

Enrolment form

Please complete this form in block letters and mail or fax it, together with the enrolment fee, the documents indicated in the checklist below to your EF University Preparation Abroad representative or the representative listed on the back of this brochure. If you have any questions, please email universitypreparation@ef.com.

Personal information

Male Female

Family Name _____

First Name(s) _____

Home Address _____

City _____ Postal Code _____

Country _____

Telephone _____ Fax _____

Email _____

Email address to send invoice to _____

Date of Birth (day/month/year) _____

Do you smoke? Yes No

Do you have any existing medical conditions/allergies? Yes No

If yes, please specify: _____

Special dietary requirements? (halal, vegetarian, food allergies, etc): _____

Current/previous education

School Name _____

School Address _____

University/career choice (if known) _____

Programme information

Programme starting date (day/month/year): _____

Programme length: _____

Agent name: _____

Optional EF Travel Services (an additional fee will be charged)

Do you wish to take the EF Cancellation Insurance policy? Yes No

Do you wish to take the EF Medical and Accident policy? Yes No

Do you wish for us to arrange your onward transfer from your arrival airport to your school or host family? Yes No

Undertaking

I authorize EF University Preparation Abroad to take appropriate action in the event of a medical emergency. I have read and agreed to the conditions outlined on the opposite page. The signature below of a parent/guardian will also constitute their consent for the student to participate in all EF University Preparation Abroad Programmes, including all activities and excursions offered.

Signature of applicant _____ Date _____

Signature of parent or guardian (if student is under 21) _____ Date _____

Choose your programme and study location

Preparation programmes	Hull	London	Cambridge	Oxford	New York	Boston	Santa Barbara	San Francisco	Seattle	Vancouver	Sydney	Singapore
EF UFY Year (9 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EF UFY Semester (6 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EF ACDP Year (9 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EF ACDP Semester (6 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
University Diploma at Hull	<input type="checkbox"/>	<input type="checkbox"/>										
Suffolk University Transition Programme												
EF Diploma in Business & Management		<input type="checkbox"/>										
EF Pre-Master's or EF Pre-MBA Year (9 months)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	
EF Pre-Master's or EF Pre-MBA s\ Semester (6 months)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	

English language programmes

EF Academic English Programmes	London	Cambridge	Oxford	New York	Boston	Santa Barbara	San Francisco	Seattle	Vancouver	Sydney	Singapore
Year (9-month Intensive)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Year (9-month General)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Semester (6-month Intensive)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Semester (6-month General)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EF Academic English Course (Intensive only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No. of weeks _____											

Accommodation

Accommodation	London	Cambridge	Oxford	New York	Boston	Santa Barbara	San Francisco	Seattle	Vancouver	Sydney	Singapore
EF Homestay (shared room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EF Homestay (single room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EF Residence (shared room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EF Residence (single room)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Document checklist

- A copy of your passport
- Transcript from your school (in English)
- Reference from high school/university
- Statement of purpose including reasons for studying overseas, academic goals, chosen degree programme and professional goals
- International English exam certificate (IELTS/TOEFL etc) or EF University Preparation Abroad English language test
- Proof of alternative insurance policy (if not taking EF's policy)



**Erika
Travel
Insurance**



You can't do anything to prevent an unexpected storm from closing the airport, but you can help cover your programme investment. To ensure the best travel experience, we recommend that students buy insurance. Take advantage of our comprehensive package offered through Erika Travel Insurance, with its favourable premiums, 24-hour emergency assistance and tailor-made coverage for EF students, including coverage for medical expenses, refunds in case of illness and property loss coverage.



Terms & conditions

How to Enrol

Please complete the Enrolment Form and return it to your local office or representative with the non-refundable enrolment fee of USD \$250. Include the optional Cancellation Insurance and Courier Fee, if appropriate. If the application is accepted, we will send a confirmation of your acceptance on the programme, along with an invoice detailing the payments due. Please note that if you are enrolling on a programme that begins within 30 days, send the Enrolment Fee, optional Cancellation Insurance Fee and programme Fee immediately. If your application is refused, all refundable fees will be returned.

