	Will you be rentin	g a car?	Yes	No
* If yes, please describe:						
Please tell us something about yourself, this will he	lp us select	t the best family fo	r you.			
Requirements:		Hobbies:				
Priorities:						
Preferences:		Expectat	tions:			
If traveling with family or friend, please provide - N	Name:		Re	elationship:		
(If yes, they will need to complete an application charges will be applicable.)	with their p	personal informatio	on including th	e host family section	ı - additional	
ADDITIONAL SERVICES FOR BS						

The current BSA locations are Beverly Hills, Boston, Chicago, Miami/Coral Gables, New York, Orlando, San Diego, San Francisco and Washington D.C.

- A BSA Coordinator assists all our foreign students
- Small Group programs (4 to 6 students Not offered at all locations)
- Host Family accommodations
- Airport pick-up and drop-off

Please note that Total Immersion® and Private programs can be taken at any of our Berlitz Centers in the U.S.



PROGRAM DESCRIPTION

There are five course offerings, <u>priced per person</u> and <u>without Homestay accommodation</u>. All BSA programs include a welcome packet, tuition, registration fee and only materials for 1 level. A level assessment is given upon student's arrival at the language center and may be subject to change within first week. Students on **F-1 Visa must take 18 hours of instruction per week**. Detailed information on each program is also available on the BSA website and brochure.

The following Private programs are offered at all Berlitz-US language centers and include a customized curriculum for level 1-10. Customized programs focus on student's individual goals. With each new level attained, students must purchase additional materials (\$165/level) on location.



The following programs are offered ONLY at the following language centers: Beverly Hills, Boston, Chicago, Coral Gables, New York (Rockefeller Center), Orlando*, San Diego, San Francisco, and Washington, DC. The Combination program is Small Group instruction in the morning (4-6 students) and Private instruction in the afternoon. Group programs start every Monday and must be taken for a minimum of 2 weeks. Small Group is available for levels 2-8. Teachers are on a rotation basis and rely on materials for class. Programs include one level of materials; additional material may be needed, to be purchased at the learning center. *This location is independently owned and operated and is not able to provide an I-20.

Student Profile: professional, pri 2 week r Group Mon — Fri &	Adults (18 yrs+), vate consumer. ninimum	ATE)	5	Student Profile	JP PROGRA : Adults (18 yrs+), I week minimum Mon — Fri		
Group - 4 less Private - 3 les Group - 9:004 Private - 12:4	sons per day AM – 12:00PM		4 lessons	art Time - s per day - 12:00PM	9:0	0AM – 12:4 lessons pe	ull Time - ay Mon- Thurs* 5PM (F-1 only) r day Friday 12:00PM
Tuition			Tuition		Τυ	ition	
2 Weeks	\$2,502		2 Weeks	\$1,065	2 V	Veeks	\$1,225
4 Weeks	\$4,574		4 Weeks	\$1,865	4 V	Veeks	\$2,185
6 Weeks	\$6,646		6 Weeks	\$2,665	6 1	Veeks	\$3,145
8 Weeks	\$8,718		8 Weeks	\$3,465	8 V	Veeks	\$4,105
10 Weeks	\$10,790		10 Weeks	\$4,265	10	Weeks	\$5,065
12 Weeks*	\$12,862		12 Weeks*	\$5,065	12	Weeks*	\$6,025
Each Additional Week	\$1,036		Each Additional Week	\$400	Ac	ch Iditional eek	\$480

ATTENDANCE TERMINATION STATEMENT

Termination of Study:

I hereby agree that Berlitz shall have the right, at its sole discretion, to terminate my attendance in any Berlitz Study Abroad, BSA Program of study. If a Form I-20 has been issued that I will return to my country of origin within 14 days.

By his or her signature below, my parent or guardian agrees to ensure that any minor under the age of 18 enrolled hereunder shall be returned to his or her country of origin within 14 days of notification from Berlitz that the student's attendance in a Berlitz Study Abroad, BSA Program has been terminated.

Signature of Applicant

Date

Signature of Guardian

Date

STUDENT HEALTH INSURANCE WAIVER (MUST SIGN WAIVER)

While in the United States with Berlitz Study Abroad and for protection in case of illness or an accident, **all students are required to have health insurance coverage**. If you are covered by your own personal health insurance policy, you must sign the statement below and bring it with you when you report to the Center. Family insurance and vacation insurance are available upon request.

