Enrollment Information

Who May Apply?
Programs are open to students aged 16 to 18, or the course start date. Select programs and start dates are available for students aged 13 – 15. The program Language Courses, Courses and the Multi-Language Year offers flexible lengths between 1 to 52 weeks per year and the programs Academic Year Abroad and the Multi-Language Year start at a minimum length of 20 weeks. The same terms and conditions apply for Academic Year Abroad and the Multi-Language Year.

How to Enroll
Students may send in their enrollment details to EF by phone, online, by mail or at an EF office. The Organizer accepts the enrollment by sending the student a confirmation and initial invoice. The booking is final when EF has received the enrollment fee as well as the first installment, provided the participant’s parents and/or guardian have given their consent if the student is a minor. A non-refundable Enrollment Fee $280 and optional Cancellation Protection Fee of $100 is due upon enrollment.

Students who complete the enrollment form wishing to book an Academic Year Abroad or a Multi-Language Year will be sent the appropriate enrollment information.

What’s Included in the Course Fee?
• Course of choice (total tuition time varies according to course type)
• Shared room in a homestay with half board (breakfast + dinner Mon-Fri and all meals on weekends) or student residence
• Wi-Fi access at the EF International Language Campus
• Digital learning media and academic resources
• Placement and progress tests
• EF Course Certificate and EFSET Graduation Report
• Access to My EF from enrollment
• Online post-course for up to three or six months (depending on course)
• The Course Fee is comprised of two elements: The Tuition Fee (40%) for lessons and the Student Services Fee (60%) for other items including homestay accommodation.

The Course Fee comprises two elements. The Tuition Fee (40%) for lessons and the Student Services Fee (60%) for other items including homestay accommodation. For more detailed information about what’s included in the Course fee, see individual destination pages 22-47. Included accommodation, meal plan and other services vary from destination and type of course.

What’s Not Included in the Course Fee?
• Enrollment fee
• Cancellation Protection Fee
• EF Course Materials
• Local transportation to and from the EF International Language Campus and transfer to and from the airport to accommodation
• Internet/Wi-fi in homestay or residence may not be available
• Flights and travel insurance (i.e. DLF, DLF, DELE, HSK, JPLT, etc.)
• Optional activities and excursions
• Credit card fees
• Courier fees

Methods of Payment
The course fees must be paid by any of the following means: 1. Partial or full payment by credit card (where applicable)
2. By bank transfer to EF Language Schools, Inc. at the following account:
   Name of bank: SEB (Skandinaviska Enskilda Banken) Address: 245 Park Ave, New York, NY 10017
   Account holder: EF Language Schools Inc.
   Account holder address: Two Education Circle, Cambridge MA 02141
   Account: 00004459
   SWIFT Code: ESUEUS33XXX

   *If asked for intermediary information, the wire to SEB goes through Bank of New York Mellon routing 021000118, SWIFT Code: IRVTUS31
   Account: 890439688

   Please note that cash cannot be accepted.

Payment Plan
Students will receive a booking confirmation upon enrollment and an invoice for a second payment due 10 days after enrollment. A final invoice for the remaining balance is due at least 60 days prior to your program start date. For late payments, EF reserves the right to charge a late payment fee of $75.

Students who enroll in EF’s Academic Year Abroad or a Multi-Language Year programs will receive a booking confirmation upon enrollment and an invoice for a second payment due 10 days after enrollment. A final invoice for the remaining balance is due at least 60 days prior to your program start date. For late payments, EF reserves the right to charge a late payment fee of $75.

Enrollees to receive made within 30 days of the course start date will be charged an additional non-refundable courier fee. The payment of the whole course fee is due on the enrollment day. Any promotional offers confirmed at the time of booking are subject to the student keeping the payment plan and not reducing the length of the booking or downgrading the course type.

Free flight offer
For Intensive and Exam courses of 12 weeks and longer EF offers a flight cost contribution with a maximum of $1000 USD. The flight booking must be made through EF. This offer cannot be used in conjunction with any other EF offer. The flight contribution will be fully charged to the customer if the course type is changed to a General or Basic course or if the course is terminated and has therefore less than 12 weeks in length. Any fuel surcharge and airport taxes will not be included in the free offer. This offer is valid until December 31, 2018 and is subject to cancellation without further notice.

Travel Insurance Coverage
All students traveling with EF International Language Communities are required to have adequate insurance coverage from the time of departure until the return. Insurance policies must meet medical expenses in case of illness and accidental death as well as emergency hospitalization and third party liability coverage. Proof of insurance needs to be signed and sent in original to EF International Language Campuses 45 days before the course start date.