The Total Fees for an EF University Preparation Abroad Programme

- Enrolment Fee: USD \$250
- Optional Cancellation Insurance: USD \$100
- Optional transfer service (see application booklet)
- The programme Fee (varies)
- Optional Courier Fee: USD \$69 for rapid receipt. This fee is required for all schools in the USA and Canada.
- Optional Medical Insurance

Methods of Payment

The Enrolment Fee and the programme Fee can be paid:

1. To your local EF University Preparation Abroad office or representative
2. By credit card (enrolment fee only)
3. By direct transfer from your bank to EF University Preparation Abroad's bank. Wire Transfers in USD to:

Credit Suisse
Schwanenplatz 8
6004 Luzern
Switzerland
BIC/SWIFT Address: CRESCHZ60A
IBAN: CH25 0483 5030 3195 2200 2
Account Number: 4835-303195-22-2
Account Name: EF Language Colleges Ltd.
In cases where credit cards are accepted, a fee may apply.

Payment Terms and Deadlines

Full payment is due 30 days prior to programme start date. For all programmes an Enrolment Fee, equivalent to US\$ 250, is payable upon application received at the EF office. For admissions directly on the EF University Preparation Abroad Programme full payment is due 30 days prior to programme start. For admissions on an EF English language course (Part A course) of 12 weeks or more prior to an EF University Preparation Abroad Programme, a deposit equivalent to US\$ 3000 is payable 30 days prior to course start. The remainder of the EF University Preparation Abroad Programme fee is due 30 days before programme commencement date. For admissions on an EF English language course (Part A course) of 12 weeks or less prior to an EF University Preparation Abroad Programme, full payment for the programme is due 30 days prior to the start date of the EF English language course. If any fees become overdue, EF University Preparation Abroad reserves the right to suspend or cancel tuition and to charge 2% interest on the balance per month or part thereof.

Included in the programme Fee

Programmes, accommodation and meal plans are included, but vary from campus to campus. Please check the accompanying brochure for a detailed list of programme components. In addition, at least one external English examination (IELTS/TOEFL) is included in all programmes except Academic English Courses, and the Accelerated College Degree Programme. A limited number of university applications are included in all programmes except Academic English Courses. For more information, contact your local EF Office or representative.

Academic Materials

All EF University Preparation Abroad students are required to purchase the needed programme materials. This fee will be included in your total invoice. Prices may vary by destination and the length of your programme.

Academic English/ACDP	Semester / Year
UK & Singapore.....	60 GBP / 90 GBP
USA & Canada.....	115 USD / 165 USD
Australia.....	140 AUD / 210 AUD
University Foundation Year	Semester / Year
UK & Singapore.....	100 GBP (EU only) / 150 GBP
USA & Canada.....	300 USD / 350 USD
Australia.....	450 AUD

Diploma in Business and Management
UK 150 USD per term

Suffolk University Transition Programme
UK 150 USD per term

EF Pre-Master's & EF Pre-MBA.....**Semester / Year**

UK & Singapore..... 100 GBP / 150 GBP

USA & Canada..... 350 USD / 380 USD

Australia..... 300 AUD / 450 AUD

For Hult academic resource fees please contact us.

Accommodation

Accommodation, either an EF Homestay or EF Residence, is included in the programme Fee as specified in the accompanying brochure and is reserved from Sunday to Saturday a.m. Students choosing to extend programmes longer and wish to remain in the EF accommodation during any weeks without tuition will be subject to extra charges for accommodation-only weeks. Please note: these costs are not shown in the programme prices listed in this booklet, but can be confirmed by your local EF representative.

Age

EF University Preparation Abroad Schools are open to everyone aged 16-28. For students wishing to study in Australia, any accompanying school-aged dependents will be required to pay full fees if they enrol in a school. Students under 18 years may be required to pay a guardian fee for certain destinations e.g. Australia & New Zealand.

Duration of Lessons

EF University Preparation Abroad lessons last 40 minutes, except where stated otherwise on the individual location page.

