

ENROLLMENT TERMS AND CONDITIONS

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ENROLLMENT

Tuition and fees are valid from January 1 through December 31, 2023.

Applicants, their agent or the school representative must fax, e-mail or mail a completed and signed application form to the School. The application form becomes a legally binding document subject to the laws of the State of Florida after it is signed by the applicant and acknowledged by the School. Only the English version is binding. If you do not understand this document please make sure to have it translated in your language before you sign it.

YOU MAY USE THIS WEBSITE:

translate.google.com OR A TRANSLATION SERVICE OF YOUR CHOICE.

Applicants understand that TLA language courses are avocational and not designed or intended to qualify the participant for employment. TLA courses do not address or provide services for learning disabilities or communication impairment and courses do not include speech therapy.

APPLICATIONS and F1 STUDENT VISAS

TLA is authorized to issue I-20 forms for F1 student visa applications. To qualify for a student visa, applicants must be enrolled in a full-time course of studies (18 clock hours per week or more). **Eligible applicants or their agents must fill out an application form, provide proof of financial support (bank statement or sponsor's letter), pay the \$ 125 registration fee and full tuition for courses of 4 weeks or less. A \$ 125 registration fee is also due for each dependent on F2 visa. For courses of more than 4 weeks, the first 6 weeks of tuition must be paid upon enrollment. The \$ 125 registration fee is due before TLA issues the I-20.** The maximum total amount of F1 language studies at TLA cannot exceed 36 months. Students are required to pay a one-time, non- refundable SEVIS fee, directly to SEVIS. **It is the applicant's sole responsibility to ensure that they have the proper identity document and to arrange for the appropriate visa to travel to the US. TLA may not be held responsible or accountable for the applicant's choice of visa or travel document or for visa services provided by agents or tour operators.**

APPLICATIONS VIA AGENTS AND ETO (EDUCATIONAL TOUR OPERATORS)

TLA is not responsible for any fee(s) charged or services, including visa services provided by agents or tour operators who sell or promote TLA courses. Claims arising from differences in fees or additional fees charged by an agent or ETO must be addressed to the agent or ETO. Students who sign an enrollment contract/application form with an agency/ETO understand and accept that the relationship between TLA and the agency/ETO may affect their ability to receive a refund.

Applicants understand and accept that TLA cannot be held accountable for visa services provided by an agent or ETO.

CHANGE OF STATUS: Applicants are required to pay a non-refundable \$ 375 administrative processing fee in addition to the \$ 125 registration fee at the time of application. A \$ 125 registration fee is due for each F2 dependent.

CONFIRMATION AND PAYMENTS

After all relevant application documents and fees are received, the School will send a written course acceptance letter, a housing confirmation (if applicable) and an invoice for tuition and other services requested by the applicant or their agent. **Payment without a signed application form will not be accepted. All payments are due on or before the first day of class.**

MEDICAL INSURANCE

F1 visa students must show proof of medical insurance upon arrival. Students may purchase insurance via TLA (\$150/month/non-refundable). **TLA will not be responsible for medical bills incurred by students in the US.**

CANCELLATION FEES -NO SHOW

Applicants who are denied entry to the US are entitled to a full refund of all monies paid, less the \$125 registration fee and other non-refundable fee. However, if an applicant accepted by the institution receives the I-20 and cancels prior to the start of scheduled classes, **for any reason other than visa denial or change of status refusal, the institution will refund all monies paid except the \$ 125 registration fee and a \$ 275 administrative processing fee. If an F1 applicant accepted by TLA receives an I-20 issued by TLA, enters the US on an I-20 issued by TLA or remains in the US while awaiting for a change of status approval on a TLA I-20 and subsequently cancels prior to the start of scheduled classes or never shows up for scheduled classes (no show), for enrollments of up to 12 weeks, TLA will retain four weeks of tuition and any non-refundable fees such as \$125 registration fee, \$ 275 administrative processing fee, courier fees and medical insurance.**

For programs of more than 12 weeks, TLA will retain 6 weeks of tuition fees and all non- refundable charges.

REFUND POLICY

The registration fee, I-20 express courier fees, exam fees, medical insurance cancellation administrative fee and/or services paid by the School on behalf of the applicant are not refundable. Students who withdraw after they start the course will be refunded as follows:

Refund amounts will be calculated using the last date of attendance (LDA), based on the number of weeks completed by the student. TLA will count a partial week as a whole week if the student was present at least one day during the scheduled week. The date of determination (DOD) is the date when the student gives a notice of withdrawal or the date when TLA terminates the student due to the student's failure to adhere to the school's attendance, conduct, or student progress policy OR the date TLA automatically administratively withdraws a student after s/he has been absent for a maximum of 30 consecutive calendar days. All refunds are paid within forty-five (45) calendar days from the date of determination. **Students enrolled for 4 weeks or less will not be eligible for a refund.** Students enrolled in a course of more than 4 weeks, who withdraw prior to or at the midpoint (50%) of their course, will be eligible for a prorated refund of the unused portion of tuition. Students withdrawing from the program after the midpoint of their studies are not eligible to receive any refund. Courses are intended as an uninterrupted sequence of weeks. **TLA will issue all approved refunds only to the party who issued the original payment and by the same method of payment (credit card, cash, check, wire transfer, etc).**

