



# Study Abroad Programs

## 2024 APPLICATION

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	
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 .....			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.
Additional services .....			
Insurance .....			
Express courier fees (I-20) .....			Express Courier fee for sending I-20 documentation is \$75 international, \$35 domestic.
Wire transfer fee (\$50) .....			Wire transfer fees are an additional \$50.
Total cost .....			Materials cost \$100.00 per level, including tax.

### Proficiency level

#### Beginner (levels 1-2)

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

#### 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.

Berlitz level (if known)

# Program description

There are three 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 Online Practice, daily lunch, double lesson, registration, and one level of materials per week.

*F-1 student VISA or company letter required*

### 55 lessons per week

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

**Tuition:**

1 week.....	\$3,980
2 weeks.....	\$7,860
3 weeks.....	\$11,740
4 weeks.....	\$15,620
Each additional week.....	\$3,880

## 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 material and Mondly license.

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

### 25 lessons per week

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

**Tuition:**

1 week.....	\$1,950
2 weeks.....	\$3,700
3 weeks.....	\$5,450
4 weeks.....	\$7,200
Each additional week.....	\$1,750

### 40 lessons per week

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

**Tuition:**

1 week.....	\$3,000
2 weeks.....	\$5,800
3 weeks.....	\$8,600
4 weeks.....	\$11,400
Each additional week.....	\$2,800

**Group programs are offered ONLY at the following language centers: New York City and Washington, DC.** 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 rotating 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.**

## 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.....	\$1,800
4 weeks.....	\$3,400
6 weeks.....	\$5,000
8 weeks.....	\$6,600
Each additional week.....	\$800

### 25 lessons per week

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

**Tuition:**

2 weeks.....	\$2,200
4 weeks.....	\$4,200
6 weeks.....	\$6,200
8 weeks.....	\$8,200
Each additional week.....	\$1,000

## Mondly (optional)

A six month license to Mondly—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.

\*F-1 student VISA students ONLY eligible for New York and DC.

Cost: \$130

## US locations\*

\*F-1 student VISA students ONLY eligible for New York and DC. Over 500 locations in 30 countries, including the following in the US:

District of Columbia... Washington	New Jersey.....Princeton
Maryland.....Odenton	New York.....New York City
	Virginia.....Tysons Corner

## 2024 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, 2024
Memorial Day.....	May 27, 2024
Independence Day.....	July 2, 2024
Labor Day.....	September 2, 2024

Thanksgiving.....	November 28, 2024
Day after Thanksgiving.....	November 29, 2024
Christmas Eve.....	December 24, 2024
Christmas Day.....	December 25, 2024

## 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, telephone calls 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 private program, I must reschedule/ cancel before 5 p.m. the business day before or I will be charged for a full day of class. I cannot reschedule/cancel group lessons.

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 \_\_\_\_\_

# 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 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 and digital I-20 (if applicable). If you've requested the Form I-20 to be mailed, it will be sent 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 Acceptance Letter and printed Form I-20.

### 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, funds to pay all remaining program fees at Berlitz, 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 P/DSO or DSO 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 3. If paying via wire transfer please remit the full-payment to:

Berlitz International, Inc.	Account #: 8001188574 ABA
PNC Bank of New Jersey	Routing #: 031207607 Swift
842 State Road, Princeton, New Jersey 08540	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 guidance on the process and requirements at the Department of Homeland Security's "Study in the States" page here <http://studyinthestates.dhs.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, material 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, material, and courier fees.
- 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, material fees, and all courier fees are non-refundable.
- If you cancel or Berlitz terminates your enrollment after classes have begun in a Small Group program, you will be refunded for the weeks not taken; however, the \$100 registration fee, material fees, and all courier fees are non-refundable.
- If Berlitz does not accept your application, Berlitz will refund you all tuition and fees 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.
- If your enrollment is cancelled or terminated, Berlitz will, as required by federal law, notify Student Exchange Visitor Program (SEVP) that you are no longer pursuing a full course of study and, therefore, are in violation of your F-1 (student) visa status.