

Form **1410A** (Rev. January 2023)

STUDENT INFORMATION

PLEASE LEGIBLY COMPLETE THIS APPLICATION FORM IN ITS ENTIRETY.

Today's Date: ____/____/____ Course Start Date: ____/____/____ Course End Date: ____/____/____ Total: ____ Term(s)
(MM/DD/YYYY) (MM/DD/YYYY) (MM/DD/YYYY)

Program Selected: Intensive English (\$2400 / 10 weeks) **Morning/Evening:** Morning Session
 TOEFL iBT Prep. (\$2400 / 10 weeks) Evening Session
 Professional English (\$2400 / 10 weeks) Weekend Session

Full Name (First, MI, Last): _____
 Passport Number: _____

Date of Birth (MM/DD/YYYY): ____/____/____ Country of Birth: _____ Country in Which Citizenship is Held: _____

Phone#: _____ E-mail: _____

E-mail Newsletter Subscription: "I would like to hear more about NYC Global Center's upcoming services and special promotions." Yes No

Current Address in the US: (Street) _____ (Apt#): _____

City: _____ State: _____ Zip: _____

Permanent Address (International Students): (Street) _____

Apt or Unit# _____ City/State: _____ Country: _____ Postal Code: _____

Emergency Contact Name in the US: _____ Relationship: _____

Emergency Phone# Daytime: _____ Emergency Phone# Evening: _____

Tell us more about yourself:

1. How did you hear about us? Ads (TV, Newspaper, flyers, etc.) Google Facebook Other websites: _____
 Current/former NYC Global Center Students Friends Agents Other: _____
2. What is your goal in studying English? University (US) University (Overseas) Work (US) Work (Overseas) Other: _____
3. Please list the English language schools/programs you attended in the U.S. : _____
4. What is your educational background? High School Graduate Associate's Degree Bachelor's Degree Master's/Ph.D. Other
5. How long have you been in the U.S.?: _____ year(s) _____ month(s)

FINANCIAL SPONSOR INFORMATION

Sponsor's Name: _____ Relationship: _____

Address: (Street) _____ (Apt#): _____

City: _____ State: _____ Zip: _____ Telephone: _____

OFFICE USE ONLY

1. Starting Date: ____/____/____ Amount Paid: \$ _____ Balance Due: \$ _____

2. Method of Payment: Cash Check Credit Card: _____ Wire Transfer Invoice

3. Initial Placement: _____ Registered Student File Made

4. By signing below, I attest that I have reviewed this application/Enrollment Agreement, and I have found it to be accurate and complete to the best of my knowledge. I will give a signed copy of this agreement to the student.

Signature of Admissions Staff: _____ Date: ____/____/____

REGISTRATION
 There is a non-refundable application fee of \$50.

PLACEMENT TEST
 New Students must take a placement test. A student who is absent for more than 6 months must retake the placement test to re-enroll.

PROGRAM SCHEDULES
Morning Intensive English/TOEFL iBT Prep/Professional English:
 _____ 9:00am-1:30pm, Monday-Thursday, 10 weeks (180 clock hours)
Evening Intensive English/TOEFL iBT Prep/Professional English:
 _____ 5:00pm -9:30pm, Monday-Thursday, 10 weeks (180 clock hours)
Weekend Intensive English/TOEFL iBT Prep/Professional English:
 _____ 9:00am-6pm, Friday-Saturday, 10 weeks (180 hours)

TUITION
Full-time Intensive English Program (IEP): \$2,400 (10 weeks)
Full-time TOEFL Prep. / Professional English Program: \$2,400 (10 weeks)

TEXTBOOKS & MATERIALS
Intensive English Program: Students are required to buy textbooks to attend class. NYC offers textbook rental services for students enrolled in the Intensive English Program. Fees include a refundable deposit of \$30 plus a recurring rental fee of \$15 per textbook. This recurring charge is non-refundable and must be paid with tuition prior to the start of a term.
TOEFL / Professional English Program: \$120 per term

TUITION PAYMENT
 All students must make the first tuition payment and register for a class by or on the last day of the registration period. Students will not be allowed to enter or continue attending class until they have paid 100% of tuition before the end of the registration period.