If you do not present proof of insurance at the time of registration along with documentation, in English (an insurance card or policy), you will be required to purchase the Berlitz Study Abroad Student Insurance Plan.

I, the undersigned, hereby certify that I am covered by a health insurance policy that is currently in effect, and which will remain in effect during my enrollment with Berlitz Study Abroad. I already have health insurance, and therefore choose not to purchase the insurance policy offered by BSA.

FILL FULL NOTINE (AS SHOWN ON FASSFORT)	
Signature of Applicant	Date
Signature of Parent or Guardian if Applicant is unde	er 18 Date
Print Name of Insurance Company	
Policy Number	Dates of Coverage: From - To
Company Address	
City, State, Country	

FINAL CERTIFICATION/CANCELLATION

I agree to be responsible for all Berlitz Study Abroad program fees, as well as any incidental costs incurred by me, including, but not limited to, **host family fee, telephone calls, airport transportation**, and any damages caused by my actions. The BSA enrollment agreement has been clearly explained to me and I fully understand the terms and conditions. Once I have started my program, I must reschedule/ cancel before 5 p.m. the day before or I will be charged for a full day of class.

Homestay cancellation fees — more than 30 days before homestay arrival – \$80 homestay booking fee is non-refundable. 30 to 15 days before Homestay arrival – 50% refund of Homestay cost. 14 to 7 days before Home- stay arrival – 25% refund of Homestay cost. Less than 7 days or no show – NO REFUND. If I must cancel my program and/ or Homestay accommodations, I will send the BSA department, via email or fax, a notice of cancellation.

Signature of Applicant

Date

Signature of Parent or Guardian if Applicant is under 18 Date

EMERGENCY CONTACT

Name		Relationship
Street Address		Date
City, State	Country	Postal Code
Policy Number	Dates	s of Coverage: From - To
Telephone (country & city code)		Fax

Email Address

CREDIT CARD AUTHORIZATION

VISA	MASTERCARD	AMEX	DINERS	JCB
Credit Cardh	older Name			
Relationship	to Student			
Billing Addres	SS			
Credit Card	Number		Expiratio	n Date
\$	Expiration Dat on back on VISA, MC, J authorized to be cl	CB or Diners		f AMEX)

2018 US HOST FAMILY & AIRPORT PICK-UP / BREAKFAST ONLY (CONTINENTAL BREAKFAST)

Location	Beverly Hills	Boston	Coral Gables Miami	New York City	San Diego	San Francisco	Washington, D.C.
1 Week	\$290	\$500	\$275	\$300/\$500	\$260	\$300/\$390	\$290
2 Weeks	\$580	\$600	\$550	\$600/\$1,000	\$520	\$600/\$780	\$580
3 Weeks	\$870	\$800	\$825	\$900/\$1,500	\$780	\$\$900/\$1,170	\$870
4 Weeks	\$1,160	\$1,000	\$1,100	\$1,200/\$2,00	\$1,040	\$1,200/\$1,560	\$1,160
5 Weeks	\$1,450	\$1,125	\$1,375	\$1,500/\$2,500	\$1,300	\$1,500/\$1,950	\$1,450
6 Weeks	\$1,740	\$1,350	\$1,650	\$1,800/\$3,000	\$1 <i>,</i> 560	\$1,800/\$2,340	\$1,740
7 Weeks	\$2,030	\$1,575	\$1,925	\$2,100/\$3,500	\$1 <i>,</i> 820	\$2,100/\$2,730	\$2,030
8 Weeks	\$2,320	\$1,800	\$2,200	\$2,400/\$4,000	\$2,080	\$2,400/\$3,120	\$2,320
9 Weeks	\$2,610	\$2,025	\$2,475	\$2,700/\$4,500	\$2,340	\$2,700/\$3,510	\$2,610
10 Weeks	\$2900	\$2,250	\$2,750	\$3,000/\$5,000	\$2,600	\$3,000/\$3,900	\$2,900
11 Weeks	\$3,190	\$2,475	\$3,025	\$3,300/\$5,500	\$2,860	\$3,300/\$4,290	\$3,190
12 Weeks	\$3,480	\$2,700	\$3,300	\$3,600/\$6,000	\$3,120	\$3,600/\$4,680	\$3,480
Booking fee	\$80	\$80	\$80	\$80	\$80	\$80	\$80
Airport Service Cost each way	\$150	\$150	\$150	\$150	\$150	\$150	\$150

