

Please print clearly: As shown on passport

Personal information

Last name			First name			Middle name		
Address in home country						City		
State / province				Country		Postal code		
Home phone number						Mobile phone number		
Email						Company name		
Country of birth						Country of citizenship		
Date of birth (month/day/year)				Age		Gender		
Do you need an I-20 Form? Yes <input type="radio"/> No <input type="radio"/>				Do you need an I-20 Form transferred? Yes <input type="radio"/> No <input type="radio"/>				
How did you hear about Berlitz study abroad programs?								

Program information

Type of program		City		Number of weeks		Start date (month/day/year)	
Total tuition	\$			Health insurance is mandatory for study in the US. You must show valid proof of health insurance in advance.			
Additional services	\$			Express Courier fee for sending I-20 documentation is \$75 international, \$35 domestic.			
Express courier fees (I-20)	\$			Wire transfer fees are an additional \$50.			
Wire Transfer Fee (\$50)	\$			Private program materials cost \$100.00 per level, including tax. Group program materials cost \$75.00 per level, including tax. Material fees are non-refundable.			
Total cost	\$						

Proficiency level

<input type="checkbox"/> Beginner (levels 1-2) None or limited experience speaking target language ("Where is the bathroom?" etc).	<input type="checkbox"/> Intermediate (levels 3-6) Able to hold simple conversations in target language, limited vocabulary and range of topics.	<input type="checkbox"/> Advanced (levels 7-10) Can communicate comfortably in demanding situations, including phone conversations, about most subjects.
<input type="checkbox"/> Berlitz level (if known)		

Program description

There are three course offerings, priced per person, and do not include Homestay. All BSA programs include a virtual welcome letter, tuition, registration fee, and one level of materials. A level assessment is given upon student's arrival at the language center and may be subject to change within first week. Students on an **F-1 Visa must attend 18 hours of instruction per week.**

The following Private programs are offered at all Berlitz-US language centers and include a customized curriculum for levels 1-10. Customized programs focus on student's individual goals. With each new level attained, students must purchase additional materials at the language center. Lessons are 45 minutes each and include a five minute break.

Total Immersion Program

Private Program

Elite, customized intensive program for professionals. Can complete 1 lever per week. Price includes Online Practice, daily lunch, double lesson, registration, and one level of materials per week.

Professional or private consumer. Customized. Full day can complete ¾ of a level per week. Half day can complete ½ level per week. Price includes registration and one level of material and online practice.

F-1 student VISA or company letter required

F-1 student VISA or company letter required for 25 and 40 hour lesson programs

55 lessons per week	20 lessons per week	25 lessons per week	40 lessons per week
Monday - Friday 9:00AM - 4:30PM	Monday - Friday 9:00AM - 12:00PM	Monday - Friday 9:00AM - 12:45PM	Monday - Friday 9:00AM - 12:00PM & 1:30PM - 4:30PM
Tuition:	Tuition:	Tuition:	Tuition:
1 week.....\$3,980	1 week.....\$1,600	1 week.....\$1,950	1 week.....\$3,000
2 weeks.....\$7,860	2 weeks.....\$3,000	2 weeks.....\$3,700	2 weeks.....\$5,800
3 weeks.....\$11,740	3 weeks.....\$4,400	3 weeks.....\$5,450	3 weeks.....\$8,600
4 weeks.....\$15,620	4 weeks.....\$5,800	4 weeks.....\$7,200	4 weeks.....\$11,400
Each additional week\$3,880	Each additional week\$1,400	Each additional week\$1,750	Each additional week\$2,800

Group programs are offered ONLY at the following language centers: New York City and Washington, DC. Group programs start every month and must be taken for a **minimum of 2 weeks.** Groups are sorted into beginner, intermediate, and advanced classes and may not reflect your individual Berlitz level (if known). Teachers are on a rotating basis and rely on materials for class. **Programs include one level of materials. Additional materials may be needed and must be purchased at the language center.**

Group Program

Adults (18 yrs+).
Beginner, Intermediate, and Advanced levels.
2-week minimum.
Price includes registration and one level of materials.
F-1 student VISA or company letter required for 25 lesson program

20 lessons per week	25 lessons per week
Monday - Friday 9:00AM - 12:00PM	Monday - Friday 9:00AM - 12:45PM
Tuition:	Tuition:
2 weeks.....\$725	2 weeks.....\$845
4 weeks.....\$1,400	4 weeks.....\$1,640
6 weeks.....\$2,050	6 weeks.....\$2,410
8 weeks.....\$2,700	8 weeks.....\$3,180
Each additional week\$300	Each additional week\$360

US locations*

*F-1 student VISA students ONLY eligible for New York and DC.
Over 500 locations in 30 countries, including the following in the US:

District of Columbia... Washington	New Jersey.....Princeton
Maryland.....Odenton	New York.....New York City
	Virginia.....Tysons Corner

2025 US holidays

Language Centers will be closed on the following days. Classes that are missed due to national holidays will be made up at a later time.

