ENROLLMENT INFORMATION 2014-2015

Who May Apply?
Programs are open to all students aged 16 or older at the time of course commencement.

How To Enroll
Students may enroll by phone, online, by mail or at an EF office or with an EF representative by completing the Enrollment Form. A non-refundable Enrollment Fee $195 and Cancellation Protection Fee $65 is due upon enrollment together with a refundable deposit of $500 (where applicable). Upon enrollment students will receive a booking confirmation and payment statement.

Students who complete the enrollment form wishing to book an Academic Year Abroad or a Multi-Language Year will be sent the appropriate enrollment information.

What’s Included in the Course Fee?
Costs of admission are included according to program type:
- Shared room in a homestay or select residences
- Meal plan according to description on specific destination page
- Wi-Fi access at the EF school
- Digital learning media and academic materials
- Placement and progress tests
- EF Course Certificate and EFSET
- Graduation Report
- Access to EF from enrollment including online pre-course
- Online post-course in Lab for up to three or six months (depending on program)

For more detailed information about what’s included in the program fee, see individual destination pages. Included accommodations, meal plans and other services for juniors may vary.

What’s Not Included in the Course Fee?
- Enrollment fee
- Cancellation Protection fee
- EF Course Books
- Local transportation to and from the EF International Language Center and transfer to and from the airport to accommodation
- Internet/Wi-Fi in homestay or residence
- Placement test
- Travel and medical coverage
- Optional language exam testing fees (i.e. TOEFL, Cambridge English, etc.)
- Optional activities and excursions
- Credit card fees

Charges Other Than Tuition: Included in the course fee is a $400 housing administration fee.

Arrival and Airport Transfers
The fee for an optional transfer from your airport of arrival to your destination is listed on the EF International Language Center pages. This covers the cost of administration, communication, greeting services and transportation. The transfer service is offered between 7:00 and 21:00 hours from the airport to your arrival location on Sundays. If students arrive at any other time, we can arrange a special transfer at an additional cost of $75.

For students who arrive after 10:30 p.m., the EF School Director will pick them up and drop them off at their accommodation. The fee for this service is $15.

EF Course Books
EF Course Books are needed to follow EF course syllabi. Book prices are as follows:

- English centers:
  - Weeks 1-6: $45; weeks 7-12: $85; weeks 13-18: $125
  - *each additional six week interval: $35

- Non-English centers:
  - Weeks 1-9: $75; weeks 10-18: $145; weeks 19-27: $195
  - *each additional six week interval: $65

Cancellation Fee
All cancellations must be made in writing to your nearest EF office, local EF representative or EF School Director. In all cases, the Enrollment Fee, Cancellation Protection fee and course fee are non-refundable.

Late cancellations should be made before 5 p.m. (Central European Time) on the Thursday prior to your program start date for up to an additional $75 fee for any booked transfers. Students who do not show up for the program are also liable for up to $2500 of the program fee and will be charged the same fees as late cancellations. No refund will be granted if you arrive late to or are absent during your program.

The Course Fee shown with each EF International Language Center comprises of two elements: the Tuition Fee (40%) for tuition and the Student Services Fee (60%), which includes: transportation, communication, greeting services and rental of accommodation.

For all destinations, except the U.S.:
- If you cancel 45 days or more before the start of the program you will receive a full refund of the course fee, except for the Enrollment Fee, the Courier Fee, the Cancellation Protection Fee and the Program Deposit. The Program Deposit will be refunded if your visa application is denied.
- If you cancel 16 to 44 days prior to departure, the Tuition Fee is fully refundable. EF will retain 40% of the Student Services Fee (max. $2500) to cover the cost of prepaid accommodation and services.
- If you cancel less than 15 days prior to departure, EF will retain 50% of the Tuition Fee. EF will retain 40% of the Student Services Fee (max $2500) to cover the cost of prepaid accommodation and services.

For students who withdraw after the mid-point of the course, EF may retain all of the tuition and student services charges for the course, EF may retain a prorated amount of tuition, EF may retain any actual housing costs incurred and a maximum total of $500 for non-refundable charges, including housing administration fees.

For students who withdraw after the first four weeks but before or at the mid-point of the course, EF may retain the charges applicable to the first four weeks. EF may retain any actual housing costs incurred and a maximum total of $500 for non-refundable charges, including housing administration fees.

For all destinations, except the U.S.:
- If you cancel 45 days or more before the start of the program you will receive a full refund of the course fee, except for the Enrollment Fee, the Courier Fee, the Cancellation Protection Fee and the Program Deposit. The Program Deposit will be refunded if your visa application is denied.
- If you cancel less than 45 days prior to departure, EF will retain 40% of the Student Services Fee (max. $500) to cover the cost of prepaid accommodation and services.

