

**Please print clearly:** As shown on passport

## Personal information

Last name	First name	Middle name
Address in home country		City
State / province	Country	Postal code
Home phone number	Mobile phone number	
Email	Company name	
City of birth (only required if requesting an I-20)	Country of birth	Country of citizenship
Date of birth (day/month/year)	Age	Gender
Do you need an I-20 Form?    Yes            No	Do you need an I-20 Form transferred?    Yes            No	

How did you hear about Berlitz study abroad programs?

## Program information

Type of program	City	Number of weeks	Start date (day/month/year)
Total tuition.....\$	Please refer to page 5 for host family accommodation pricing and airport pick-up/drop-off pricing by area of interest.  Health insurance is mandatory for study in the US; you must purchase it unless you can show valid proof of health insurance in advance. Cost is \$75 for 2-weeks, \$150 for 4-weeks and \$450 for 12-weeks. Family and vacation insurance available upon request.  Express Courier fee for sending I-20 documentation is \$75 international, \$35 domestic.  Wire transfer fees are an additional \$35.  Materials cost \$100 per level, including tax, and must be purchased at a Language Center.		
Additional services (page 7).....\$			
Homestay booking fee.....\$			
Host family.....\$			
Insurance.....\$			
Express courier fees (I-20).....\$			
Airport pick-up.....\$			
Airport drop-off.....\$			
Wire transfer fee (\$35).....\$			
Total cost.....\$			

## Proficiency level

### Beginner (levels 1-2)

None or limited experience speaking target language ("Where is the bathroom?" etc).

Berlitz level (if known)

### Intermediate (levels 3-6)

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

### Advanced (levels 7-10)

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

# Host family accomodation

Homestay needed    Yes                  No

If no, please provide the address where you will stay in the United States

Address in the United States

City

State

Phone number

Arrival and departure information must be completed for immigration purposes, even if **no** accommodation and/or airport transportation are required. **Only** available for students requesting host family accommodations.

Airport pick-up

Airport drop-off

Arrival date (day/month/year)

Departure date (day/month/year)

Arrival airport (airport name)

Airline name for final destination

Flight number

Time of arrival (include AM/PM)

Please include all other flight details from your home country if not a direct flight:

The host family accommodation is **only** provided for the duration of the Berlitz program. Students taking a vacation during the program must obtain other accommodations, such as hotel or short-term apartment, for that period. Berlitz cannot guarantee private bath or a private stay in the home; other students may also be staying in the home. Students must be 18 years or older.

Type of accommodation:

Breakfast only

Breakfast and dinner

Homestay Preferences — please answer truthfully. Berlitz **cannot promise** that all your requests will be met.

Will you accept family with children under the age of 6?	Yes	No	Will you accept a host with cats?	Yes	No
Will you accept family with children over the age of 6?	Yes	No	Will you accept a host with other pets?	Yes	No
Do you smoke?	Yes	No	Do you have allergies?*	Yes	No
Will you accept a host who permits smoking?	Yes	No	Do you have any special medical needs?*	Yes	No
Do you drink alcoholic beverages?	Yes	No	Do you have any dietary restrictions?*	Yes	No
Will you accept a host who permits alcohol?	Yes	No	Will you travel with family or friend?	Yes	No
Will you accept a host with dogs?	Yes	No	Will you be renting a car?	Yes	No

\*If yes, please describe:

Please tell us something about yourself, this will help us select the best family for you.

Requirements

Hobbies

Priorities

Preferences

Expectations

If traveling with family or a friend, please provide the following information. (If yes, they will need to complete an application with their personal information including the host family section - additional charges will be applicable.)

Name

Relationship

The current BSA locations are Boston, Coral Gables, New York City and Washington D.C. A BSA Coordinator assists all our foreign students. Group programs are not offered at all locations. 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, priced per person, and do not include Homestay. All BSA programs include a welcome packet, tuition, registration fee and only materials for one 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 an **F-1 Visa must attend 18 hours of instruction per week.**

**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 at the language center. Lessons are 45 minutes each and include a five minute break.

## Total Immersion Program

Elite, customized intensive program for professionals. Can complete 1 lever per week. Price includes Cyber Teacher, daily lunch, double lesson, registration, and one level of materials.

*F-1 student VISA or company letter required*

### 55 lessons per week

Monday - Friday  
9:00AM - 4:30PM

#### Tuition:

1 week.....	\$4,015
2 weeks.....	\$7,700
3 weeks.....	\$11,385
4 weeks.....	\$15,070
Each additional week.....	\$3,685

## Private Program

Professional or private consumer. Customized. Full day can complete ¾ of a level per week. Half day can complete ½ level per week. Price includes registration and one level of materials.

