



Dear Prospective Student,

We would be delighted to have you study English in our Intensive English Program. The **International Language Institute** has been an established leader in language education since 1984. We have an excellent reputation with students from all over the world. Our teaching techniques are designed to help our students understand and use the language as soon as possible.

Students receive the benefits of our teachers’ training and experience, as well as total immersion in the language and culture by living with area home-stays, working with private tutors and language exchange partners (as available), and through field trips. In addition, there is ongoing feedback from students throughout the course to make sure the program is meeting their needs. An evaluation of each student’s level of English is performed on the first day of classes. The instructors evaluate your level of English through:

- a) written tests to evaluate your grammar knowledge and reading comprehension,
- b) a writing sample to evaluate your writing skills, and
- c) an oral interview to evaluate your speaking skills.

Throughout the program you and your instructor evaluate your progress. At the end of the program you will receive recommendations for future study. All students who attend 90% of the program will receive a certificate of completion.

A typical day in the Intensive English Program:

9:00-10:45	Communicative Grammar
10:45-11:00	Break
11:00-12:00	Speaking and Listening, Focus on Pronunciation
12:00-1:00	Lunch
1:00-2:30	Reading and Writing

Home-stay Option:

All of our home-stays have been carefully selected so that our students have a positive experience. Many families have a dog or cat as a house pet. If you have allergies to animals, please indicate that on your application so that we can arrange for a family without pets. We cannot guarantee housing for people who smoke.

Cost:

\$100 Housing placement fee

\$175 per week for a room with meals provided **or**

\$125 per week for a room with kitchen access.

Please fill out the **Housing application** provided in this application packet.

Medical Insurance:

Students are required to have medical insurance while studying at ILI. The average cost is \$55 per month. Please indicate which plan you choose from the attached information sheet and the premium will be added to your final invoice.

Fees may be waived if you have a policy that will cover you while in the U.S. Please bring a copy of your policy.

A completed application includes the following:

- A completed application form
- Registration fee and tuition deposit
- Housing search fee and housing deposit (if necessary)
- Proof of financial support (more information below)
- A photograph
- A writing sample
- A faxed copy of your passport page with your name and date of birth

Proof of Financial Support:

The Bureau of Citizenship and Immigration (BCIS) requires that we have proof of financial support before providing an I-20 (certificate of eligibility for non-immigrant [F-1] students).

Proof of financial support includes:

-a letter or statement from your bank or your sponsor's bank that says there is at least \$5,250 available to cover the cost of your tuition, fees and living expenses during your stay. This amount is based on an average 2-month term with living expenses estimated at \$1,000 per month. Your total *actual* cost may be more or less depending on the number of weeks you plan to study with us, but all applicants need to show that at least \$5,250 is available.

-If you have a sponsor (someone other than yourself or your parents), we need:

-a notarized letter from your sponsor saying they agree to cover your expenses during your stay in the U.S. in addition to the bank letter. See sample sponsor letter included in this application packet.

SEVIS Fee:

F-1 students must pay a SEVIS fee of \$200 before going to the U.S Embassy or Consulate for their visa interview. ILL offers the service of paying the SEVIS Fee. You must include the \$200 SEVIS fee with your deposit. If you would prefer to pay the SEVIS fee yourself, visit www.FMJfee.com. You can pay the fee by credit card using the on-line form I-901.

Student Visa Information:

Each U.S Embassy Consol is responsible for issuing visas. For more information about obtaining a student visa in your country, visit <http://usembassy.state.gov> and click on your country. Additional information can be found at the Education USA Centers by visiting their website at <http://educationusa.state.gov> and click on your country to find the nearest advising center.

You may fax us the proof of financial support documents, but you must bring the originals on the first day of classes. Please send your registration fee and deposits by check, credit card, or you can contact us about wire transfer. There is a \$20.00 fee for wire transfers. If you would like us to send your acceptance package by express mail, you must include \$75 with your application. ILL accepts VISA, Master Card, American Express, Discover/Novus.

