



TREASURE COAST LANGUAGE SERVICES

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PRESIDENT JAY SHERRY-ALVES, CELTA

2019 APPLICATION FOR ENROLLMENT

Please print in BLOCK CAPITALS.

Part 1: PERSONAL AND CONTACT INFORMATION

Title: Mr./Miss/Ms./Dr./Other (please specify) _____

First name: _____ Surname: _____

Date of birth _____ Gender: M F X

Native language: _____ Other languages: _____

Address: _____

Phone: _____ Email: _____

Part 2: COURSE INFORMATION

I am applying for:

- Group General English Intensive ESOL Express (Morning only), 15 hours weekly
- Group General English Intensive ESOL Extra (Morning only), 18 hours weekly
- Group General English Intensive ESOL Extra Employment (Morning only), 18 hours weekly with English for Employment Purposes Extra Sessions (Business, Law, Culinary Arts, Finance and Accounting, Aviation, Marketing)
- Group General English Part-Time ESOL (Afternoons and Evenings, twice per week)
- Private General English ESOL with one-to-one lessons
- U.S. Citizenship Test Preparation
- American English Pronunciation & Accent Reduction (10 sessions)
- American English Pronunciation & Accent Reduction (20 sessions)
- TOEFL/TOEIC Preparation Cambridge/BEC Preparation IELTS Preparation

What is your present level of English?

- Beginner (A1) Elementary (A2) Lower Intermediate (B1) Upper Intermediate (B2)
 Advanced (C1) Proficiency (C2)

Part 3: PAYMENT OF FEES

A **non-refundable** application fee of USD \$75.00 and the tuition deposit of USD \$150.00 are required with your application. Your application will be processed only when this payment has been received. Upon receipt of your completed application and your payment of the application fee and the tuition deposit, we will issue an invoice and confirmation of registration.

Please select a payment option:

- I want to pay the application fee and the tuition deposit
 I want to make the full payment
 I want to pay by check / money order
 I want to pay by my credit card*/debit card*

*Please provide your credit card information ONLY if you send your application by fax or by post. Otherwise, please do not provide the information. **ALL debit or credit card transactions will incur a 3.75% convenience service fee.**

- Visa Mastercard

Card number: _____ Exp. Date: _____

CVV: _____ (The last three digits on the back the credit card)

Credit card holder's full name:

Billing Address:

City: _____ State/Province: _____

ZIP/Postal Code: _____

Part 4: Terms and Conditions of Registration

a. Class size: All Group (Intensive, Part-Time, and Preparation) courses: minimum 2 students. If there is only one student in the class, the number of hours is reduced to 50% of the clock hours and you will receive private classes at a discounted rate. Private classes for ESOL Express will be arranged over three days (2.5 hours per day, Tuesday, Wednesday, Thursday). This will continue until a second student joins the group again, or the student's contract expires, whichever occurs first. ESOL Extra sessions will not be reduced.

b. Cancellation before the beginning of the program: You must inform the office in writing if you wish to cancel your enrollment. Any refunds will be made within 30 days of cancellation notification. If you cancel your enrollment 30 days or more in advance, a full refund will be made, less the non-refundable application fee and diagnostic test fee. If you cancel fewer than 30 days but more than 14 days before the course begins, a cancellation fee of \$150 will be charged. If you cancel 14 days or fewer before the course begins, you will be charged a cancellation fee of \$250.

c. Cancellation after the course has started: Under no circumstances will money be refunded once the course has started. No refund can be given in cases of partial attendance or the discontinuance or interruption of a course.

d. Closure: When a *U.S. federal holiday falls on a class day, group class hours cannot be recovered, and they are not refundable. Private classes, however, will be rescheduled. It is the responsibility of the student to find out when the academy will be closed for holidays. When there are no classes in case of force majeure (tropical storms, hurricanes, etc.), classes can be made up/rescheduled, or credit can be given towards future courses. No refunds will be made in cases of force majeure where the course has already started. Considerations will be made to students whose travel plans have been interrupted because of force majeure. Out of safety and caution, should there be a Tropical Storm or Hurricane Watch/Warning issued, all classes will be cancelled until such warnings or watches are lifted and it is safe for classes to resume.

*U.S. Federal holidays in 2019 include, but are not limited to, New Year's Day (January 1), Martin Luther King, Jr. Day (January 21), George Washington's Birthday (February 18), Memorial Day (May 27), Independence Day (July 4), Labor Day (September 2), Columbus Day (October 14), Veterans Day (November 11), Thanksgiving Day (incl. Black Friday) (November 28/29), Christmas Day (December 24/25). When a U.S. Federal holiday should fall on a Saturday, the holiday will be observed the previous Friday. When the holiday should fall on a Sunday, the holiday will be observed the following Monday.

Part 5: Agreement and remittance

By signing this application, I certify the above information is complete and true to the best of my knowledge. I understand and acknowledge that any misrepresentation may result in my expulsion from the program. I acknowledge that the terms and conditions stated herein constitute part of my agreement with Treasure Coast Language Services (TCLS), including sections concerning health, responsibility, refunds, changes to course dates, courses and methods of billing selected by you. I assume all risks and responsibilities and release Treasure Coast Language Services (TCLS) and all their officers, agents, independent contractors, and employees from and against any and all liability and claims of damage to personal property or personal injury which may result from my registration and participation in the study programs, courses, excursions, and/or on and off-site activities. I agree that I have read all terms and conditions and rules and agree to follow policies, procedures and regulations established by Treasure Coast Language Services (TCLS). This Agreement shall become effective when my application is accepted by Treasure Coast Language Services (TCLS) and shall be governed by the laws of the State of Florida.

Student signature: _____ Date: _____

Staff signature: _____ Date: _____