For U.S. destinations:
- If you cancel 45 days or more before the start of the program you will receive a full refund of the course fee, except for the Enrollment Fee, the Courier Fee, the Cancellation Protection Fee and the Program Deposit. The Program Deposit will be refunded if your visa application is denied.
- If you cancel less than 45 days prior to departure, EF will retain 40% of the Student Services Fee (max. $500) to cover the cost of prepaid accommodation and services.

Same Day Cancellation Prior to the Start of Class:
If you are accepted by EF and enter the United States on an I-20 Visa obtained through EF and subsequently cancel prior to the start of scheduled classes or never attend classes, EF may retain:

For a program of less than 12 weeks, all of the tuition charges for up to four weeks, actual housing costs incurred by EF, and a maximum total of $500 for non-refundable charges including housing administration fees.

For a program of 12 weeks or more, all of the tuition charges for up to six weeks, actual housing costs incurred by EF and a maximum total of $500 for non-refundable charges, including housing administration fees.

Withdrawals after course start
All withdrawals need to be made in writing to EF. If the student wishes to withdraw from their course after arrival at the center, they must inform the EF School Director and sign a copy of the course change notification form. Refunds are made by the EF office or representative where the course fees were paid. EF is not obligated to make refunds to students whose courses are terminated due to violation of EF’s written disciplinary and/or attendance policies or local, state or federal laws.

For all destinations, except the U.S.:
- If a student withdraws from their course after arrival at the center, they must give their EF School Director at least four (4) weeks advance notice. They will receive a full refund for all remaining weeks after the four-week notice period.

For U.S. destinations:
- For courses four weeks or less: EF may retain all the tuition charges for the course, EF may retain any actual housing costs incurred and a maximum total of $500 for non-refundable charges, including housing administration fees.

For courses greater than four weeks:
- For students who withdraw at any point in the first four weeks, EF may retain the charges applicable to the first four weeks. EF may retain any actual housing costs incurred and a maximum total of $500 for non-refundable charges, including housing administration fees.

For students who withdraw after the first four weeks but before or at the mid-point of the course, EF may retain all of the tuition and student services charges for the course, EF may retain a prorated amount of tuition, EF may retain any actual housing costs incurred and a maximum total of $500 for non-refundable charges, including housing administration fees.

For students who withdraw after the mid-point of the course, EF may retain all of the tuition and student services charges for the course, EF may retain a prorated amount of tuition, EF may retain any actual housing costs incurred and a maximum total of $500 for non-refundable charges, including housing administration fees.

Charges Other Than Tuition:
- EF maintains the right to cancel group travel or EF Centre, and flights if applicable. The EF Languages College Ltd reserves the right to charge a late Services Fee (max. $500) to cover the cost of administration, communication, greeting services and rental of accommodation. Services Fee not included in the program fee is a $400 housing administration fee.

For students who arrive after 10:30 p.m., the EF School Director will pick them up and drop them off at their accommodation. The fee for this service is $15.

The Course Fee shown with each EF International Language Center comprises of two elements: the Tuition Fee (40%) for tuition and the Student Services Fee (60%), which includes: transportation, communication, greeting services and rental of accommodation.

For all destinations, except the U.S.:
- If you cancel 45 days or more before the start of the program you will receive a full refund of the course fee, except for the Enrollment Fee, the Courier Fee, the Cancellation Protection Fee and the Program Deposit. The Program Deposit will be refunded if your visa application is denied.
- If you cancel less than 45 days prior to departure, EF will retain 40% of the Student Services Fee (max. $500) to cover the cost of prepaid accommodation and services.
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documents. Such charges (to a maximum of $100 for US destinations) are not subject to computerized calculation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled. Students are bound by the terms as defined in any student housing agreements.

In California, students who terminate in the first week will receive a full refund of the tuition fees. Withdrawal dates for California students are after 60% of the booked course length. In all other states, the following rules apply:

My EF web service and iLab lessons
All EF students receive an online account for My EF. Any correspondence, photos and other media used on My EF will be considered private and EF will not accept any responsibility for such correspondence and media. Parent/ or legal guardian/s of students under the age of majority traveling with EF give their consent for the student to use the My EF web service.

Lab lessons are currently available at all EF International Language Centers of English. All students enrolled in an EF General program will have access to online Lab lessons upon enrollment, throughout the course and for 3 months after their course ends. All students enrolled in an EF Intensive program will have access to online Lab lessons upon enrollment, throughout the course and for 6 months after their course ends.

Course levels
Prior to departure, students must take a placement test online in EF’s My EF Lab to assess their language proficiency. The results will be used to place them in the correct course level at their EF center.

When an EF International Language Center has a General language lesson of five students or fewer, EF reserves the right to reduce the number of lessons per week.

Special Interest Lessons (SPIN lessons)
Examples of SPIN lessons vary from one EF Center to another and are subject to changes to availability.