If you have any questions, you can reach me by phone at (413) 586-7569 ext. 117, email: macey@ili.edu, or fax (413) 586-8927. I look forward to hearing from you soon.

Sincerely,

Macey Faiella
IEP Admissions Coordinator



To enroll, you should be at least 18 years of age. Please submit the following documents with your application.

- A completed **Application Form**
- A photograph of yourself
- Proof of financial support (for I-20 form students)
- A notarized letter from your sponsor (if needed)
- A faxed copy of your passport page with your name and date of birth
- A Student Housing application (if you need housing)

Fees to be sent with your application

- Registration fee **\$200**
- Tuition deposit **\$200**
- SEVIS fee (if you need an I-20) **\$200**
- Housing fee (if you need housing) **\$100**
- Express mail fee (if necessary) **\$ 75**
- Wire transfer fee (if paying with a wire transfer) **\$ 20**
- Airport transportation fee: (if necessary)
 - \$60** each way to and from Bradley International Airport (Hartford, CT)
 - \$260** each way to and from Logan International Airport (Boston, MA)

Schedule of Fees:	
Registration Fee	\$200 (non-refundable)
Tuition Deposit	\$200 (this is put towards your total, the balance is due on first day of class)
Materials Fee	\$150 (to be paid on the first day of class)
SEVIS fee	\$200 (non refundable) F-1 students must pay a SEVIS fee before going to the U.S. Embassy or Consulate for their visa interview.
Housing Fee (if necessary)	\$100 (non-refundable) For placement and follow-up.
Housing Costs (if necessary)	\$175/week (includes meals) or \$125/week (without meals)
Express Mail Fee (if necessary)	\$ 75 (non-refundable)
Wire Transfer Fee (if necessary)	\$ 20 (non-refundable)
Airport Transportation	\$ 60 each way to and from Bradley Airport (Hartford, CT) \$260 each way to and from Logan Airport (Boston, MA)
Health Insurance	Health insurance is mandatory. If you have a policy of your own that will cover you in the U.S. , you must bring a copy of it with you.
Activities	Optional day trips, weekend and evening activities are offered for an additional fee.

A typical one month program would cost: ~ **\$2,505** (includes initial fees, tuition, housing without meals & insurance)

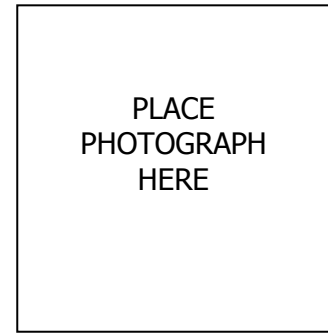
Additional months (4 weeks), add: ~ **\$1,855** per month (includes tuition, housing without meals & insurance)



2010 Program Dates	Length of Program & Tuition	Holidays (No class)
January 4-29	4 weeks: \$1,300	Jan. 18, Martin Luther King Day
February 1-26	4 weeks: \$1,300	Feb. 15, Washington's Birthday
March 1-30	4 weeks: \$1,300	March 25 & 26, TESOL Conference
April 5-30	4 weeks: \$1,300	April 19, Patriot's Day
May 3-28	4 weeks: \$1,300	May 31, Memorial Day
June 1-25	4 weeks: \$1,300	
July 6-30	4 weeks: \$1,300	July 5, Independence Day (observed)
August 2-27	4 weeks: \$1,300	
September 7-October 1	4 weeks: \$1,300	Sept. 6, Labor Day
October 4-29	4 weeks: \$1,300	Oct. 11, Columbus Day
November 1-December 17	7 weeks: \$2,275	Nov. 11, Veteran's Day and Nov. 25-26, Thanksgiving



Application



Today's Date _____ (month/day/year)

Date you will begin study at ILI _____ (month/day/year)

Date you will end study at ILI _____ (month/day/year)