New Year's Day..... January 1, 2025	Thanksgiving November 28, 2025
Memorial Day May 27, 2025	Day after Thanksgiving November 29, 2025
Independence Day July 2, 2025	Christmas Eve..... December 24, 2025
Labor Day September 2, 2025	Christmas Day..... December 25, 2025

Attendance termination statement

I hereby agree that if I decide to withdraw from the program prior to program completion, stop attending classes without notifying Berlitz, or Berlitz withdraws me from the program for failure to adhere to its attendance and/or academic policies and procedures, I must apply for reinstatement (if eligible) or depart the United States within 15 days.

By his or her signature below, my parent or guardian agrees to ensure that I shall be returned to my country of origin within 15 days of notification from Berlitz that my attendance in a Berlitz Study Abroad, BSA Program has been terminated.

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Signature of applicant

Date

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Signature of guardian

Date

Student health insurance waiver

While in the United States with Berlitz Study Abroad and for protection in case of illness or an accident, all students are required to have health insurance coverage. If you are covered by your own personal health insurance policy, you must sign the statement below and provide proof of insurance.

If you do not present proof of insurance at the time of registration along with documentation, in English (an insurance card or policy), you may be required to purchase third-party insurance and may be in violation of your student visa requirements.

I, the undersigned, hereby certify that I am covered by a health insurance policy that is currently in effect, and which will remain in effect during my enrollment with Berlitz Study Abroad:

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Full name (as shown on passport)

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Signature of applicant

Date

--	--

Signature of guardian

Date

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Name of insurance company

--	--

Policy number

Dates of coverage

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Company address

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City, country, postal code

Final certification / cancellation

I agree to be responsible for all Berlitz Study Abroad program fees, as well as any incidental costs incurred by me, including, but not limited to, telephone calls and any damages caused by my actions. The BSA enrollment agreement has been clearly explained to me and I fully understand the terms and conditions. Once I have started my private program, I must reschedule/ cancel before 5 p.m. the business day before or I will be charged for a full day of class. I cannot reschedule/cancel group lessons.

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Signature of applicant

Date

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Signature of guardian

Date

Emergency contact

Name	Relationship

Street address

City, state, country, postal code

Phone number	Email address

Credit card authorization

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visa	Mastercard	Amex	Diners	JCB

Credit cardholder name	Relationship to student

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Billing address

Credit card number	Expiration date

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Validation code (back of VISA, MC, JCB or diners and front of AMEX)

Amount authorized to be charged

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Signature of applicant

Important information

How to enroll for a BSA language program

- Send your completed application form with signatures
- Pay the BSA 15% deposit (tuition only) plus the non-refundable registration fee
- If requesting an I-20, you must provide proof of sufficient funds to meet your living and tuition expenses, as well as living expenses of family members traveling with you on student-dependent (F-2) Visas. Submit your financial documentation in English. Any one of the following is acceptable:
 - A current personal bank statement or an original letter from your bank
 - A letter/affidavit of support from your parents or other source of support stating that they will be responsible for your expenses during your stay at Berlitz, and a bank statement verifying their financial ability to meet your expenses
 - A letter guaranteeing financial support from your employer
 - An original scholarship letter from your government or other organization
- Copy of your passport picture page (when requesting an I-20)

Send all correspondence and your completed application to:

Mail:

Berlitz Study Abroad, BSA
7 Roszel Road
Princeton, New Jersey 08540, USA

E-mail:

us.bsaphq@berlitz.us

Acceptance

Once BSA has received your completed & signed application, documents and deposit, it will take approximately 3 to 4 business days to process your enrollment. You will receive via e-mail an Acceptance Letter and digital I-20 (if applicable). If you've requested the Form I-20 to be mailed, it will be sent via Express Courier. The fee for the International express courier service is \$75 and for domestic it is \$35.

