

INTERNATIONAL ACADEMY OF ENGLISH

Las Vegas



MISSION STATEMENT

The mission of the International Academy of English is to provide non-native speakers with quality English language instruction in order to help them read, write, speak and understand English at increasing levels of proficiency. We prepare students to communicate effectively in English in a friendly and supportive learning environment.





REGISTRATION PROCEDURES + HOW TO OBTAIN A VISA

Here are the steps required for a student to register and obtain a Student VISA, which is required for non-US residents who attend the International Academy of English:

- 1) The student must fill out an application form.
- 2) The student must show a copy of a bank statement (either a checking or a savings account) showing a balance of a minimum of **USD3, 500.00** for the first course session that the student wishes to enroll. * **Please note all bank statements MUST be in ENGLISH.**
- 3) A Statement of Support must be provided, identifying the source of financial funds during student's enrollment period. This statement is required by the American Immigration authorities to prove that the student has sufficient financial support to remain in the USA without working.
- 4) The student must pay an Application Fee of USD 95.00
- 5) The student must pay an Overseas Booking Fee of USD 300.00
- 6) The student must pay a courier fee of USD 85.00 for expedited shipping services that will be used to send the necessary documents to obtain the student VISA
- 7) The student **MUST** provide a copy of his/her Passport.

After providing the items above, IAE will issue an I-20, which we will send along with the acceptance letter from our school.

The Immigration Services charges a "SEVIS fee" of USD 200.00 (a processing fee paid directly to the Department of Homeland Security), which is payable by the student via website. Students must complete this process on their own, by accessing the website www.fmjfee.com. This fee must be paid at least 3 days prior to the student's appointment at the American Consulate.

The student should print out the receipt and take it to his/her appointment along with the I-20 package and any additional documents requested by the American Consulate in his /her country.

In case of a VISA denial, any preliminary fees paid (Application, Overseas, Courier), **will not** be refunded to the student, because these fees cover the costs involved in preparing the documentation. Once the VISA is approved, the student will be required to make the following payments prior taking the level placement test:

Tuition	USD 350.00 / 4 weeks
Text Books	USD 150.00 / *Set of 3 core classes books /covering two sessions



STUDENT APPLICATION FORM

Last Name: _____ First Name: _____

Nationality: _____ Country of Birth: _____ Date of Birth: ____ / ____ / ____
Month Day Year

Gender: Male Female First Language: _____ Other Languages: _____

Passport Number: _____ Expiration date: _____

Address in your home Country: _____

City: _____ Country: _____ Zip Code: _____

Phone Number: Home _____ Fax _____

Email: _____

To be provided upon arrival in the U.S:

Address in USA: _____

City: _____ State: _____ Zip Code: _____ Phone Number: (____) _____

SEVIS ID: **N** _____ *I-94 Number:* _____ *Visa Expiration Date:* _____

Choose your Campus: Las Vegas - West Las Vegas - East

Choose your Status: Initial Transferring from: _____ Last Day: _____

Changing: From _____ to F1 Other: _____

Choose Study Program: Intensive English TOEFL Preparation *Check with campus for program available

Course Start Date: _____ Course Anticipated Ending Date: _____

* Students can start classes at any Monday. Although IAE recommends students to start at the beginning of each session. *School academic calendar is available on the last page.

English Level: Beginner Lower Intermediate Intermediate Upper Intermediate Advanced

How did you hear about IAE:

Website Agency Friend Former student Other: _____



Enrollment Agreement

My signature below indicates that I fully understand the terms, conditions, costs, cancellation, and refund policies, as outlined on this enrollment package and Application Form. I affirm that I have sufficient funds to cover all costs for tuition, accommodation, and expenses during my studies at *the International Academy of English*. In the event of illness and/or injury, I authorize *the International Academy of English* to take appropriate action for my care. I further understand that I am recommended to have accident and health insurance. I am responsible for any medical bills incurred. I am aware that the IAE Student's handbook is available on IAE's website, www.sdiae.edu and it is accessible to all students and the general public.

