



# Registration Form

# January 8 - February 23, 2018 (7 week term)

(F2/B1/B2 students may register part-time only, up to 15 hours of class; F1 students must enroll for at least 18 hours; others please check with Registrar)

Student ID Number \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_ Apt # \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell/Phone \_\_\_\_\_ Personal email \_\_\_\_\_

I will attend LCI beginning on January 8     I will attend LCI, late arrival on \_\_\_\_\_     I will attend LCI, leaving early on \_\_\_\_\_

LCI may publish my image electronically or in print for use by the school for promotion or advertising.     Yes     No

LCI may send text messages to my phone number listed above.

Yes     No (LCI will not be able to send messages about school closures.)

**Comments about class placement:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Select Classes

### Monday & Wednesday

<input checked="" type="checkbox"/>	Subject	Levels Available	Meeting Time	*Hours per Week	For Office use
<input type="checkbox"/>	Reading/Writing/Vocabulary	1,2,3,4,5,6,7,8	9:00 - 11:05	5	
<input type="checkbox"/>	Grammar	1,2,3,4,5,6,7,8	11:30 - 1:10	4	
<input type="checkbox"/>	IELTS Skills	5,6 Only			
<input type="checkbox"/>	Writing	5,6,7,8	2:10 - 4:15	5	

### Tuesday & Thursday

<input checked="" type="checkbox"/>	Subject	Levels Available	Meeting Time	*Hours per Week	For Office use
<input type="checkbox"/>	All Skills	1,2,3,4	9:00 - 11:05	5	
<input type="checkbox"/>	Writing	4,5,6,7,8			
<input type="checkbox"/>	Listening/Speaking	1,2,3,4,5,6,7,8	11:30 - 1:10	4	
<input type="checkbox"/>	Pronunciation	5,6 Only			

### Friday

<input checked="" type="checkbox"/>	Subject	Levels Available	Meeting Time	*Hours per Week	For Office use
<input type="checkbox"/>	All Skills	1,2,3,4,5,6,7,8	9:00 - 1:30	5	

\*LCI uses a 50 minute teaching hour

## Important Registration Information

- Some classes may be full. You must register for what is available.
- Regular Registration 11/29/17 – 1/5/18
- Late Registration for returning students 1/8/18 - 1/12/18: F-1 students who do not register by Friday, 1/12/18 may be at risk for termination. Returning students who register late will be marked absent beginning on the first day of class (1/8/18).
- Late Registration for new students 1/8/18 – 1/31/18.
- All registered students who do not show up for classes in week 1 will be removed from class lists on Friday, 1/12/18. Once removed, you must re-select your courses. There is no guarantee that your original courses will be available. You will be marked absent from the start date of the term.
- F-1 no-show students will be terminated on 1/19/18.
- Last day to request a change to your schedule is Friday, 1/12/18.
- Change requests must be made in writing. Any refund or tuition adjustment will be made according to the Refund and Cancellation Policy and the guidelines on page 2 of this form.
- Returning Students: Tuition is due on the first day of classes. We must receive your tuition payment in full by 1/12/18 or you must make a payment and submit a payment plan form by 1/12/18 to avoid late fees. See page 2 for guidelines. Payment plan forms are available in the office.
- New Students: Tuition must be paid in full on or before your first day of classes to avoid late fees. There is no payment plan option for new students.
- There is a \$15 non-refundable technology fee due per term for each attending student.
- There is a \$15 non-refundable activities fee due per term for each attending student.
- Late fees will be assessed for non-payment. See page 2.
- LCI reserves the right to cancel any class that does not have enough students enrolled. If a class is cancelled, we will assist you in choosing another class.

I received this registration form and was given time to review the form before signing. I understand the terms and conditions of registration on this form. I understand the Refund Policy information on page 2 and have had time to review the terms and conditions of this registration form and the complete Refund and Cancellation Policy on LCI's website. I understand I must follow the guidelines in the Refund Policy for adjustments or refunds; otherwise, I am responsible for the full amount due for the classes selected on this registration form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Electronic submission of this form will be considered as an official signature

**TUITION CHART - Fall 2017/Winter 2018 (7 week terms)**

Hours each week	Total Hours for 7 weeks	Tuition	Hours each week	Total Hours for 7 weeks	Tuition
2	14	\$135.00	21	147	\$1,225.00
3	21	\$205.00	22	154	\$1,280.00
4	28	\$270.00	23	161	\$1,340.00
5	35	\$335.00	24	168	\$1,400.00
6	42	\$405.00	25	175	\$1,460.00
7	49	\$475.00	26	182	\$1,510.00
8	56	\$540.00	27	189	\$1,565.00
9	63	\$560.00	28	196	\$1,625.00
10	70	\$625.00	29	203	\$1,685.00
11	77	\$675.00	30	210	\$1,750.00
12	84	\$700.00	31	217	\$1,805.00
13	91	\$765.00	32	224	\$1,865.00
14	98	\$820.00	33	231	\$1,920.00
15	105	\$875.00	34	238	\$1,985.00
16	112	\$935.00	35	245	\$2,040.00
17	119	\$995.00	36	252	\$2,100.00
18*	126	\$1,050.00	37	259	\$2,160.00
19	133	\$1,110.00	38	266	\$2,215.00
20*	140	\$1,165.00			

\*18 minimum hours required F-1 students / \*20 minimum hours required full-time SACM students

**REFUNDS OF FEES AND CHARGES**

CHARGE	AMOUNT	REFUNDABLE	NON-REFUNDABLE
Tuition	See Tuition Schedule	Refundable based on refund policy	
Application Fee	\$50.00	Refundable for ineligible applicant	Non-refundable for accepted applicant
Technology Fee	\$15.00	Refundable if student does not attend during term	Non-refundable if student attends during term
Activity Fee	\$15.00	Refundable if student does not attend during term	Non-refundable if student attends during term
Books & Materials Students are not required to purchase books from LCI. However, books are required as part of course participation.	\$50-200.00 (estimated)		Non-refundable without an approved schedule change.
Late Fees	\$20, \$25, \$50		Non-refundable
Express Mail Fees	To be determined if requested		Non-refundable
Returned Check Fee	\$25.00		Non-refundable
Wire Transfer Fee	\$40.00 per transfer		Non-refundable

**ADDITIONAL FEES AND COSTS**

CHARGE	AMOUNT
Application Fee	\$50.00
Technology Fee	\$15.00
Activity Fee	\$15.00
Books & Materials Students are not required to purchase books from LCI. However, books are required as part of course participation.	\$50-200.00 (estimated)
Express Mail Fees	To be determined if requested by student
Returned Check Fee	\$25.00
Wire Transfer Fee	\$40.00 per transfer

**LATE FEES**

Reason	Date of Late Fee	Amount
Initial Student: Non-payment of tuition on or before first day of classes	Second day of classes	\$20.00
Continuing Student: Non-payment of tuition by the end of the first week of classes; failure to submit payment plan	First day of second week of classes	\$20.00
All Students: balance due end of term of <\$500.00	After last day of term	\$25.00
All Students: balance due end of term of =>\$500.00	After last day of term	\$50.00

The full refund and cancellation policy, available at [www.languagecenter.us](http://www.languagecenter.us) homepage, was provided to the student on the reverse prior to admission. An attestation is on file verifying the student had ample opportunity to review and understand the full refund and cancellation policy before applying for admission. The student attests on the front page of this form that he/she has had ample time to review and understand the conditions and terms of enrollment before signing this registration/enrollment form.