2018 US HOST FAMILY & AIRPORT PICK-UP / BREAKFAST & DINNER (CONTINENTAL BREAKFAST)

Location	Beverly Hills	Boston	Chicago	Coral Gables Miami	New York City	San Diego	San Francisco	Washington, D.C.
1 Week	\$370	\$600	\$340	\$355	\$380/\$610	\$340	\$380/ \$480	\$370
2 Weeks	\$740	\$750	\$680	\$710	\$760/\$1,220	\$680	\$760/ \$960	\$740
3 Weeks	\$1,110	\$950	\$1,020	\$1,065	\$1,140/\$1,830	\$1,020	\$1,140/ \$1,440	\$1,110
4 Weeks	\$1,480	\$1,300	\$1,360	\$1,420	\$1,520/\$2,4440	\$1,360	\$1,520/ \$1,920	\$1,480
5 Weeks	\$1 <i>,</i> 850	\$1,500	\$1,700	\$1,775	\$1,900/\$3,050	\$1,700	\$1,900/ \$2,400	\$1 <i>,</i> 850
6 Weeks	\$2,220	\$1,800	\$2,040	\$2,130	\$2,280/\$3,660	\$2,040	\$2,280/ \$2,880	\$2,220
7 Weeks	\$2,590	\$2,100	\$2,380	\$2,485	\$2,660/\$4,270	\$2,380	\$2,660/ \$3,360	\$2,590
8 Weeks	\$2,960	\$2,400	\$2,720	\$2,840	\$3,040/\$4,880	\$2,720	\$3,040/ \$3,840	\$2,960
9 Weeks	\$3,330	\$2,700	\$3,060	\$3,195	\$3,420/ \$5,490	\$3,060	\$3,420/ \$4,320	\$3,330
10 Weeks	\$3,700	\$3,000	\$3,400	\$3,550	\$3,800/ \$6,100	\$3,400	\$3,800/ \$4,800	\$3,700
11 Weeks	\$4,070	\$3,300	\$3,740	\$3,905	\$4,180/ \$6,710	\$3,740	\$4,180/ \$5,280	\$4,070
12 Weeks	\$4,440	\$3,600	\$4,080	\$4,260	\$4,560/ \$7,320	\$4,080	\$4,560/ \$5,760	\$4,440
Booking fee	\$80	\$80	\$80	\$80	\$80	\$80	\$80	\$80
Airport Service Cost each way	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150

IMPORTANT INFORMATION

Please keep in mind that homestay may not be suitable for everyone.

- All host families are approximately 40 to 60 minutes from the Language Center.
- Note that prices differ for New York City and San Francisco for outside and inside city limits.
- Chicago Homestays offer only Breakfast and Dinner

Airport Transportation is only available for students requesting Host Family Accommodation.

- An additional charge may be incurred on arrivals between 12:00 AM and 6:00 AM. Please note: you should arrive at the host family no earlier than 7 AM and no later than 10 PM.
- You must give 24 hour cancellation notice or full one way transportation will be charged.
- If your flight is delayed there will be an extra charge of \$50.
- If your flight is canceled it is the responsibility of the student to contact the BSA Department and inform of any changes. The full service fee may be charged if no call or e-mail is received in a timely manner.
- If you do not locate your driver and you do not call the Transportation company at the 800 toll-free number listed on the course confirmation, a full service fee will be charged.

DETACH.

IMPORTANT INFORMATION

HOW TO ENROLL FOR A BSA LANGUAGE PROGRAM

- Send your completed application form with signatures
- Pay the BSA 15% deposit (tuition only) plus the \$100 non-refundable registration fee
- If requesting an F-1 Visa permit, you must provide proof of sufficient funds to meet your living and tuition expenses, as well as living expenses of family members traveling with you on student-dependent (F-2) Visas. Submit your financial documentation IN ENGLISH. Any ONE of the following is acceptable:

a. A current personal bank statement or an original letter from your bank,

OR

- b. A letter/affidavit of support from your parents or other source of support stating that they will be responsible for your expenses during your stay at Berlitz, AND a bank statement verifying financial ability to meet your expenses, OR
- c. A letter guaranteeing financial support from your employer, OR
- d. An original scholarship letter from your government or other organization
- Copy of your passport picture page (when requesting an I-20)