Signature of the Applicant

Date

Name of Parent/Guardian (under 18 years old)

Signature

Emergency contact number

Program Tuition and Fees

- Intensive English Program: **\$350/** 4 weeks
- TOEFL Preparation Program: **\$350/**4 weeks *Check with school branch for class availability
Class Schedule: Monday – Thursday: 9:00AM- 2:00 PM- **Clock hours: 20 hours/week**

*Check one:

- | | |
|--|---|
| <input type="checkbox"/> Tuition Fee : | USD 350.00/ 4 weeks - #of Weeks_____ Total: USD:_____ |
| <input type="checkbox"/> International Booking Fee (non-refundable): | USD 300.00 |
| <input type="checkbox"/> Application Fee (non-refundable): | USD 95.00 |
| <input type="checkbox"/> Course Textbook – Intensive English (per/level): | USD 150.00 /*Set of 3 core classes books /covering two sessions |
| <input type="checkbox"/> Course Textbook – TOEFL Program: | USD 85.00 /*Set of 2 core classes books /covering two sessions |
| <input type="checkbox"/> International Courier Fee (mailing I-20 package) | USD 85.00 |
| <input type="checkbox"/> Local Courier Fee (mailing I-20 package or Documents) | USD 30.00 |
| <input type="checkbox"/> Wire transfer | USD 30.00 |
| <input type="checkbox"/> Document re-printing | USD 30.00 |
| <input type="checkbox"/> Other: _____ | |

Choose Method of Payment:

- Check Wire Visa MasterCard Amex

*Any check returned unpaid by the bank will incur a \$30.00 fee

*For credit card payments complete the authorization form *Please add USD 20.00 Processing Fee on all Bookings over USD 100.00.

How to Apply

Overseas applicants: Please complete the Application Form and send it to us with the **non-refundable** Fees (*application, overseas and courier*). As soon as we receive and approve your complete application and additional forms, we will confirm your acceptance by sending you the school acceptance letter and enclose an invoice detailing the payment due.

Transferring students: Please complete the Application Form and send it to us with a copy of your financial statement, affidavit of support and your current school's I-20 form. Once your application is approved we will send you the acceptance letter and a copy of the transfer form. Application, tuition and textbooks fees are due before the first day of classes. **No I-20 form will be issued without a full payment for local students.**

Methods of Payment

All fees can be paid as follows:

- 1-By Banker's check
 - 2-By an international money order
 - 4-By a credit card (Visa, MasterCard, AMEX)
 - 5- By wire transfer **check tuition and fees section for additional fees information*
- All payments should be made to IAE and should reference the student's full name.

Terms of Payment

The Application Fee covers registration costs and pre-departure information. With confirmation of your acceptance, you will be invoiced for a total amount of the course fee, due within 15 days of receipt. **No I-20 form will be issued without a full payment for local students.** Students outside of the United States must pay the **non refundable** fees of Overseas, Application, and Courier in order to apply for a visa. Once the visa is obtained, the tuition fee and accommodation (if applicable) must be paid before the first day of class. **There will be a \$30 fee to reissue an I-20 in any case.**

Accommodation * Available in San Diego only

IAE offers the following housing options: Accommodations in single or shared rooms in International Studios or accommodation with an American Host Family. Hotels are available upon request. Once they are reserved student is required to stay at least 1 month minimum.

Arrival and Airport Transfers

When completing the Application Form, students can indicate if they wish to be met by an IAE representative at the nearest major airport closest to the school. The fee for this optional airport transfer is \$50 and is available for flights arriving before 6:00 PM only.

Age

IAE is open to anyone at least 14 years old at the start of his/her course. Applications for students under 18 years old are accepted only with a parent or guardian's signature.

Duration of Lessons

Each lesson in IAE classes is a minimum of 1 hour and 30 minutes.

Public and Academic Holidays

Classes are normally not held and most school facilities are closed on national holidays. A list of the public and academic holidays is available in the IAE student's handbook.

"Cancellation" refers to notification to IAE, in writing, that the student will no longer attend the school before starting classes. Application, Overseas and Courier fees are non-refundable. Accommodation placement fee is refundable only in case a reservation was not processed. The tuition in case of being prepaid is fully refundable.

Withdrawal

"Withdrawal" means leaving the course once it has begun. There is no refund for a one month period once the student takes the placement test or attends the first day of his/her scheduled class

Sample of Refund Policy:

A student enrolls in an 8 week course and pays \$700 tuition. The student withdraws after completing 3 weeks of classes and notifies IAE of the cancellation/withdrawal. The refund would be calculated as follows:

$$\begin{array}{rclcl} (\$87.50 & \times & 4) & = & \$350.00 \\ \text{(prorated weekly tuition)} & & \text{(4-weeks minimum)} & & \text{(amount of refund)} \end{array}$$

Note:

- The first month is non-refundable. Once student has taken the Level Placement test.
- Class schedule is subject to change without notice.

