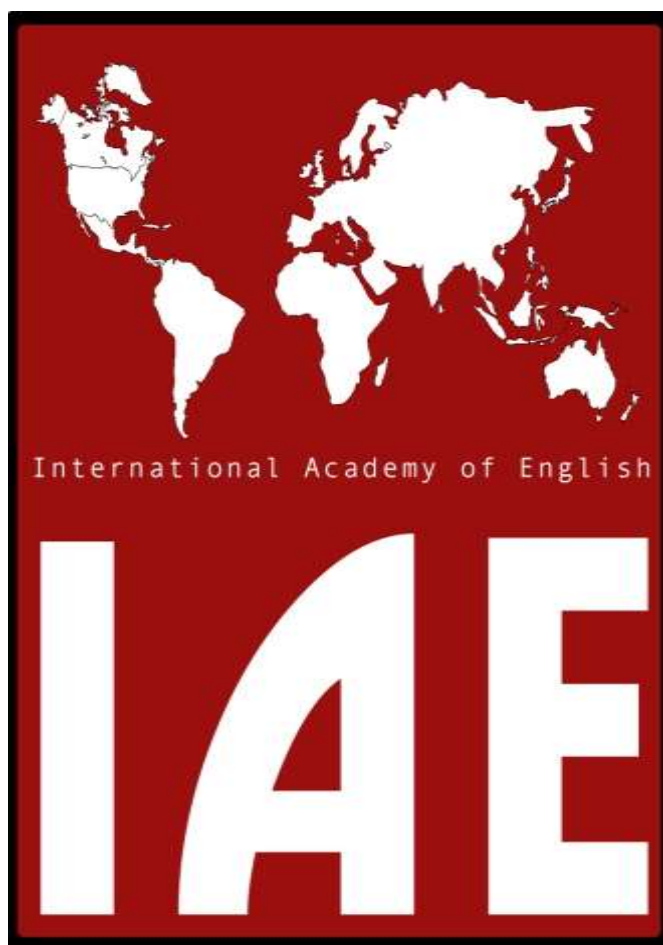


INTERNATIONAL ACADEMY OF ENGLISH

Tampa



Prospective Student Guide

MISSION STATEMENT

The mission of the International Academy of English is to provide non-native speakers with quality English language instruction 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

Students Applying from Overseas – Initial Applicants:

Here are the steps required for an overseas 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 (pages 4-5).
- 2- The student must provide a copy of a bank statement (either a checking or a savings account) showing a balance of a minimum of **USD 6,500.00** -(plus USD 2,600.00 per dependent) for the first academic term that the student wishes to enroll. *(Preferable in English).
- 3- A completed Statement of Financial Support form, identifying the source of financial funds during the student's enrollment period. This statement is required by the American Immigration authorities to prove that the student has enough financial support to cover expenses during the entire period of studies (page 8).
- 4- The student must pay an Application Fee of USD 95.00 -(plus USD 40.00 per each dependent's I-20)
- 5- The student must pay an International Booking Fee of USD 300.00
- 6- The student must pay a courier fee of USD 100.00 for expedited shipping services that will be used to send the necessary documents to apply for the student VISA
- 7- The student **MUST** provide a copy of his/her Passport.

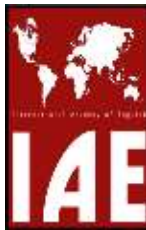
After providing the items above, IAE will issue an I-20, which we will send along with the acceptance letter from the school.

The Immigration Services charges a "SEVIS fee" of USD 350.00 (a processing fee paid directly to the Department of Homeland Security), which is payable by the student via the 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, International Booking, Courier), **will not** be refunded to the student, because these fees cover the costs involved in preparing the documentation.

*The Tuition and I-20 Registration Fees are due before classes start.



REGISTRATION PROCEDURES

Students in the U.S – Transferring from another institution:

Here are the steps required for a transfer student to register for the International Academy of English:

- 1- The student must fill out an application form (pages 4-5).
- 2- The student must provide a copy of a bank statement (either a checking or a savings account) showing a balance of a minimum of **USD 6,500.00** -(plus USD 2,600.00 per dependent) for the first academic term that the student wishes to enroll. *(Preferable in English).
- 3- A completed Statement of Financial Support form, identifying the source of financial funds during the student's enrollment period. This statement is required by the American Immigration authorities to prove that the student has enough financial support to cover expenses during the entire period of studies (page 8).
- 4- The student **MUST** provide a copy of his/her Passport
- 5- The student **MUST** provide a copy of the visa.
- 6- The student **MUST** provide a copy of form I-94 (<https://i94.cbp.dhs.gov/I94/#/home>)
- 7- The student **MUST** provide a copy of the current I-20.
- 8- The student **MUST** provide a completed transfer form or transfer eligibility confirmation from the current school.
- 9- Payment of nonrefundable Application Fee of USD 95.00.