Public Holidays and Vacations

In the event of a Public Holiday in your study country, EF schools will be closed unless otherwise stated in the student pre-departure information. Classes missed for Public Holidays will not be made up at a later date. Vacations vary from one programme centre to another but in general, for programmes beginning in January or April there will normally be two breaks of one to two weeks. For programmes beginning in June, there will be a one-week fall break and a three-week Christmas vacation. For programmes starting in September, there will normally be a three-week Christmas vacation and a one-week spring break. Your accommodation is available during vacation. You therefore have the choice of: staying with your host family or in your residence; participating in optional EF tours at an additional cost; or travelling independently at your own expense.

My EF web service

All EF students will automatically receive an online account for My EF, in which personal information about the student, such as the student's name, e-mail address, gender and birth date will be saved. The student will be able to upload photos, share videos and links, join events, make comments and send messages to others after having signed in to use the web service. Any correspondence, photos and other media used on My EF will be considered private and EF will not accept any responsibility for such correspondence or media. Parent-/s or legal guardian-/s of students under the age of majority travelling with EF give their consent for the student to use the My EF web service.

Arrival and Airport Transfers

Please indicate on your enrolment form if you would like an EF University Preparation Abroad representative to meet you at the nearest major airport to the school. The fee for this one-way optional transfer varies by school and prices are listed in this application booklet. The cost covers administration, greeting services and transportation. The transfer service is offered between 0700 and 2100 hours local time on Sundays. If you arrive any other time, we can arrange a special transfer for you at an additional cost.

Academic Criteria

To graduate from the University Foundation Year, Accelerated College Degree Programme, Suffolk University Transition Programme, Diploma in Business and Management, Pre-Master's/Pre-MBA Programmes and University Diplomas at Hult, students will be required to meet prescribed academic standards and assessed regularly throughout the term. The assessment will take into consideration class work, examinations and attendance. Students must also achieve the minimum English requirements for degree programmes to be considered successful programme graduates. This will require the successful completion of the necessary English exam in the study country. Should a student not perform satisfactorily or not meet the required minimum English levels for admission to a degree programme, they will not be allowed to proceed with their original programme but will be offered an alternative programme or invited to withdraw without a refund. For all programmes, upon arrival you will take a written examination to determine that you are at the stated level of English for admission to EF University Preparation Abroad Programmes. For the Academic English courses, upon arrival you will take a written examination to determine the level at which you should begin your studies. Every EF University Preparation Abroad Centre will provide up to six levels. Please note: when a school has a beginners' group of less than five students, EF University Preparation Abroad reserves the right to reduce the number of lessons per week.

Rebooking Fee

Each time you request a change of course town, start date or accommodation type after initial enrolment, you will be charged a rebooking fee of USD \$75 payable immediately. Does not apply to students who extend their programme.

Cancellations, Withdrawals and Refund Policy

All cancellations and withdrawals should be made in writing to your EF University Preparation Abroad office or its representative. In all cases the Enrolment Fee, the Courier Fee and Optional Cancellation Insurance premium are non-refundable. Refunds can only be made by the EF University Preparation Abroad office or representative where the programme fees were paid. The office or representative will process all refunds within 45 days of receiving written notification from you.

Cancellations (before arrival) and No Shows

For all programmes the prices shown in this application booklet comprise two elements: the 'Programme Fee' and the Student Services Fee, which includes accommodation and makes up the balance. The Programme Fee is fully refundable if you cancel more than 14 days prior to programme starting date. Additional refunds will be made from the Student Services Fee as follows:

- If you cancel 60 days or more before the start of the programme, you will receive a full refund, except for the Enrolment Fee, the Courier Fee and the (optional) Cancellation Insurance premium.
- If you cancel less than 60 days prior to departure, we reserve the right to retain a portion of the Student Services Fee**, to cover cost of prepaid accommodation & transportation (max. \$500 for USA, for all other schools a maximum of \$1000).
- If you cancel after 5 p.m. on the Friday before your programme begins or are a no-show, and will be subject to additional fees.***

*Fee by programme:
9-month EF Academic English Programme, EF ACDP,

EF University Foundation Year, EF Diploma in Business & Management, EF Pre-Master's & EF Pre-MBA Programmes, University Diplomas at Hult, Suffolk University Transition Programme