Family Name _____ First Name _____

Address _____

Telephone _____ Fax _____

E-mail _____

Gender: Male / Female

Date of Birth _____ (month/day/year)

Country of Birth _____ City of Birth _____

Country of Citizenship _____ Native Language(s) _____

Who will be financially responsible for you while you are in the U.S.? _____

Name of Contact/Relative in U.S. _____

Address of Contact/Relative in U.S. _____

Telephone and email of Contact/Relative in U.S. _____

How did you hear about ILI? _____

Do you need an I-20? yes no

Do you need health insurance? yes no

Do you need a homestay? yes no

With meals included (\$175 per week)

With kitchen privileges (\$125 per week)

I am sending my documents and deposit of \$ _____ with this application (see page 3 of application).

Enclosed (Check or Money Order only): \$ _____

OR Credit Card # _____ Exp. Date: _____

3-digit security code: _____ Amount to Charge \$ _____

Name as it appears on card: _____

Signature: _____

I understand all the information in this application, including fees and the refund policy.

Student's Signature _____



Student Housing Application

Name: _____ Date: _____

Address: _____

Country: _____

E-mail: _____ Phone: _____

U.S. Contact (name, address, phone, e-mail): _____

Do you prefer... a room with meals? (\$175/week)
 a room without meals? (\$125/week)

Do you smoke? yes no

Do you have allergies? yes no

(if yes, please describe) _____

Is there any food you don't eat? yes no

(if yes, please describe) _____

Are you allergic to pets? yes no Afraid of dogs? yes no Afraid of cats? yes no

Will you have a car? yes no Can you ride a bike? yes no

Will you need airport transportation? yes no

*We can arrange for Valley Transporter to pick you up at **Bradley International Airport** (serving the Greater Springfield, MA and Hartford, CT areas). The cost is \$60. In order to arrange for pick-up we need all your flight information including flight number and time of arrival. If you need transportation from New York or Boston, please let us know.*

Please provide any other information that might help us find appropriate housing for you:

Please include this form with your Intensive English Program application.



Cancellation and Refund Policy

1. If you withdraw prior to the start of class, we will send you a full refund (if tuition was paid in full) and all refundable fees (tuition deposit and airport transportation). See page 3 of this application for a list of non-refundable fees. Your refund will be processed within 30 days of your cancellation date.
2. In case of visa denial, you must notify us to receive a full refund of your tuition or tuition deposit. We must receive a denial letter from the American Embassy within 25 days from the visa denial notification date to issue the refund (refund will be issued within 30 days of notification.)
3. If you postpone your course, you must notify us **at least two weeks in advance of the starting date**. If you cancel your course after you have postponed it, you will be charged a \$200 registration cancellation fee. A new application with full payments must be completed if you need to postpone for more than three months. If visa is denied after postponement, tuition deposit will be refunded in full, provided visa denial procedures (stated above in #2) are followed.
4. There is no compensation made for instruction lost because of holidays, emergencies, bad weather or instructor illness occurring during the session. In case of instructor illness, we make every effort to make up classes.
5. **Six, Seven or Eight Week Programs:**
If you withdraw from the program at any point within the first two weeks of the program no refund is given for the first two weeks. If you withdraw from the program after the first two weeks, but before the mid-point of the program, ILI will refund a prorated balance.
Four Week Programs:
If you withdraw from the program at any point within the first week of the program no refund is given for the first week. If you withdraw from the program after the first week, but before the mid-point of the program, ILI will refund a prorated balance. Prorated funds will be calculated on a weekly basis. Refunds will be issued within 30 days of notification. **There are no refunds after the mid-point of the program.**
6. No refunds will be made if you are asked to leave the program due to violations of ILI's disciplinary and/or attendance policies or local, state or federal law.
7. If you are part of the home-stay program and withdraw before the end of the program, ILI will retain 2 additional weeks of housing and refund any remaining balance.