Please note that insurance needs to be valid worldwide and cover the student, not only while in EF programs. In addition, the student must be covered for 15 days before and 15 days after the course end date if the value is 15 USD or more.

Activity credits
Activity credit remaining after the course end date can be transferred to another course for up to 12 months after the course end date or refunded for up to three months after the course end date if the value is 15 USD or more.

Group Travel packages
The Group Travel includes an EF Leader and transfer to accommodation or EF International Language Campuses and flights if applicable. The minimum group size for Group Travel is 17 students. Travels for smaller groups can be arranged for a “Small Group Supplement”. EF maintains the right to third group travel arrangements for groups smaller than 17 within 28 days of departure. Fuel
surcharge and airport taxes will be added on all Group Travel packages where applicable.

Rebooking
Any request to change destination, course type, start date, or type of accommodation after initial enrollment will result in a rebooking fee of $75, which will be charged immediately. EF retains the right to make changes to destination, course type, start date, or type of accommodation up to 28 days before the course start date.

Cancellations before program start
All cancellations must be made in writing to the nearest EF office, local EF representative, or EF’s School Director. In all cases, the Enrollment Fee, the second payment, Cancellation Protection fee and courier fee are non-refundable. Late cancellations should be made before 5 p.m. (Eastern Standard Time) on the Thursday prior to your program start date in order to obtain refund for any booked transfers. For all destinations, the following procedures apply:

- If the student cancels 60 days or more before the start of the program, the Course Fee will be refunded, with the exception of the Program Deposit and second payment. The Enrollment Fee, Cancellation Protection Fee, and courier fee will not be refunded. The Program Deposit will be refunded if the student’s visa is denied.
- If the student cancels 30 to 59 days prior to departure, the Tuition Fee is fully refundable. EF will retain 40% of the Student Services Fee (max. $2500) to cover the cost of prepaid accommodation and services. The Program Deposit of 10% will not be refunded.
- If a student cancels 29 days or less prior to departure, EF will retain 50% of the Tuition Fee. EF will retain 40% of the Student Services Fee (max $2500) to cover the cost of prepaid accommodation and services.

Cancellation prior to the start date of the course – “no show”
Students who cancel prior to the start of scheduled classes (same day cancellation, language camps, classes or no show) will be charged the same fees as late cancellations (29 days or less prior to start date). No refund will be granted if you arrive late to or are absent during your program.

Withdrawals after course start
All withdrawals need to be made in writing to EF. If the student wishes to withdraw from their course after arrival at the International Language Campus, then the student must inform the EF School Director and sign a copy of the course change notification form. Refunds, if eligible, are made by the EF office or representative where the course fees were paid. EF is not obliged to make any refunds. All course fees are terminated due to violation of EF’s written disciplinary and/or attendance policies or local, state or federal laws. If the student withdraws from their course after arrival at the EF International Language Campus, they must give their EF School Director at least four weeks’ advance notice. No refund will be given during the first 4 weeks of the notice period. The student will receive a full refund of the Course Fee for all remaining weeks after the four-week notice period.

For students who withdraw after the mid-point (50% of the total booked course duration) of the course, EF will retain all charges for the course. Charges other than Tuition: Included in the course fee is a $400.00 housing administration fee, which is non-refundable. Extra costs, such as books, are non-refundable. Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, EF will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

Changes after course start
Students who wish to make changes to their course after the start date will incur a change fee of $75. A student who wishes to change from an Intensive course to a General course or to a less expensive destination will not receive a refund for the price difference between the two programs. Students who perceive that the course or other services promised from EF are not being performed according to the agreement shall inform EF without delay, in writing, to the EF representative in their home country.

Student Code of Conduct
Students agree to abide by student conduct rules and other policies while enrolled in EF programs. Inappropriate conduct includes but is not limited to illegal activity or behavior that deliberately disrupts the living environment or damages EF property or the property of fellow classmates. Students in breach of this code of conduct will be expelled or suspended from the program and no refund will be issued.

Passport and visas
Each student is responsible for their own passport and any applicable visas.

Validity of Brochure Fees
The prices published in this brochure are based upon currency exchange rates in effect at the time of writing June 21, 2018. They are therefore subject to change up to 20 days before departure, in case the exchange rate between the USD and the currency of the country of the EF International Language Campus changes significantly. The prices in this brochure are valid until September 30, 2019.