CLASS SIZE
 The minimum number of students in order to open a class is 4 (four) for Intensive English Program, and 4 (four) for TOEFL and Professional English Program.

COURSE ATTENDANCE REQUIREMENTS
 In the Intensive English Program, a student is required to be present at a minimum of 80 percent of classes. Students who miss more classes than are allowed are placed on attendance probation. In addition, students who miss classes excessively may be dismissed from the program.

COURSE REQUIREMENTS
 Students must complete all course requirements to advance to the next level (See *Satisfactory Academic Progress* in the School Catalog or Student Handbook). If, for special reasons, the student cannot take exams (oral or written) on the scheduled date(s), he/she must contact the Academic Director before the test date(s) for rescheduling of the exam(s).

REFUND POLICY
General Information:

2. All refunds will be based on the date the cancellation/withdrawal request form is received by NYC.
3. Application fee, books and class materials fees are non-refundable and will not be included in your refund calculation.
4. When a student, who paid all or part of tuition and other fees by credit/debit card, demands a refund, there will be a 3% service fee on the amount returned. This fee will be deducted from the refund.
5. If a student returns to his/her country of origin, the refund will be made available via wire transfer so that the student receives NYC’s refund payment in the legal currency of the country of which he/she is a legal resident. All wire transfer fees will be paid by the student or the person acting as the payee on the student’s behalf.

Refund Due Date:
 All refunds will be issued by check within ten (10) business days from the documented date of determination. The date of determination is the date the student gives written notice of cancellation or withdrawal to the NYC.

Cancellations:

1. **Program Cancellation:** If NYC cancels a program subsequent to a student’s enrollment, the NYC will refund all the payments paid by the student.
2. **Cancellation Prior to the Start of Class:** If an applicant cancels prior to the start of scheduled classes, NYC will refund all tuition paid, less non-refundable charges. NYC may require that the student retain all books and materials purchased from the school and issued to the student. NYC may refund a portion of the monies paid if the books and/or materials are in proper condition for resale.

Withdrawal or Dismissal after Start of Class:

1. **For any term that is sixteen weeks long or shorter:**
 - 1) NYC will retain the application fee plus a pro-rata portion of the non-discounted tuition calculated on a weekly basis.
 - 2) When determining the number of weeks, NYC will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the week.
2. **For any term that is seventeen weeks long or longer (full-time attendance),** NYC will retain the application fee plus:
 - 1) Ten percent of the non-discounted, total tuition, if withdrawal occurs in the first week;
 - 2) Twenty percent of the non-discounted total tuition, if withdrawal occurs in the second or third week;
 - 3) Forty-five percent of the non-discounted total tuition, if withdrawal occurs after the third weeks, but prior to the completion of 25 percent of the course; and
 - 4) Seventy percent of the non-discounted total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course.
3. **For any term that is seventeen weeks long or longer (part-time attendance),** NYC will retain the application fee plus:
 - 1) Ten percent of the non-discounted total tuition, if withdrawal occurs in the first 25 hours of scheduled attendance;
 - 2) Twenty percent of the total tuition, if withdrawal occurs between 26 and 75 hours of scheduled attendance; or