Arrival into the U.S.

When traveling, be sure to carry your Acceptance Letter and printed Form I-20.

On your first day

Berlitz suggests that ALL students arrive 30-minutes before the start of class on the first day of class. All students will be evaluated for level placement.

Please bring your passport, your original I-20 Form, funds to pay all remaining program fees at Berlitz, and proof of medical insurance (if not submitted with application).

**For all students enrolled at Berlitz language Centers in New York State:

1. Berlitz does not provide any employment placement or counseling services in connection with the course for which you are enrolled, nor does it promise or guarantee employment of any kind by completing of the course of study described in the Enrollment Agreement.
2. By your signature on the last page of this Enrollment Agreement, you hereby acknowledge that you received all disclosure material required by Section 5005 of the Educational Law of the State of New York.

Agent Name (if different from the Registrar)

X

Agent Signature

Date

X

Registrar Signature

NYSED-BPSS Agent License No.

General information (regarding F-1 students)

Attendance

In order to get the maximum benefit from the program students should attend all classes. Students on a F-1 Student Visa MUST attend classes a minimum of 18 hours per week and maintain an 80% cumulative attendance record.

Students must complete a Multi-Purpose Request Form for the following:

- A break in study (vacation)—students can only receive a break in study after completing 26 weeks of study
- Transferring to another school
- Extending your BSA Program

Students on an F-1 Visa must notify the center and inform the P/DSO or DSO if you can not attend class. Students who have 3 consecutive absences must provide a doctor's note explaining the absence. NOTE: Students maximum total length of language training cannot exceed 36 months at Berlitz.

Students are responsible for maintaining proper status of their F-1 Student Visa.

Registration & payment fees

All payments must be in U.S. Dollars – payments can be made via Wire Transfer (fee of \$50), or by any major credit card. If paying by credit card please complete the Credit Card Payment Authorization section on page 3. If paying via wire transfer please remit the full-payment to:

Berlitz International, Inc.	Account #: 8001188574 ABA
PNC Bank of New Jersey	Routing #: 031207607 Swift
842 State Road, Princeton, New Jersey 08540	Address: PNCCUS33

You MUST list BSA, Student's Full Name, and Name of the City of Language Center on the Bank Information Sheet.

How to obtain a Student Visa

According to U.S. immigration laws, you must enter the United States on a non-immigrant, student (F-1) visa if you wish to study more than 18 hours per week. Berlitz Study Abroad Centers are authorized, under federal law to enroll non-immigrant alien students. To obtain an F-1 student visa and make an appointment at U.S. Embassy for a personal interview, you will need to pay a SEVIS Fee (NOT a Berlitz Fee) at www.FMJfee.com. You must print the receipt and present it to the U.S. Embassy or U.S. Consulate along with certain documents to demonstrate your intent to study in the United States and, after completion of your studies, return to your home country. The documents you need: Form I-20 obtained from Berlitz; proof of financial certification; a valid passport; and evidence of ties to your country. We recommend that you make an appointment for your interview at least 60-120 days before the date you intend to begin your studies. You can find more guidance on the process and requirements at the Department of Homeland Security's "Study in the States" page here <http://studyinthestates.dhs.gov/>

Refund and cancellation policy

- If you cancel your program prior to your start date or your VISA is denied, you will receive a full refund of all tuition fees paid. The Registration, material, courier, and wire transfer fees are non-refundable. However, if Berlitz terminates your enrollment prior to the start of your program, you will receive a full refund of all tuition and fees paid including registration, material, courier, and wire transfer fees.
- If you cancel or Berlitz terminates your enrollment after classes have begun in a Total Immersion® or Private program, you will be refunded for all lessons not taken. However, the registration, material, courier, and wire transfer fees are non-refundable.
- If you cancel or Berlitz terminates your enrollment after classes have begun in a Group program, you will be refunded for the weeks not taken. However, the registration, material, courier, and wire transfer fees are non-refundable.
- If Berlitz does not accept your application, Berlitz will refund you all tuition and fees collected.
- Refunds will be made within 30 calendar days of your cancellation or withdrawal from the program. Refunds will be processed via the same method from which payment was received.
- If your enrollment is cancelled or terminated, Berlitz will, as required by federal law, notify Student Exchange Visitor Program (SEVP) that you are no longer pursuing a full course of study and, therefore, are in violation of your F-1 (student) visa status.