Send all correspondence and your completed application to:

By Mail — Berlitz Study Abroad, BSA 7 Roszel Road Princeton, New Jersey 08540, USA

By Fax: +1.201.258.3944 By E-mail: us.bsaphq@berlitz.us

Acceptance

Once BSA has received your completed & signed application, documents and deposit, it will take approximately 3 to 4 business days to process your enrollment. You will receive via E-mail an Acceptance Letter, Course Confirmation and Homestay, and airport pick-up information, if applicable. If requesting Form I-20, it will be mailed via Express Courier. The fee for the International express courier service is \$75. Domestic is \$35.

Arrival into the U.S.

When traveling be sure to carry your Course Confirmation Acceptance Letter, Form I-20 (if applicable), Homestay & airport pick-up confirmation.

On your first day

Berlitz suggests that ALL students arrive 30-minutes before the start of class on the first day of class. All students will be evaluated for level placement.

Please bring your Passport, your original I-20 Form, your stamped I-94 Form (Arrival/ Departure record filled out on your flight to the U.S.), funds to pay all remaining program fees at Berlitz, signed health waiver on page 4, and proof of medical insurance (if not purchased through Berlitz).

GENERAL INFORMATION, Regarding F-1 Students

Attendance

In order to get the maximum benefit from the program students are expected to attend all classes. Students who are on a F-1 Student Visa **MUST** attend **ALL** classes, to comply with U.S. Immigration policy.

For any changes to the program; students must give a 2-week notice along with **a completed Request Form** for the following:

- A break in Study (vacation) students can only receive a break in study after completing 3 full months of study
- Transferring to another school
- Extending your BSA Program

Students on F-1 Visa must notify the center and inform the BSA Coordinator if you can not attend class. Students who have 3 consecutive absences must provide a doctor's note explaining the absence.

Please note the importance of maintaining proper status of F-1 Student Visa. Berlitz is required by law to report a student who has violated status to the Department of Homeland Security.

Registration & Payment Fees

All payments must be in U.S. Dollars – payments can be made via Wire Transfer (fee of \$35), or by any major credit card. If paying by credit card please complete the Credit Card Payment Authorization Section on page

4. If paying via wire transfer please remit the full-payment to:

Berlitz International, Inc. PNC Bank of New Jersey 842 State Road, Princeton, New Jersey 08540 Account #: 8001188574 ABA Routing #: 031207607 Swift Address: PNCCUS33

You MUST list BSA, Student's Full Name, and Name of the City of Language Center on the Bank Information Sheet. Please confirm payment by sending copy of the Wire Transfer Form to Fax: 1.201.258.3944

How to obtain a Student Visa

According to U.S. immigration laws, you must enter the United States on a non-immigrant, student (F-1) visa if you wish to study 18-plus hours of instruction per week. Berlitz Study Abroad Centers are authorized, under federal law to enroll non-immigrant alien students. To obtain an F-1 student visa and make an appointment at U.S. Embassy for a personal interview, you will need to pay a SEVIS Fee (NOT a Berlitz Fee) at **www.FMJfee**.com. You must print the receipt and present it to the U.S. Embassy or U.S. Consulate along with certain documents to demonstrate your intent to study in the United States and, after completion of your studies, return to your home country. The documents you need: Form I-20 obtained from Berlitz; proof of financial certification; a valid pasport; and evidence of ties to your country. We recommend that you make an appointment for your interview at least 60-120 days before the date you intend to begin your studies. You can find more information on how to apply for a student visa, including the required visa application, on the U.S. Embassy and U.S. consulate website. A listing may be found at http://usembassy.state.gov/.

REFUND & CANCELLATION POLICY

a. If you cancel your program or your VISA* is denied, you will receive a full refund of tuition and fees (including any fees paid for health insurance.) The \$100 registration fee, host family accommodation fees, and all courier fees are non-refundable. If Berlitz terminates your enrollment prior to the start of your program, however, you will receive a full refund of tuition and fees including the registration fee.

b. If you cancel or Berlitz terminates your enrollment after classes have begun in a Total Immersion® or Private program, you will be refunded for all lessons not taken; however, the \$100 registration fee, host family accommodation fees, and all courier fees are **non-refundable**.

c. If you cancel or Berlitz terminates your enrollment after classes have begun in a Combination or Small Group program, you will be refunded for the weeks not taken; however, the \$100 registration fee, host family accommodation fees, and all courier fees are **non-refundable**.