Personal Data
The student’s personal data, such as personal data provided by them in the application form, will be processed by EF for the purposes of completing their booking, providing them with the products and services that they have ordered (including travel insurance coverage), for customer service, or as otherwise necessary to perform the contract between the student and EF. EF may share the student’s personal data with their corporate affiliates, claims handlers, and other business partners both within and outside the EEA/Switzerland. EF has put appropriate safeguards in place for transfers of the student’s personal data outside the EEA/Switzerland, including the standard data protection clauses adopted by the European Commission. EF and its affiliates may also use the student’s personal data, combined with information about them obtained from third party sources, to market EF’s products and services, including special promotions based on the student’s interests. The student has the right to, at any time, draw their attention to EF or object to using their personal data for direct marketing purposes by contacting EF at the address set out below. EF will only keep the student’s personal data for as long as it is necessary for the purposes for which it has been collected or in accordance with time limits stipulated by law and good market practice, unless further retention is necessary for compliance with a legal obligation. EF will keep personal data for marketing purposes until the student withdraws its consent. If the student would like to have a copy of the information EF holds about them, or a copy of the standard data protection clauses, or would like to rectify or erase personal data, or restrict the processing of personal data, or otherwise object against EF’s processing, or use their right to data portability, please contact the Organizer (data controller) at the address Haldenstrasse 4, 6006 Lucerne, Switzerland. If the student would like to lodge a complaint, they may contact the supervisory authority in their home country. Please see EF’s privacy policy available at https://www.ef-edu/legal/privacy-policy to read all information about how EF processes your personal data and your rights.

Photography and film material
By utilizing EF’s terms and conditions, the student accepts that EF freely can use all photography, film and sound material that has been created by EF and or by EF’s staff during the course, without asking further approval from the student.

Liability and force majeure
EF will not be liable or responsible for any loss, damage, inconvenience, delay in performance, or failure to perform in connection with the provision of any goods or services due to causes beyond EF’s reasonable control, including but not limited to force majeure, fire, natural disaster, acts of government, failure of suppliers or subcontractors, labor disputes, civil unrest, criminal, terrorist or threatened terrorist activities of any kind, public health emergencies, any negligent or willful act or failure to act by any third party, or any other cause beyond the direct control of EF. These conditions do not affect your rights as defined by the consumer protection laws in your host country.

Misspellings and typos
EF reserves the right to correct typographical errors and is not bound by obvious inaccuracies.

Organizer
All travel and language courses are organized and sold by EF Education First Ltd, First Ltd, Switzerland. EF Language Schools Inc. promotes in USA, the travel and language courses organized and sold by EF Education First Ltd, Switzerland.

Flights
If EF books flights on a student’s request, the student acknowledges and agrees to be bound by the airline’s policies and terms and conditions. EF is not responsible for airline schedule changes, cancellations or mechanical failures, airline dispute or capacity-related flight delays. Any airline fees for rebooking, rerouting or cancellation for customer’s wish to change course, destination, course start or length are the responsibility of the customer. EF reserves the right to charge for increases in airline fuel charges and government taxes which are beyond EF’s control.

Governing Law
This agreement shall be governed by the laws of the Commonwealth of Massachusetts, without regard to conflict of law provisions. Any dispute or claim arising out of or in connection with this agreement must be resolved by a court located in the Commonwealth of Massachusetts.

Course start dates
Intensive, General and Exam Courses
- Munich, Paris, Barcelona, Playa Tamarindo, Rome, Lisbon: 2018: Sept 10, 24, October 8, 22; November 5, 19, December 3, 17, 31 2019: January 14, 28, February 11, 25; March 11, 25, April 8, 22, May 6, 20; June 3, 17, July 1, 9, 15, 22, 29; August 5, 12, 26, September 9, 23, October 7, 21, November 4, 18, December 2, 16, 30 2020: January 13, 27, February 10, 24; March 9, 23, April 6, 20
- Lisbon, first start date is 5 November 2018
- Madrid, Malaga, Berlin, Nice, Shanghai, Tokyo, Seoul, Dubai: 2018: September 3, 17, 24; October 1, 15, 29; November 12, 26; December 10, 24 2019: January 7, 21, February 4, 18, March 4, 18, April 1, 15, 29, May 13, 27; June 10, 24, July 1, 8, 15, 22, 29, August 5, 12, September 30, October 14, 28, November 11, 25, December 9, 23
- Dubai: first start date is 5 November 2018
- Saint-Raphaël: 2019: July 1, 8, 15, 22, 29; August 6 2018: September 17, November 5; 2019: January 7, April 22, June 17, September 15 2020: January 6, April 20, June 15, September 14
- Start date for select schools. Contact your local EF office for details.
Enrollment Information

Please complete this form and mail or fax it, together with the Enrollment Fee of $280 and the Cancellation Insurance Fee of $85 and an original copy of your passport to the above address. Please fill out this form in block letters.

