

Overseas I-20 Application Procedure

If you want to register for a full-time program (24 lessons or more per week for a minimum of 4 weeks), you need a student visa (F-1). Students applying for a student visa from outside the U.S must:

- Complete the Manhattan Language Registration Form and submit it to Manhattan Language with:
 - The \$100 registration fee
 - The \$100 overseas booking fee and
 - Tuition for a full-time program.

- Submit ONE of the following:
 - A recent, original bank letter, which shows the current balance in US dollars. The statement must show a minimum of \$2,100 for each month the student will study at Manhattan Language.
Note: If you have a financial sponsor, your sponsor must fill out and sign an Affidavit of Support. Please submit the original document.
 - A letter from the sponsor's employer stating his or her yearly salary and that the position is not temporary.
 - Last year's income tax return (if your sponsor is self-employed).
 - A letter from a company or private organization on letterhead stating that it will be responsible for your studies at Manhattan Language.

- After we receive the tuition payment and all fees and documents, Manhattan Language will mail an I-20 form and a letter to you. If you want Manhattan Language to send your I-20 by express mail, include payment of \$125.

- When you receive the I-20 form, take it (with your financial documentation and passport) to the American embassy or consulate, where you can apply for an F-1 Visa Stamp.

- You must pay the \$200 SEVIS Fee at least 3 days before you apply for your visa at the American Embassy. To pay this fee, find Form I-901 at www.FMJfee.com

- Students **MUST** secure student travel insurance before arrival. Students need to show proof of insurance before starting classes. Students may purchase insurance from the vendor of their choice or they may purchase insurance from IMG at www.imglobal.com.



Registration Form

Personal Information

Name: _____

Family Name: _____

(Please write your family name in capital letters.)

Date of birth: month/ ____ day/ ____ year/ ____

Gender: female/ ____ male/ ____

Place of birth: _____

Citizenship: _____

Native Language: _____

Home address: _____

Postcode: _____

City: _____

Country: _____

Telephone: _____

Fax: _____

E-mail: _____

Profession (job): _____

How did you hear about Manhattan Language? : _____

Who will pay for your course? _____

What is your level of English?

Beginner _____

Elementary _____

Low Intermediate _____

Intermediate _____

High Intermediate _____

Advanced _____

Your Course

Course Name: _____

Start Date: month/ ____ day/ ____ year/ ____

Number of weeks: _____



Please submit the following items to apply for an I-20 from Manhattan Language:

_____ Registration Form

_____ \$100 Registration Fee

_____ \$100 Overseas Booking Fee

_____ Program Tuition

_____ ONE of the following:

- A recent, original bank letter, which shows the current balance in US dollars. The statement must show a minimum of \$2,100 for each month the student will study at Manhattan Language.
Note: If you have a financial sponsor, your sponsor must fill out and sign an Affidavit of Support. Please submit the original document.
- A letter from the sponsor's employer stating his or her yearly salary and that the position is not temporary.
- Last year's income tax return (if your sponsor is self-employed).
- A letter from a company or private organization on letterhead stating that it will be responsible for your studies at Manhattan Language.

_____ \$125 Express Mail Fee (optional)

_____ \$150 Housing Placement Fee (optional)

Are you in the U.S. now? YES _____ NO _____

If yes, what is your status (according to your I-94 card)?

B-1/B-2 _____ F-1 _____ Other _____

_____ Check here if you want to register for the American English for Tourists

Program and do not need an I-20 or student visa.

PAYMENT INFORMATION

- If you pay by check or money order, please send it to the address above.
- If you pay by wire transfer, please contact us for the transfer details.

Notes: No transfer charges will be paid by the beneficiary, Manhattan Language Training, Inc.

- If you pay by credit card, please complete the following information:

I authorize Manhattan Language to charge US\$_____ to my credit card. Manhattan Language will add a 5% credit card fee to the total amount.

MasterCard____ Visa____

Card Number: _____

Expiration Date: _____

Name of Card Holder: _____

Signature of Cardholder: _____

Signature of Student (if not the Cardholder): _____

REFUND AND CANCELLATION POLICY

1. The registration fee and the overseas booking fees are non-refundable.
2. If a student's F-1 visa is denied, Manhattan Language will refund all tuition fees paid. However, before a refund can be processed, the student must return the original I-20 to the school.
3. If a student does not enter the United States and cancels this agreement at least 24 hours before the start of classes, Manhattan Language will refund all tuition fees paid.
4. Cancellation BEFORE THE START OF CLASS for students with F-1 visas: If a student enters the United States with an I-20 from Manhattan Language and cancels prior to the start of scheduled classes or fails to enter the school (no shows):
 - a) For a program of less than 12 weeks, the school will retain all the tuition charges for the first 4 weeks of the student's program.
 - b) For a program of 12 weeks or more, the school will retain all the tuition charges for the first 6 weeks of the student's program.
5. Course changes, cancellations or curtailments AFTER THE START OF CLASS:
 - a) If a student that does not have an I-20 from Manhattan Language fails to enter the school (no shows), he/she will be entitled to a full tuition refund minus the first week's tuition.
 - b) If a student withdraws or changes his/her program after the start of class, there will be no refund or credit for course changes or curtailments for the first 4 weeks of the initial enrollment period, or for any enrollment period less than 4 weeks.
 - c) After the initial 4 weeks, for the remaining weeks of the enrollment period, if a student withdraws or changes his/her program, the student will receive a refund of:
 - 100% of the tuition paid (excluding the first 4 weeks of the enrollment period) if termination is during the first day of the enrollment period.
 - 75% of the unused tuition paid (excluding the first 4 weeks of the enrollment period) if termination is after completion of the first day but during the first 20% of the enrollment period.
 - 50% of the unused tuition paid (excluding the first 4 weeks of the enrollment period) if the termination is during the second 20% of the enrollment period but before or at the midpoint of the enrollment period.
 - 0% of the unused tuition paid if termination is after completion of 50% of the enrollment period.
6. Refunds will be calculated on a weekly basis. A partial week will be considered the same as a whole week, provided the student was present at least one day during the scheduled week.
7. Manhattan Language requires written notification of cancellation or withdrawal from the student before a refund can be made.
8. All tuition refunds will be made within 30 days.
9. Additional information:
 - a) Students with an F-1 visa who transfer to Manhattan Language should complete their initial enrollment period of 12 weeks. This is a condition of their acceptance. There is no refund for course changes or curtailments during the student's initial 12-week enrollment period.
 - b) If a student books and pays for his/her program through a study abroad agent, any refund due may be issued through that study abroad agent. Manhattan Language will do all that is necessary to facilitate that refund.
 - c) Manhattan Language is not obligated to make refunds to students who are terminated due to violation of its disciplinary/attendance policies or local, state or federal law.

AFFIDAVIT OF SUPPORT

My name is _____ and _____
(supporter's name) *(student's name)*

is my _____. I certify that I am willing and able to
(relationship to student)

support _____ for his/her living expenses and full
(student's name)

tuition at Manhattan Language. I promise to provide a minimum of

_____ for this purpose. I have attached documents verifying my
(total amount for 1 year - USD)

financial resources to this affidavit.

Signature: _____

Date: _____

(Only use this section if supporter lives in the United States.)

Sworn and subscribed

(name of notary)

this _____ day of _____ in the year _____.

(signature of notary and seal)