Online One-to-One Package
EF’s online One-to-One package is available in combination with any EF Intensive or EF General course for an additional supplement. The package includes six 40-minute private lessons, with one teacher per student that are conducted online during their course or after the student has returned home.

EF’s Learning Guarantee
The learning guarantee only applies to the EF Language Courses Abroad. Students who choose to continue studying for free under the learning guarantee are responsible for all other costs, including but not limited to accommodation, meals, travel and visa fees.

If visa regulations prohibit a student from extending their stay in their study country, they can continue to study English for free when they return home online at English-zone.com with teacher-led classes.

Destination specific policies
For students studying in Australia, New Zealand and Singapore, additional local policies will be provided when you enquire about your trip.

Students Under the age of 18 may be required to pay a guardian fee for certain destinations in Australia and New Zealand.

Internship or Volunteer Experience
Program
The EF Internship or Volunteer Experience Program is available in all locations except Beijing for a fee of $475. Included in this fee is an internship preparation program and up to 100 hours of part-time unpaid work or volunteer experience. Internship and volunteer experience availability varies according to visa regulations and are therefore not guaranteed to all students. Please contact for more information.

Free tablet offer
EF offers a free tablet to students who book select courses at select destinations. The offer cannot be combined with other offers and cannot be used if the course is canceled or changed to another course type or course length. The offer is subject to cancellation without further notice. More information can be found at www.ef.com/offers.

Free flight offer
For Intensive and Exam courses of 24 weeks and longer to selected destinations EF offers a flight cost contribution with a maximum of 1000 USD. The flight booking must be made through EF. This offer cannot be used in conjunction with any other EF offer. The flight contribution will be fully charged to the customer if the course type is changed to a General or Basic course or if the course is terminated and has therefore less than 24 weeks in length. Any fuel surcharge and airport taxes will not be included in the fares offer. This offer is subject to cancellation without further notice.

Photography and film material
By accepting EF’s terms and conditions, the participant accepts that EF can freely use all photography, film and sound material that has been created by EF or by EF’s staff during the course, without asking further approval from the participant.

Liability and force majeure
EF will not be liable in cases where EF is unable to fulfill any services to which you are contractually bound because of fire, natural disaster, act of government, failure of suppliers or subcontractors, labor disputes or other reasons that are beyond EF’s control. EF will not be liable for loss, damage or injury to persons or property howeversoever caused, save where the liability is expressly imposed beyond exclusion by statute.

These conditions do not affect your rights as defined by the consumer protection laws in your host country.

Student Code of Conduct
Students agree to abide by student conduct rules and other policies while enrolled in EF courses. Inappropriate conduct includes illegal activity or behavior that deliberately disrupts the learning environment or damages EF property or the property of fellow classmates. Students in breach of this code of conduct will be expelled or suspended from the program and no refund will be issued.

Protection for our Customers
Under the Commonwealth laws of Australia, sections 27 and 29 of the ESCS Act will be invoked for students who have paid in full if EF is unable to provide services in Australia. In New Zealand, under section 23(1)(i) of the Education Act all students’ fees are protected in the event that the school ceases to offer a course in which the student is enrolled.

Validity of Brochure Fees
The prices published in this brochure are based upon currency exchange rates in effect at the time of writing on May 14, 2014. They are therefore subject to change, up to 30 days before departure. The prices in this brochure are valid until September 30th 2015.

Personal Data
Your personal data will be processed by EF both within and outside the EJUEA/Switzerland, primarily for the purpose of completing your booking, providing you with the products and services that you have ordered (including travel insurance coverage), and for customer service. We may also inform you of new offers, products and services which may be of interest to you (including by e-mail and SMS), and you may unsubscribe such information at any time. We may share your personal data with other EF group divisions, claims handlers and service providers both within and outside the EJUEA/Switzerland. You also agree that EF may use your personal data, and that it may combine such data with data from third party registers. EF processes your personal data in compliance with applicable data protection legislation. If you have questions about EF’s processing of your personal data, would like to have a copy of the information EF holds about you, or have inaccurate personal data rectified or erased, please contact your local EF office.

EF Language Colleges Ltd. promotes the sale of travel and language courses provided by EF Education First Ltd, Switzerland.

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COURSE START DATES
The following General and Exam course start dates apply to the EF International Language Centers listed below:

- Cambridge Clare College. Dates vary based on course length, see individual destination page.