If your enrollment is cancelled or terminated, Berlitz will, as required by federal law, notify the Bureau of Citizenship and Immigration Services (BCIS) that you are no longer pursuing a full course of study and, therefore, are in violation of your F-1 (student) visa status.

Processing refunds may take 4 to 6 weeks from the date of the student's withdrawal from the program.

Homestay cancellation fees — more than 30 days before homestay arrival – only the homestay booking fee of \$80 is non-refundable. 30 to 15 days before Homestay arrival – 50% refund of Homestay cost. 14 to 7 days before Homestay arrival – 25% refund of Homestay cost. Less than 7 days or no show – NO REFUND.

BSA ADDITIONAL OFFERINGS

CyberTeacher (optional)

A six month license to CyberTeachers – a web-based online platform that provides customized language instruction. The e-Lessons are individually developed and customized to the level and needs of each learner and can be a perfect compliment to your English Program-24 hours a day, 7 days a week.

Cost: \$130

The Cultural Orientations Indicator (COI)® Online Assessment (Optional)

1 year license to the Cultural Navigator - a web-based learning platform that provides comprehensive cultural, business and country information designed to increase your competitive advantage in today's global business environment. The Cultural Navigator offers a unique learning experience that can be personalized based on your interests and includes access to The Cultural Orientations Indicator (COI) assessment.

The Cultural Indicator (COI) is a statistically reliable and validated assessment of cultural preferences at work. You will access the COI via the Cultural Navigator platform. The COI is used to develop self awareness, cultural competency, and to maximize global team performance. The assessment is organized into three dimensions: Interaction Style, Thinking Style, and Sense of Self. The report generates instant results and features valuable tools, such as the ability to compare your preference for work with 56 countries, audio debriefs and real-life work scenarios to aid with understanding the findings. The report also includes recommendations for Learning Paths, activities and resources based on the user's cultural preferences. The COI is available in 11 languages.

The Cultural Navigator is offered with our customized Total Immersion Programs. It is ideal for students who are in global professional positions.

Includes a one-hour debrief of your COI with a certified consultant either face-to-face or by phone and entire Cultural Navigator Learning Platform for one year.

Cost: \$325

A "Glance" at American Culture

Explore basic traditional American cultural values, how they developed and evolved historically, and how they have affected and influenced life in the United States of America.

During this introductory course, you will examine one or two topics of your choice such as business, education, family, government, recreation, and religion. You will increase awareness and gain a better understanding of how these American beliefs and practices have contributed to creating the unique, enduring identity of the United States of America.

Cost: \$385.00. Price includes registration fee and materials. The registration fee of \$50.00 will be waived if purchased with another BSA program. Length of Program: 3 hours Level: High-Intermediate - Advanced

2018 U.S. HOLIDAYS

Language Centers will be closed on the following days. Classes that are missed due to national holidays will be made up at a later time.

Monday, January 1, 2018
Monday, May 28, 2018
Wednesday, July 4, 2018
Monday, September 3, 2018
Thursday, November 22, 2018
Friday, November 23, 2018
Monday, December 24, 2018
Tuesday, December 25, 2018

New Year's Day (Observed) Memorial Day Independence Day Labor Day Thanksgiving Day after Thanksgiving Christmas Eve (observed) Christmas Day (observed)

OVER 500 LOCATIONS IN 70 COUNTRIES, INCLUDING THE FOLLOWING IN THE U.S.

Arizona	Maryland	Ohio
Phoenix	Odenton	Cincinnati
California	Massachusetts	Cleveland (Independence)
Beverly Hills	Boston	Pennsylvania
Costa Mesa	Michigan	Philadelphia
Palo Alto	Detroit (Bingham Farms)	Texas
Pasadena	Minnesota	Austin
San Diego	Minneapolis	Dallas
San Francisco Torrance	New Jersey	Houston
Colorado	Princeton	Virginia
Denver	New York	Tysons Corner
District of Columbia	Garden City	Wisconsin
Washington	Rockefeller Center	Milwaukee
Florida	White Plans	
Coral Gables (Miami area)	North Carolina	
Miami	Raleigh	
Orlando (Independently owned/operated)		
Illinois		
Chicago		



Oakbrook Schaumburg