Certificate Requirements/Length Program

Students with attendance of at least 80% are entitled to a course certificate. Should a student complete the program at an earlier stage of levels than the highest offered level of instruction a certificate will be given of the level upon completion.

Medical Insurance

All participants studying in the USA are recommended to have accident and health insurance for their own benefit. IAE suggests a negotiated favorable premium for IAE students with an insurance company. The cost of the coverage varies with the length of course booked. Information can be obtained at https://purchase.imglobal.com/Quote/patriot_exchange/pre-quote?imgac=524866. If students wish to take this policy, please access the link to get a quote and enroll.

Late Arrival and Absences

If students arrive late to a course, or are absent during the course, no refund will be granted. Periods of absence may not be made up with free extension of the course.

Liability

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

Any notification of withdrawal or cancellation and any request for refund must be made in writing.

Any written contract or agreement signed by a prospective student shall not become operative until the student attends the school orientation and take the level placement test session

STUDENTS MUST ATTEND AT LEAST 80% CUMULATIVE ATTENDANCE IN ORDER TO TRANSFER "IN STATUS" AND RECEIVE AN IAE COURSE CERTIFICATE.



STATEMENT OF SUPPORT
(Required for All International Students)

* This form should be completed by the student's sponsor and accompanied by a copy of a recent Bank Statement.

Applicant's Personal Information

Last Name (Family)	
First Name	
Country of Citizenship	
City/Country of Birth	
Date of Birth	

Personal Sponsor Information

Last Name (Family)	
First Name	
Relationship	
Address	

I _____ (name of sponsor) guarantee financial support for
_____ (name of applicant) for the entire
tenure of his/her studies at the International Academy of English. I also guarantee
that all attached documentation is complete and accurate.

Signature

Date:



Credit Card Authorization Form

I hereby authorize **International Academy of English/Tepper Technologies** to initiate automatic debits from my account at the financial institution named below. I also authorize **International Academy of English/Tepper Technologies** to make withdrawals from this account in the event that a credit entry is made in error.

Further, I agree not to hold **International Academy of English/Tepper Technologies** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **International Academy of English/Tepper Technologies** receives a written notice of cancellation from me or my financial institution, or until I submit a new direct deposit form to the Payroll Department.

ACCOUNT INFORMATION

Credit Card Number: _____

Expiration Date: _____ Verification Code: _____

Total Amount to be charged: USD _____

***Please add USD 20.00 Processing Fee on all Bookings over USD 100.00**

CARD HOLDER INFORMATION

Name on Credit Card: _____

Street Address and Apt. #: _____

City: _____ State: _____ Zip Code: _____ Country: _____

SIGNATURE

SIGNATURE: _____



Wire Transfer

BANK ROUTING INFORMATION

The following is the information requested concerning your wire transfer:

Bank Name: Wells Fargo Bank
SWIFT Code: WFBIUS6S
Routing Number: 121000248

- **Account Number: 5070791024 : Sahara- West Branch**
- **Account Number: 7976566906 : Sunset - East Branch**

Wire Beneficiary: International Academy of English
Las Vegas, Nevada

(Note: Wells Fargo Bank charges USD 30.00 for the wire transfer fee. Be sure to include this amount to the total fee.)



Contact: www.sdiae.edu

LAS VEGAS- West

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Las Vegas, NV 89102
Phone: +01 (702) 383-4088
Fax: +01 (619) 704- 1002
lvw@sdiae.edu

LAS VEGAS- East

1771 E. Flamingo Road Suite 115A
Las Vegas, NV 89119
Phone: +01 (702) 202-4624
Fax: +01 (619) 704- 1002



School Academic Calendar

2017-2018

Session	Date
Session A	November 7, 2016 - January 5, 2017
Session B	January 9, 2017 - March 9, 2017
Session A	March 13, 2017 - May 11, 2017
Session B	May 15, 2017 – July 13, 2017
Session A	July 17, 2017- September 14, 2017
Session B	September 14, 2017 – November 16, 2017
Session A	November 20, 2017 – January 25, 2018
Session B	January 29, 2018 – March 29, 2018
Session A	April 2, 2018 - May 31, 2018
Session B	June 4, 2018 – August 2, 2018
Session A	August 6, 2018 – October 4, 2018
Session B	October 8, 2018 – December 6, 2018