<p>1. NYC provides each prospective student with enrollment information and application documents in English which include the cancellation, withdrawal, and refund policy. It is NYC policy that enrollment information and application documents are either translated in written, hard-copy form or are orally translated into a language that the student understands. Each prospective NYC student must verify and attest that he or she understands the content of the refund and cancellation policy.</p>	<p>3) Calculated on the same basis as for full-time attendance pursuant to 2. 3) through 4) above after 75 hours of scheduled attendance.</p> <p>4. NYC is not obligated to make refunds to students who are dismissed due to violation of the NYC’s written disciplinary and/or attendance policies or local, state, or federal law.</p>
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<p><u>PAYMENT OPTIONS</u></p> <ul style="list-style-type: none"> • NYC accepts payments by cash, money orders, traveler’s checks, personal checks (in USD), credit cards, and debit cards. • For bank wire transfers, please contact the administrative office. • Personal checks must be drawn on U.S. banks. • There is a \$30.00 service fee for returned checks. <p><u>CHANGE OF TUITION AND FEES</u></p> <p>NYC reserves the right to change tuition and fees without prior notice. Please ask campus administrative staff about current prices and session program dates.</p> <p><u>OTHER FEES</u></p> <p>Student ID Request: \$15 Transcript/Enrollment Letter: \$10 per copy Lost/Duplicate NYC Certificate: \$20.00 Test Rescheduling¹: \$20.00</p> <p>¹ The test rescheduling fee must be charged to all students requesting their final exam to be rescheduled; there is no charge for rescheduling midterm exams. Both the oral and written sections of this test are included in the \$20.00 fee.</p>	<p><u>STUDENT GRIEVANCE POLICY & PROCEDURE</u></p> <p>A student at NYC Global (NYC) may file a written complaint related to, but not limited to, the following: conduct of a faculty member, staff member, and/or administrator; learning standards and/or methods of instruction; facilities, equipment, and/or materials; school records; tuition and/or fees, and/or school records. If your problem is about your class grade, please see the Grade Appeals section of this handbook. If your problem is not about your grade but involves a class, its books, its instructor, its exams, or other related issues, please speak to the instructor first. If talking to the instructor cannot solve the problem (or if you really do not want to talk to the instructor yourself), you should then discuss the problem with support staff, administrator, or the Student Advisor, whomever you deem more appropriate. If the problem continues, you may choose to submit a written, formal grievance (Student Grievance Report Form in the Student Handbook, p. 37).</p> <p>All complaints are taken seriously and will be forwarded to the School Director for action. A formal written reply will be sent to your Email address within 10 business days. If the School Director decides that a meeting is necessary, you will be contacted within 10 business days to set up an appointment to resolve the issue. If a student is not satisfied with the action taken, on the part of the School Director, to resolve the complaint, he/she can request a meeting with the President/Proprietor for final resolution.</p> <p><u>UNANNOUNCED SCHOOL CLOSURE</u></p> <p>In the event of an unannounced school closure, students enrolled at the time of the closure must contact the Department of Labor and Workforce Development’s Training Evaluation Unit within ninety (90) calendar days of the closure. Failure to do so within the ninety (90) days may exclude the student from any available form of assistance. The contact number to call is (609) 292-4287.</p>
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STUDENT ACKNOWLEDGEMENT

Student’s Statement (Check One):

I can read and understand English, and have read and understand each and every term and condition on this form

Each and every term and condition on this form has been read to me by a language in which I am fluent. I understand each and every term and condition on this form.

I have read and understand this document or have had this document verbally explained in my native language. I further agree to adhere to the policies explained above, in the NYC Global Policy Manual or the NYC School Catalog, available at the school. I understand that this contract is legal and binding. I attest that I am at least 18 years of age. I understand that I will pay the tuition and fee amount as designated in this contract for each subsequent session unless there is a change in price. If there is a change in tuition or related fees, I will be asked to sign the new Application/Enrollment Agreement. Also, if I change to a class in a different program, I will be asked to sign the pertinent Application/Enrollment Agreement. Further, I hereby voluntarily and without compensation authorize pictures and/or voice recordings to be made of me by NYC. I consent to the use of my name, my picture, my voice, and my contact information for promotional, informational, or other purposes in any medium. I permit NYC to use written statements or quotes by me that I may provide to them about NYC and my experiences there. I further understand that no royalty, fee, or other compensation of any character shall become payable to me by NYC for such use. I understand that consent to use my picture, video, voice, and/or written statements is voluntary and that I may at any time exercise the right to cease being filmed, photographed, or recorded, and may rescind my consent for up to a reasonable time before the picture, video, voice recording, or written statement is used. Said material is the sole property of NYC and its assignees. I release NYC’s President, administrators, faculty members, and staff from liability for any claim or course of action resulting in any way to the use or publication of such photographs or statements.

Signature of Student: _____

Date: _____

Signature of Guardian: _____

Date: _____

If the student is under 18, or Proxy, if any (an adult authorized to sign on the student’s behalf).

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of this agreement and the school catalog.

Student Signature _____ Date _____

The agent who enrolled me was:

_____ Cert. #: _____

Student Signature _____

Date _____

I have received a copy of the Student Disclosure Material.

Student Signature _____ Date _____

Authorized Agent Signature _____ Date _____