■ USD \$3,500 for a 9-month programme

■ USD \$2,300 for a 6-month programme
Academic English programme (less than 9 months)

■ 50% of total programme Fee

**Student Services Fee that may be retained:

9-month Academic English programme, ACDP, University Foundation Year, Diploma in Business and Management, Pre-Master's & Pre-MBA programmes and University Diplomas at Hult and Suffolk University Transition programme
■ Up to USD \$1,500

Academic English programme (less than 9 months)

■ 40% of the Student Services Fee

***Late Cancellation and No Show fees:

9-month Academic English programme, Accelerated College Degree programme, University Foundation Year, Diploma in Business and Management, Pre-Master's & Pre-MBA programmes and University Diplomas at Hult and Suffolk University Transition programme
■ Up to USD \$1,500

Academic English programme (less than 9 months)

■ Up to four weeks of the programme Fee

Withdrawals (after arrival at the school)

All withdrawals need to be made in writing to EF. If you wish to withdraw from your programme after arrival at the EF International Language Centre, you must give the EF Programme Director at your school at least four weeks notice. You must sign and receive a copy of the programme change notification form. This is proof of your withdrawal, so please keep until you have received your refund. Refunds can only be made by the EF Office or representative where the programme fees were paid, and EF will process all refunds within 45 days of receipt of notification.

For all programmes in the U.S.: If an applicant accepted by the institution enters the USA on student visa obtained with a I-20 form issued by the institution and subsequently cancels prior to the start of scheduled classes or never attends class, the institution may retain all the tuition charges for the first 4 weeks of the programme, any actual housing costs incurred and a maximum of \$500 for non-refundable charges including any application/registration fee, courier fees and travel cancellation insurance if such charges are clearly noted in the enrolment agreement as being non-refundable. If you wish to withdraw from your programme after arrival at the school and before the mid-point of your programme, EF will keep all fees for the first 4 weeks of your programme, as well as any non-refundable fees. You will receive a full tuition refund for all remaining weeks. If you terminate your programme after the mid-point of your programme, EF may retain all remaining tuition & student services charges.

For other programmes: For Tuition fees, you will receive a full refund for all remaining weeks after a four-week notice period. For the purpose of refund calculations, used weeks are calculated on non-discounted ILS weekly price equivalent for the relevant programme. A partial week will be calculated as a full week. No Student Services will be refunded after programme start. If you terminate after the mid-point of your programme, EF may retain all remaining tuition and student services charges.

9-month EF Academic English Programme, EF ACDP, EF University Foundation Year, EF Diploma in Business & Management, EF Pre-Master's & EF Pre-MBA Programmes, University Diplomas at Hult and Suffolk University Transition Programme.

■ If you withdraw within the first week of the programme, we will refund 90% of the Programme Fee and 75% of the Student Services Fee.

■ If you withdraw within the first four weeks of the programme, EF will retain the Programme Fee for the first four weeks and refund all unused Programme Fees. EF University Preparation Abroad will also refund 75% of the Student Services Fee.

■ If you withdraw after the first 4 weeks of the programme and before completing the first term of your programme*, you must give the Head Principal 4 weeks advance notice. EF University Preparation Abroad will calculate on a prorated basis the unused portion of tuition and will refund 25% of the Student Services Fee. For refund calculations, weeks will be calculated on non-discounted EF University Preparation Programme Abroad weekly price. A partial week will be calculated as a full week.

■ No refunds will be made for terminations occurring during the remainder of the programme.

■ Refunds can only be made by the EF office or representative where the programme fees were paid. The EF office or representative will process all refunds within 30 days of receiving written notification from you.

* Withdrawal dates for each programme are as follows:

January Academic Year & Semester 2011: March 12, 2011

April Academic Year & Semester 2011: June 4, 2011

June Academic Year & Semester 2011: September 3, 2011

September Academic Year & Semester 2011: December 17, 2010

January Academic Year & Semester 2012: March 11, 2011

April Academic Year & Semester 2012: June 3, 2011

June Academic Year & Semester 2012: September 2, 2011

September EF Academic Year & Semester 2012: December 16, 2011

Academic English Programme (less than 9 months)

To withdraw, you must give the EF School Director at least four weeks advance notice. You'll receive a full refund for all remaining weeks after the notice period.