*F-1 student VISA or company letter required for 25 and 40 hour lesson programs*

### 20 lessons per week

Monday - Friday  
9:00AM - 12:00PM

#### Tuition:

1 week.....	\$1,500
2 weeks.....	\$2,800
3 weeks.....	\$4,100
4 weeks.....	\$5,400
Each additional week.....	\$1,300

### 25 lessons per week

Monday - Friday  
9:00AM - 12:45PM

#### Tuition:

1 week.....	\$1,825
2 weeks.....	\$3,450
3 weeks.....	\$5,075
4 weeks.....	\$6,700
Each additional week.....	\$1,625

### 40 lessons per week

Monday - Friday  
9:00AM - 12:00PM & 1:30PM - 4:30PM

#### Tuition:

1 week.....	\$2,800
2 weeks.....	\$5,400
3 weeks.....	\$8,000
4 weeks.....	\$10,600
Each additional week.....	\$2,600

**The following programs are offered ONLY at the following language centers: Boston, Coral Gables, New York City, and Washington, DC.** The Combination program is 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.** 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 materials may be needed and must be purchased at the language center.**

## Combination (group & private)

Adults (18 yrs+). Professional or private consumer. Group instruction in the morning and Private lessons in the afternoon. Price includes registration and two sets of materials.

*F-1 student VISA or company letter required*

### 20 group lessons per week

Monday - Friday  
9:00AM - 12:00PM

#### Tuition:

2 weeks.....	\$2,660
4 weeks.....	\$5,020
6 weeks.....	\$7,380
8 weeks.....	\$9,740
Each additional week.....	\$1,180

### 12 private lessons per week

Monday - Thursday  
12:45PM - 3:00PM

## Group Program

Adults (18 yrs+). Levels 2-8. 2-week minimum. Price includes registration and one level of materials.

*F-1 student VISA or company letter required for 25 lesson program*

### 20 lessons per week

Monday - Friday  
9:00AM - 12:00PM

#### Tuition:

2 weeks.....	\$1,000
4 weeks.....	\$1,800
6 weeks.....	\$2,600
8 weeks.....	\$3,400
Each additional week.....	\$400

### 25 lessons per week

Monday - Friday  
9:00AM - 12:45PM

#### Tuition:

2 weeks.....	\$1,200
4 weeks.....	\$2,200
6 weeks.....	\$3,200
8 weeks.....	\$4,200
Each additional week.....	\$500

## 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

# US locations

Over 500 locations in 30 countries, including the following in the US:

Arizona.....	Phoenix	Massachusetts.....	Boston
California.....	Palo Alto	New Jersey.....	Princeton
District of Columbia..	Washington		Summit
Florida.....	Coral Gables	New York.....	New York City
	Orlando	Texas.....	Houston
Maryland.....	Odenton	Virginia.....	Tysons Corner

# 2020 US 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.

New Year's Day.....	January 1, 2020
Memorial Day.....	May 25, 2020
Independence Day.....	July 3, 2020
Labor Day.....	September 7, 2020
Thanksgiving.....	November 26, 2020
Day after Thanksgiving.....	November 27, 2020
Christmas Eve.....	December 24, 2020
Christmas Day.....	December 25, 2020

## Attendance termination statement

I hereby agree that if I decide to withdraw from the program prior to program completion, stop attending classes without notifying Berlitz, or Berlitz withdraws me from the program for failure to adhere to its attendance and/or academic policies and procedures, I must apply for reinstatement (if eligible) or depart the United States within 15 days.

By his or her signature below, my parent or guardian agrees to ensure that I shall be returned to my country of origin within 15 days of notification from Berlitz that my attendance in a Berlitz Study Abroad, BSA Program has been terminated.

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

Signature of guardian \_\_\_\_\_ Date \_\_\_\_\_

## Student health insurance 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 proof of insurance with you when you report to the Center. Family insurance is 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.