The following Basic start dates apply to the EF International Language Centers listed below:

- England, Ireland, USA, Canada, Malta, Spain, Costa Rica, France, Germany, Italy, China: 2015: Jun 1, 8, 15, 22, 29 Jul 6, 13, 20, 27 Aug 10, 17, 24
- South Africa, Australia & New Zealand: 2015: Jun 5, 12, 19, 26 Feb 2, 16, 18, 23, Mar 2, 9, 16, 23
- Additional summer start dates for Intensive/Generic courses in all EF schools in England, Ireland, Canada, Malta and the USA: 2015: Jun 22, 29 Jul 6, 13, 20, 27 Aug 3, 10

The following Camp start dates apply to the EF International Language Centers listed below:


EF ACADEMY YEAR ABROAD PROGRAM START DATES
Following the academic calendar, these programs have intakes on the following dates:

- 2014: Sep 8, Nov 12; 2015: Jan 5, Apr 13, Jun 15; Sep 14, Nov 28 2016: Jan 11, Apr 4, Jun 13, Sep 19, Nov 31

*Please note: Intakes are limited to select schools and programs. Contact us for details.

ef.admissions@ef.com
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Please complete this form and mail or fax it, together with the Enrollment Fee of $195 and the Cancellation insurance Fee of $85 and counter fee of $85 (if required) and a copy of your passport, to the address below. Please fill out this form in block letters.

Your personal data

- [ ] Male  [ ] Female

First Name.................................................................................................................................

Last Name.................................................................................................................................

Home Address ...........................................................................................................................

Country........................................................................................................................................

Telephone ..................................................................................................................................

Email address (mandatory) ........................................................................................................

Fax Number .................................................................................................................................

Email address to send invoice to ................................................................................................

Date of Birth (day/month/year) ..................................................................................................

Country of Citizenship .................................................................................................................

Your Occupation ..........................................................................................................................

University name or Employer ......................................................................................................

Teacher’s Name...........................................................................................................................

Do you smoke? ..............................................................................................................................

- [ ] Yes  [ ] No

Do you have any existing medical conditions/allergies? ................................................................

- [ ] Yes  [ ] No

If yes, please specify: ...................................................................................................................

How did you hear about EF? ........................................................................................................

Your course information

Course Starting Date (day/month/year) ......................................................................................

Number of weeks .......................................................................................................................

Do you plan to take an Exam? ......................................................................................................

- [ ] Yes  [ ] No

If so, which one?* .......................................................................................................................

*Please specify which exam such as TOEIC, IELTS, FCE, CAE, CPE, BULATS, etc.

What is your language level?  [ ] Beginner  [ ] Intermediate  [ ] Advanced

Optional EF travel services

- [ ] Do you wish to take EF Cancellation Protection?  [ ] Yes

- [ ] Do you wish to sign up for Travel Insurance Coverage?  [ ] Yes

If no, please attach a copy of your own insurance policy in English.

Do you wish to have EF help you with your flight arrangements?  [ ] Arrival  [ ] Roundtrip

Do you wish us to arrange your arrival or roundtrip transfer?  [ ] Yes

- [ ] Arrival  [ ] Roundtrip

Your Signature

I authorize EF to take appropriate action in the event of a medical emergency. I have read and agree to the conditions outlined on pages 117-118 of this brochure, and I consent to EF’s processing of my personal data. (The signature below of a parent/guardian will also constitute their consent required for the student to participate in all EF programs, including activities, offered at the schools.

Signature of applicant ..................................................................................................................

Date ...........................................................................................................................................

Mail this form to:

EF World Wide Agents
Central Admissions Office
Bärengasse 25
8001 Zürich, Switzerland
Tel: +41 43 430 4200
Fax: +41 43 430 4210
ef.admissions@ef.com

Or to the office of the EF representative listed on the back of this brochure.

If you have questions, please email ef.admissions@ef.com.

Refer-a-friend! Do you know someone interested in a language course abroad?

First Name: ..........................................................................................................................

Last Name: ...........................................................................................................................

Home Address ..........................................................................................................................

Telephone ..................................................................................................................................

Mail this form to:

EF World Wide Agents
Regional Admissions Office
Dubai Internet City, Dubai, UAE
Tel: +971 4 446 2510
Fax: +971 4 446 1238

Mail this form to:

ef.admissions@ef.com

IT’S EASY!

Simply complete our online enrollment form at: www.ef.com/enrollnow

www.ef.com/centers -

- www.ef.com/centers -

MAILING ADDRESS:

Central Admissions Office
Bärengasse 25
8001 Zürich, Switzerland
Tel: +41 43 430 4200
Fax: +41 43 430 4210
ef.admissions@ef.com

Mail this form to:

EF World Wide Agents
Regional Admissions Office
Dubai Internet City, Dubai, UAE
Tel: +971 4 446 2510
Fax: +971 4 446 1238

Mail this form to:

ef.admissions@ef.com

EF's processing of my personal data. (The signature below of a parent/guardian will also constitute their consent required for the student to participate in all EF programs, including activities, offered at the schools.

Signature of applicant ..................................................................................................................

Date .............................................................................................................................................