CHANGE OF PROGRAM AFTER START DATE

After the student has started classes, a change of program may be allowed, based on availability and only if tuition for the new program is at minimum equal to the original program. After the student has started the course, a change of program will be considered a new application and are subject to a non-refundable \$ 100 change of program fee. TLA may cancel a course or part of it without notice. In case of course cancellation by TLA, you may be presented with the option to attend another course or to convert group classes to one-to-one lessons at a ratio of 5 group classes = 1 private. **The refund policy applies (see refunds terms).** Students on an F1 visa must always stay enrolled in a group program of more than 18 hours/week. The group classes to privates conversion rate is 1:5.

HOUSING SERVICES AND HOUSING CANCELLATION FEES

Students understand and accept that, when providing housing services, TLA is strictly acting as an agent for the applicant. TLA may contract housing in its own name to facilitate the booking process. This administrative activity is costly. Applicants agree that TLA is entitled to retain the difference between what is paid to the housing provider and the fee paid by the student, as a compensation. A \$200 reservation deposit is required when booking housing. This down payment is deducted from the total housing amount due. After the booking has been received and confirmed by TLA, the cancellation policy is:

HOMESTAY: A US \$ 200 cancellation fee will be due if homestay cancellation occurs less than 10 (ten) business days prior to the arrival date. If students cancel their housing on the day of check-in or after check in, there will be no refund for bookings of 2 weeks or less. For bookings of more than two weeks, TLA will refund the amount paid by the student after retaining two weeks of housing fees. **A change of homestay request after the housing program started is subject to a two-week notice and subject to availability. Should the student require to move earlier than 2 weeks from notice, a fee equivalent to two weeks of homestay fees must be paid**

APARTMENTS: There is no refund for bookings of 2 weeks or less. For bookings of more than two weeks, cancellation at any time after the booking is confirmed is subject to a cancellation fee equivalent to two weeks of housing price. Students who wish to change their accommodation after arrival must give the School a 10-business day notice. Change is subject to availability. All claims or refund requests must be submitted before the student ends their enrollment time/complete their course, whichever is earlier.

AGE REQUIREMENTS –CLASS SIZE- HOLIDAYS

The minimum enrollment age is 16.

The maximum class in General English and Test preparation classes is 15. The maximum class size in Executive English and Platinum classes is 5.

In 2023 the school will be closed on:

**JANUARY 16 - APRIL 7 - MAY 29 - JUNE 19 - JULY 4 - SEPTEMBER 4 - NOVEMBER 23 & 24
DECEMBER 25 to 29.**

There is no refund for missed scheduled group classes due to Holidays.

MISSED CLASSES

Missed group classes (absences) will not be made up. No refunds or make-up classes are available for group classes not meeting because of school or national holidays, Acts of God, natural disasters (floods, hurricanes, storms), power outages, building closure, terrorism, war, forced closures due to pandemic or virus epidemic and/or when the school cannot operate because of events beyond TLA's control. Private lessons will be made up.

ATTENDANCE

In order to receive a certificate of completion participants must keep an average attendance of 80%, based on a total number of hours they signed up for. F1 visa holders, must keep satisfactory attendance at all times. Participants enrolled in a sponsored program may be subject to different, higher attendance requirements. In such instance, the sponsor's attendance requirements will prevail.

PHOTOGRAPHY, VIDEO AND SOCIAL MEDIA:

TLA may take photos and videos of its premises and classes in order to promote the school through websites, social media and marketing events. If students do not wish to have their image disseminated or become aware that promotional materials which may involve their image are being filmed/photographed, they must notify TLA to deny use of their image. Unless TLA is notified by in writing, it is understood that participants agree to the use and distribution of their image.

LIABILITY AND FORCE MAJEURE

TLA is not responsible for damage to or loss of personal property, theft and/or injury to people or property by any cause except those that are imposed by statute. Applicants understand and agree that homestay hosts and/or TLA are not liable for any loss of property, damage, injury, health issue including contagion or disease that may occur to the applicant while hosted in a homestay or taking classes at TLA. TLA may not be held liable for being unable to render services for reasons beyond TLA's control, **including pandemic events or disruption caused by virus contagion**, terrorism, war, acts of God (hurricanes, floods, natural disasters, etc.) and any Force Majeure cause (loss of power, road closures, riots, strikes etc.). In such instances, no refunds will be due for missed classes.

I read and understand the above. I agree with TLA enrollment terms and conditions.

Applicant's name _____

Signature _____

Place and Date

www.sprachenmarkt.de, Tel: +49-711-12 85 15 40, service@sprachenmarkt.de