Late Arrivals, Absences, Programme Changes

No refund will be granted if you arrive late, or are absent during your programme. Periods of absence may not be

made up with free extension of the programme. If a student fails to maintain 80 to 90% attendance, EF will not be able to issue any programme certificate or diploma. In the case a student behaves inappropriately in any manner to EF staff, host family, or other students, he or she may be asked to leave the programme. In such circumstances there is no refund due. The same applies to those involved in any illegal activities. EF University Preparation Abroad will consider, at its discretion, a partial refund in cases where there is evidential proof of exceptional and extenuating circumstances.

Over dues

EF reserves the right to charge a late payment administrative fee and interest on any amounts overdue.

Cancellation Insurance

EF University Preparation Abroad offers optional Cancellation Insurance for USD \$100. With this insurance, EF University Preparation Abroad will refund all fees except the insurance premium & the enrolment fee. This insurance covers cancellation before departure owing to personal illness or illness in immediate family. A doctor's certificate must be provided with all claims. Insurance fee is non-refundable & must be paid on enrolment.

Expulsion

Students are admitted on condition of these terms and rules published by EF University Preparation Abroad. EF University Preparation Abroad reserves the right to expel any student who seriously breaches school rules. There will be no refund in the event of expulsion.

Protection for Our Customers

EF University Preparation Abroad provides complete financial protection for customers, formalized according to EC directives, through an insurance policy that guarantees your money back and your repatriation in the event of the company's failure. Under the Commonwealth laws of Australia, sections 27 and 29 of the ESOS act and clause 44 of the National Code of Practice will be invoked for students who have paid in full if EF University Preparation Abroad is unable to provide services in Australia.

Travel and Medical Insurance

All participants travelling to the USA, Canada and Australia are required to have accident and health insurance. We strongly recommend that students attending any of our schools, including those in Europe, take similar precautions. For all programmes we have negotiated a favourable premium, for our students with an international insurance company, Enika. EF has a long and strong partnership with Enika. The policy protects you against expenses incurred through accident or illness and provides you coverage for loss and theft of baggage and personal effects. It also provides coverage against interruption of your EF University Preparation Abroad Programme due to illness. The cost of this insurance is 875 USD for EF University Foundation Year, EF Accelerated College Degree Programme, EF Pre-Master's/ EF Pre-MBA Programme and 6 or 9-month EF Academic English Programme, and 995 USD for EF Diploma in Business and Management. For EF Academic English Programmes shorter than 6 months the price is 72 USD for the first two weeks, then 23 USD for each additional week. The cost of this insurance for University Diplomas at Hult is 380 USD for the three-month diploma, 710 USD for the six-month diploma and 950 USD for the nine-month diploma. If you choose not to take this policy, you will need to provide a copy of your insurance policy in English and indicate your decision on your Enrolment Form. Students enrolling in Australian programmes are required by the Australian government to insure themselves with an Australian company called Medibank. Please contact us for details.

Data Protection

Any information provided to EF University Preparation Abroad may be held on computer & shall be used by the College and its authorized agents in accordance with the Data Protection Act.

Photography and film material

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

Liability

EF University Preparation Abroad will not be liable in any way to the student in event of any service contracted to be supplied by EF University Preparation Abroad, becoming impossible to supply by reason of industrial dispute or other cause outside the control of EF University Preparation Abroad. EF University Preparation Abroad will not be liable for loss, damage, or injury to persons/property howsoever caused, except where liability is expressly imposed beyond exclusion by statute.

Validity of brochure prices

Prices published in this brochure are based upon currency exchange rates in effect at the time of writing (July 20, 2010) and are subject to change up to 30 days before departure. These brochure prices valid until September 30, 2011.

All programmes are supplied by EF Education First Ltd., Switzerland.

Please fax or send completed Enrolment Form to:

EF International Language Centres

Bärenegasse 25

CH-8001 Zürich

Switzerland

Tel: +41 43 430 4200

Fax: +41 43 430 4210

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