*The Tuition and I-20 Registration Fees are due before classes start.



STUDENT APPLICATION FORM

Last Name: _____ First Name: _____

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

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

Passport Number: _____ Expiration date: ____/____/____
Mo Day Year

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 ____/____/____
Mo Day Year

Choose your Status: ☐ Initial ☐ Transferring from: _____ Ending Date: _____

☐ Changing of Status: From _____ to F1 ☐ Other: _____

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

Course Start Date: ____/____/____
Mo Day Year

Course Anticipated Ending Date: ____/____/____
Mo Day Year

* 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: ☐ Beginning ☐ High Beginning ☐ Intermediate ☐ High Intermediate ☐ Advanced

How did you hear about IAE?

Website Agency Facebook!! Instagram!! Friend Other: _____

!!Current or Former Student * Referral Name: _____



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 public.

"I authorize International Academy of English to access and print my I-94 form and Travel History for legitimate business purposes."

Signature of the Applicant

Date

Name of Parent/Guardian (under 18 years old)

Signature

Emergency contact number

Program Tuition and Fees

Class Schedules: Monday – Thursday: 9:00 AM -2:00 PM - Clock hours: 18 hours/week

Monday – Thursday: 5:15 PM -10:00 PM - Clock hours: 18 hours/week

● Intensive English Program: **\$450.00/ 4 weeks**

● TOEFL Preparation Program: **\$450.00/4 weeks** *Check with school branch for class availability

*Check one:

- | | |
|--|---|
| <input type="checkbox"/> Tuition Fee: | USD 450.00/ 4 weeks - #of Weeks_____ Total: USD: _____ |
| <input type="checkbox"/> I-20 Registration Fee (to be paid with tuition): | USD 40.00 |
| <input type="checkbox"/> International Booking Fee (non-refundable): | USD 300.00 |
| <input type="checkbox"/> Application Fee | USD 95.00 |
| <input type="checkbox"/> Change of Status Request | USD 300.00 |
| <input type="checkbox"/> Reinstatement Request | USD 300.00 |
| <input type="checkbox"/> Course Textbook + TED Talks access card (HB-ADV) | USD 180.00 /*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 100.00 |
| <input type="checkbox"/> Local Courier Fee (mailing I-20 package or Documents) | USD 30.00 |
| <input type="checkbox"/> Dependent I-20 (F-2) | USD 40.00 |
| <input type="checkbox"/> Document re-printing | USD 30.00 |
| <input type="checkbox"/> Other: Letters, ISR's reprinting (former students) | USD 30.00 |

Choose Method of Payment:

☐ Check ☐ Wire ☐ Visa ☐ MasterCard ☐ Amex

* Application Fee is not refundable

*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 charges 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, international booking 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 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 charged for a total amount due. **No I-20 form will be issued without a full payment for local students.** Students outside of the United States must pay the **nonrefundable** fees of Application, International Booking and Courier prior to acceptance. Once the visa is obtained, the tuition and the I-20 registration fees must be paid before the first day of class. **There will be a \$30 fee to reissue an I-20 in any case.**

Accommodation *

Contact your campus for further information or suggestions.

Age

IAE is open to anyone at least 16 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, International Booking 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 \$900.00 tuition. The student withdraws after completing 3 weeks of classes and notifies IAE of the cancellation/withdrawal. The refund would be calculated as follows:

(\$112.50	X	4)	=	\$450.00
(Prorated weekly tuition)		(4-weeks minimum)		(Amount of refund)

Note:

- The first month is non-refundable. Once student has taken the Level Placement test.
- Class schedule is subject to change without notice.
- No refunds will be issued for promotional fees paid.

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://www.sdiae.edu/health-insurance/>, 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.

"IAE is accredited by the Commission on English Language Program Accreditation (CEA) and must follow all CEA Standards. We reserve the right not to enroll students who would not meet our mission or program objectives and would not benefit from our instructional program."

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



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

Complete Name	
Email	
Phone Number	
Relationship with Student	
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 if 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: 7976566906:**

Wire Beneficiary: International Academy of English
Tampa, FL

(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

Tampa

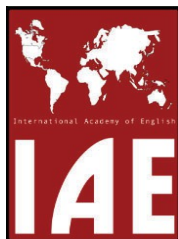
6302 East Dr. Martin Luther King Junior Blvd.

Suite 490,

Tampa, FL 33619

+1 (813) 446-8900

iaetp@sdiae.edu



School Academic Calendar

The schedule for December 4, 2023 – February 13, 2025, is as follows:

Session	Date
Session B	December 4, 2023 – February 1, 2024
Session A	February 5, 2024 – April 4, 2024
Session B	April 8, 2024 – June 6, 2024
Session A	June 10, 2024 – August 8, 2024
Session B	August 12, 2024 – October 10, 2024
Session A	October 14, 2024 – December 12, 2024
Session B	December 16, 2024 -February 13, 2025