

**PALM BEACH LANGUAGE INSTITUTE**  
**PART-TIME AND PRIVATE ENGLISH ESL COURSES**

**Application for Part-Time and Private English Language Courses**

Please send your application to:

Palm Beach Language Institute  
224 Datura Street, Suite 1100  
West Palm Beach, FL 33401, USA

Or by Fax to: +1 (561) 629-5983

Please print.

**Part A. Personal and Contact Information:**

- ▶ First name: \_\_\_\_\_ Last name: \_\_\_\_\_  
▶ Date of Birth: \_\_\_\_\_ Gender:  Male  Female  
▶ Native language: \_\_\_\_\_ Other languages: \_\_\_\_\_  
▶ Address: \_\_\_\_\_  
▶ Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Part B. Program information:**

- ▶ Starting date: “ \_\_\_\_ ” \_\_\_\_\_ 20\_\_\_\_  
▶ I wish to book \_\_\_\_ weeks of classes.  
▶ **I am applying for the following course(s) at Palm Beach Language Institute:**  
 General English Afternoon Course, 24 lessons for 4 weeks (6 group lessons a week)  
 General English Evening Course, 24 lessons for 4 weeks (6 group lessons a week)  
 General English Saturday Course, 24 lessons for 4 weeks (6 group lessons a week)  
 U.S. Citizenship Test Preparation Program:  Evening classes  Saturday classes  
 Private General English Course with \_\_\_\_\_ one-to-one lessons  
 American English Pronunciation & Accent Reduction Course with 20 private lessons  
 American English Pronunciation & Accent Reduction Course with 40 private lessons  
  
 TOEFL Preparation  TOEIC Preparation  IELTS Preparation

I want to book the selected Private Test Preparation course

- with 20 one-to-one lessons with flexible schedule  
 with 40 one-to-one lessons with flexible schedule

▶ What is your present level of English?

- Low Beginner  High Beginner  Intermediate  High Intermediate  Advanced

**Part C. Payment of fees:**

A non-refundable application fee of US\$50.00 and the tuition deposit of \$200.00 are required with your application. The payment of the balance of fees is due upon receipt of the invoice. Your place will be confirmed only when the full payment has been received.

**Please select a payment option.**

- ▶  I want to pay the application fee and the tuition deposit       I want to make the full payment
- ▶  I want to pay by check / money order
- ▶  I want to pay by my credit card - **Please provide your credit card information ONLY if you send your application by fax or by post. Otherwise, please do not provide the information**
- ▶  Visa    MasterCard - Card number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_
- ▶ Credit card ID: \_\_\_\_\_ (The last three digits on the back of your credit card after the credit card number)
- ▶ Credit card holder name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

**Part D. Terms and Conditions of Enrollment.**

1. **Class size.** General English and Citizenship Test Preparation Group courses with 6 lessons a week: maximum 10, minimum 3 students. If there is only one or two students in the class, the number of lessons is reduced to 12 lessons for every 4-week session and you will receive private (semi-private) classes at a discounted rate. Private/semi-private classes may be taken one time a week for 4 weeks (3 lessons a day), or two times a week for 2 weeks (3 lessons a day). 1 lesson = 45 minutes
2. **Cancellation before the beginning of the classes.** You must inform the office in writing. Any refunds will be made within 30 days of cancellation notification. If the course is cancelled more than 30 days, we will make a full refund less non-refundable application fee and placement test fee. If the course is cancelled 30 days but more than 14 days before the course begins, the cancellation fee is charged in the amount of \$100.00. If the course is cancelled 14 days or less before the course begins, the cancellation fee is charged in the amount of \$200.00.
3. **Cancellation after the course has started.** In no case money will be refunded once the course has started. No refund can be given for partial attendance or the discontinuance or interruption of a course.
4. **Holidays.** Should a national holiday fall on a class day, group class hours cannot be recovered, nor are they refundable. Private classes, however, will be rescheduled. It is the student's responsibility to find out when the school will be closed for national holidays. There are no classes if the Building is closed due Hurricane Warning.

**Part E. Agreement and release.**

By signing this Application, I certify the above information is complete and correct. I understand that my misrepresentation may result in my expulsion from the program. I acknowledge that the terms and conditions of enrollment constitute part of my agreement with Palm Beach Language Institute (PBLI) and IPSA, including sections concerning responsibility, health, refunds, changes in dates, accommodations, courses and billing of the selected options; I assume all risks and responsibilities and discharge PBLI and IPSA and all their officers, agents and employees from and against any and all claims of damage to personal property or personal injury which may result from my enrollment and participation in the study program, excursions, and/or on and off-campus activities. I agree with terms and conditions of enrollment and agree to follow all PBLI and IPSA procedures. This Agreement will be effective when my application is accepted by IPSA and/or West Palm Beach Language Institute and shall be governed by the laws of the State of Florida, USA

**Signature:** .....

**Date:** .....