ILI prohibits discrimination on the basis of race, color, creed, gender, gender identity, age, marital status, national origin, mental or physical handicap, political belief or affiliation, membership or non-membership in any organization, or veteran status in any aspect of the administration or treatment of students or in employment. ILI is committed to ensure that all of its services are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act.

ILI is accredited by the Accrediting Council for Continuing Education and Training and International Association of Language Centres and the American Association on Intensive English Programs



International Association **aaiep**
of Language Centres

American Association of
Intensive English Programs

Health Insurance Options for International Students

Premium Rates

Plan A: 500,000 <i>Medical Benefit</i>		Plan B: 100,000 <i>MedicalBenefit</i>		
Adult Rates: 15 Days only ⁽¹⁾	Monthly	15 Days Only ⁽¹⁾	Monthly	Age
18-29	\$ 30	\$ 49	\$ 40	\$ 66
30-39	\$ 38	\$ 64	\$ 53	\$ 88
40-49	\$ 55	\$ 92	\$ 77	\$128
50-59	\$ 75	\$126	\$100	\$168
60-69	\$ 93	\$155	\$124	\$206
70-79	\$108	\$185	N/A	N/A
80 and Over ⁽²⁾	\$165	\$275	N/A	N/A

Child Rates:

Each Dependent Child: \$ 16 \$ 26 \$ 20 \$ 34
 Each Child Alone⁽³⁾ \$25 \$ 42 \$ 40 \$ 60
 \$ 100,000 Additional AD&D (Optional)⁰ \$9 \$14 \$ 9 \$ 14

⁽¹⁾ Minimum Period of Coverage is 15 days, maximum is 18 months. For any term of coverage for more than 15 days, full Monthly rates apply. The 15-day term cannot be combined with full month term on the same Application form.

⁽²⁾ Medical Benefit Amount for ages 80^a and over is \$10,000.

⁽³⁾ Use these rates for child(ren) who are insured independently and are not included with parent(s) on this Application.

⁽⁴⁾ Available only to persons age 18 or older.

How the Medical Expense Benefit Works

If you are injured or become ill during your stay and require medical attention—such as treatment from physicians, hospitalization and medication—the costs of services are your responsibility. Gateway USA can help protect you against the unexpected medical costs for covered medical services during a **period of coverage** (the number of months for which you request and pay for insurance), the Gateway USA plan works like this:

You are responsible for the first \$150 of **covered medical expenses** (called the **deductible**). For the next \$5,000 of covered medical expenses, the Plan pays 80% of the cost; you are responsible for the other 20% (called the co-insurance). After your deductible and co-insurance are met (\$150 + \$1,000), the Plan pays 100% of the remaining covered medical expenses up to the **medical expense maximum** you choose--\$50,000 for Plan A or \$100,000 for Plan B—or the **maximum benefit period**, whichever occurs first.

A listing of medical expenses that are covered under the Plan, and those that are not covered, as well as the maximum benefit period are described in the Description of Benefits section in this brochure. Here are other positive features of the Plan...

- The deductible and co-insurance are applied only once during each period of coverage.
- The medical expense maximum is applied to covered expenses for each separate, distinct and unrelated condition.

SAMPLE PROOF OF FINANCIAL SUPPORT DOCUMENT

(SPONSOR'S NAME AND ADDRESS)

Date:

Macey Faiella
IEP Admissions Coordinator
International Language Institute of Massachusetts
17-25 New South Street
Northampton, MA 01060

Dear Ms. Faiella:

(Sponsor's name), would like to sponsor (student's name), for study in The International Language Institute's Intensive English Program from (beginning date) to (ending date). I/We agree to cover the cost of his/her tuition, fees and living expenses during his/her stay with the International Language Institute.

If you have questions or need more information, please contact (name of person to contact) at (phone numbers) or (email address of sponsors).

Sincerely,

(name and signature of sponsor)

(name and signature of notary public with seal)

A letter from your bank stating that there are sufficient funds to cover the student's expenses must be included with the application.