Your personal data

☐ Male ☐ Female

First Name ____________________________________________

Last Name ____________________________________________

Home Address _________________________________________

______________________________________________________________________________________________

Country _____________________________________________

Telephone ____________________________________________

Student’s Email address (mandatory) ________________________________

Email address to send invoice to _________________________________

Date of Birth (day/month/year) ____________________ Birth Country __________________________

Country of Citizenship _________________________________________

Occupation/Employer ____________________________________________

Current or former school/university ____________________________________________

Teacher’s Name: _____________________________________________

How did you hear about EF? ____________________________________________

Do you wish to have EF help you with your flight arrangements? Yes ☐ No ☐

Do you have any dietary restrictions or requests? There may be an extra charge of $20 per week.

Do you smoke? ☐ Yes ☐ No

Do you have any existing medical conditions/allergies? ☐ Yes ☐ No

If yes, please specify: ____________________________________________

Your course information

Course Starting Date (day/month/year) _____________________________ Number of weeks __________

Do you plan to take an Exam? ☐ Yes ☐ No If so, which one?* ☐

*Please specify which exam such as DELE, DALF, DELF, HSK, JLPT, etc.

What is your language level? ☐ Beginner ☐ Intermediate ☐ Advanced

Parent/Guardian/Emergency Contact Information

Name/Relationship to Traveler ______________________________________

Address  _______________________________________________________

Telephone ______________________________________________________

Email Address ____________________________________________________

Optional EF travel services

Do you wish to take EF Cancellation Protection? ☐ Yes

Do you wish to have EF help you with your flight arrangements? ☐ Yes

Do you wish us to arrange your arrival or roundtrip transfer? ☐ Arrival ☐ Roundtrip

Please mark your choice by filling in the square ☐

Destination and Course Type

EF Intensive
EF General
EF Basic
EF Exam Preparation
EF Junior Program
EF Language Year Abroad - Intensive
EF Language Year Abroad - General
EF Advanced Diploma Program
EF University Foundation Year
EF College Credit
EF Internship/Volunteer Program

Accommodation

EF Homestay: Single Room
EF Homestay: Twin Room
EF Campus Living: Single Room
EF Campus Living: Twin/Triple/Quad
EF Residence: Single Room
EF Residence: Twin/Triple/Quad
EF Apartment
Hotel

Travel Insurance Coverage

It is mandatory to be insured and the Erika travel and medical coverage is therefore included for all students. Should you wish to renounce this coverage you will need to send in a copy of your insurance policy and sign a waiver.

Your Signature

I authorize EF to take appropriate action in the event of a medical emergency. I have read and agree to the conditions outlined on page 44 of this brochure. I consent to the processing of my personal data. The signature of a parent/guardian will also constitute their consent required for the student to participate in all EF programs, including activities, offered at the schools.

Signature of applicant: ___________________________________________

Date: __________________________

Signature of parent or guardian: ___________________________________

(if applicant is under 18 years old)

Date: __________________________

Mail this form to:
EF International Language Campuses (USB)
Two Education Circle, Cambridge, MA 02141
Tel: 1-800-992-1892
Fax: 1-617-619-1701
Email: ILS@ef.com

Refer a friend! Do you know someone interested in a language course abroad? If they book, you’ll get a free weekend activity on us!

First Name: __________________________ Last Name: __________________________

Home Address: ___________________________________________________________

Email: ____________________________ Mobile: ____________________________

Your Payment Authorization & Signature

I authorize EF to charge the enrollment deposit ($195/250) to reserve my space in the course. Plus optional cancellation insurance ($85/150).

Amount $_____

Credit card number: ____________ ____________ ____________ ____________

Expiry Date (mm/yy) __/__ __/__

CVV2 number (3 digits) ______

I hereby authorize EF Language Colleges Ltd to withdraw the above stated amount from my credit card. I declare that I am the owner and authorized user and that the card is valid and its usage is not blocked by the issuing bank.

Name of card holder: ____________________________________________

Signature of card holder: ____________________________________________