Full name (as shown on passport) \_\_\_\_\_

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

Signature of guardian \_\_\_\_\_ Date \_\_\_\_\_

Name of insurance company \_\_\_\_\_

Policy number \_\_\_\_\_ Dates of coverage \_\_\_\_\_

Company address \_\_\_\_\_

City, country, postal code \_\_\_\_\_

## 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 business 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 guardian \_\_\_\_\_ Date \_\_\_\_\_

## Emergency contact

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Street address \_\_\_\_\_

City, state, country, postal code \_\_\_\_\_

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

## Credit card authorization

Visa \_\_\_\_\_ Mastercard \_\_\_\_\_ Amex \_\_\_\_\_ Diners \_\_\_\_\_ JCB \_\_\_\_\_

Credit cardholder name \_\_\_\_\_ Relationship to student \_\_\_\_\_

Billing address \_\_\_\_\_

Credit card number \_\_\_\_\_ Expiration date \_\_\_\_\_

Validation code (back of VISA, MC, JCB or diners and front of AMEX) \_\_\_\_\_ Amount authorized to be charged \_\_\_\_\_

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

## 2020 US host family & airport pick-up (breakfast only)

	Boston	Coral Gables	New York City	Washington, DC
1 week	\$500	\$275	\$300/\$500	\$290
2 weeks	\$600	\$550	\$600/\$1,000	\$580
3 weeks	\$800	\$825	\$900/\$1,500	\$870
4 weeks	\$1,000	\$1,100	\$1,200/\$2,000	\$1,160
5 weeks	\$1,125	\$1,375	\$1,500/\$2,500	\$1,450
6 weeks	\$1,350	\$1,650	\$1,800/\$3,000	\$1,740
7 weeks	\$1,575	\$1,925	\$2,100/\$3,500	\$2,030
8 weeks	\$1,800	\$2,200	\$2,400/\$4,000	\$2,320
9 weeks	\$2,025	\$2,475	\$2,700/\$4,500	\$2,610
10 weeks	\$2,250	\$2,750	\$3,000/\$5,000	\$2,900
11 weeks	\$2,475	\$3,025	\$3,300/\$5,500	\$3,190
12 weeks	\$2,700	\$3,300	\$3,600/\$6,000	\$3,480
Booking fee	\$80	\$80	\$80	\$80
Airport service (cost each way)	\$150	\$150	\$150	\$150

## 2020 US host family & airport pick-up (breakfast & dinner)

	Boston	Coral Gables	New York City	Washington, DC
1 week	\$600	\$355	\$380/\$610	\$370
2 weeks	\$750	\$710	\$760/\$1,220	\$740
3 weeks	\$950	\$1,065	\$1,140/\$1,830	\$1,110
4 weeks	\$1,300	\$1,420	\$1,520/\$2,440	\$1,480
5 weeks	\$1,500	\$1,775	\$1,900/\$3,050	\$1,850
6 weeks	\$1,800	\$2,130	\$2,280/\$3,660	\$2,220
7 weeks	\$2,100	\$2,485	\$2,660/\$4,270	\$2,590
8 weeks	\$2,400	\$2,840	\$3,040/\$4,880	\$2,960
9 weeks	\$2,700	\$3,195	\$3,420/\$5,490	\$3,330
10 weeks	\$3,000	\$3,550	\$3,800/\$6,100	\$3,700
11 weeks	\$3,300	\$3,905	\$4,180/\$6,710	\$4,070
12 weeks	\$3,600	\$4,260	\$4,560/\$7,320	\$4,440
Booking fee	\$80	\$80	\$80	\$80
Airport service (cost each way)	\$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 for outside and inside city limits.

**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 notify us 24 hours in advance 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.

## 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 I-20, 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 current personal bank statement or an original letter from your bank
  - 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 their financial ability to meet your expenses
  - A letter guaranteeing financial support from your employer
  - 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:

### Mail:

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

### 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 and for domestic it 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 should attend all classes. Students on a F-1 Student Visa MUST attend classes a minimum of 18 hours per week and maintain an 80% cumulative attendance record.

Students must complete a Multi-Purpose Request Form for the following:

- A break in study (vacation)—students can only receive a break in study after completing 26 weeks of study
- Transferring to another school
- Extending your BSA Program

Students on an 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. NOTE: Students maximum total length of language training cannot exceed 36 months at Berlitz.

Students are responsible for maintaining proper status of their F-1 Student Visa.

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

You MUST list BSA, Student's Full Name, and Name of the City of Language Center on the Bank Information Sheet.

### 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 more than 18 hours 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](http://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 passport; 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 and cancellation policy

- 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.
- 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.
- 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 U.S. Immigration and Customs Enforcement (ICE) that you are no longer pursuing a full course of study and, therefore, are in violation of your F-1 (student) visa status.
- If Berlitz does not accept your application, Berlitz will refund you the application fee, as well as any tuition collected.
- Refunds will be made within 30 calendar days of your cancellation or withdrawal from the program. Refunds will be processed in the same method which payment was received.
- 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.