International Academy

Application for Admission 2012/2013

Please complete this form in block letters and mail or fax it to your local EF admissions office.

Student personal data

❑ Male ❑ Female

Family Name	First Name(s)	
Street Address	City	Postal Code
Country	Date of Birth (day/month/year)	Email
Telephone Number	Mobile Number	Fax Number

Did you hear about EF through a representative? If yes, what was the name of the EF representative?

Parent/legal guardian

Name of Parent/Legal Guardian		
Address (if other than above)	City	Postal Code
Telephone Number	Mobile Number	Fax Number

Current/previous education

School Name	School Address
Class and Grade Point Average	University/Career Choice (if known)

Course information

	New York	Oxford	Torbay
IB Diploma Program			
2012 September (6 terms/2 years)	❑	❑	❑
2013 September (6 terms/2 years)	❑	❑	❑
A-Level Program			
2012 January (5 terms/2 years)		❑	❑
2012 September (6 terms/2 years)		❑	❑
2013 January (5 terms/2 years)		❑	❑
2013 September (6 terms/2 years)		❑	❑

	New York	Oxford	Torbay	Vancouver
International GCSE in Great Britain				
2012 September (3 terms/1 year)			❑	
2012 September (6 terms/2 years)			❑	
2013 September (3 terms/1 year)			❑	
2013 September (6 terms/2 years)			❑	
High School Program				
Grades 9-10 in North America				
2012 September Grade 9	❑			
2012 September Grade 10	❑			
2013 September Grade 9	❑			❑
2013 September Grade 10	❑			❑

Accommodation

	Oxford	Torbay	Vancouver
Homestay – shared (incl. in course price)	❑	❑	❑
Homestay – single*	❑	❑	❑

	New York	Oxford	Vancouver
Residence – shared* (triple incl. in New York course price only)	❑	❑	❑
Residence – twin*	❑	❑	❑
Residence – single*	❑	❑	❑

*Homestay twin accommodation is included in the course price for Oxford and Torbay. Shared residence hall accommodation in triple rooms is included in the course price for New York and Vancouver. For prices pertaining to homestay single accommodation in all schools or twin/single residence accommodation in New York, Oxford or Vancouver, please refer to pages 41 to 47 or contact your local EF office.

Do you have special dietary requirements (halal, vegetarian, food allergies, etc)?:

Do you have any existing medical conditions/allergies? ❑ Yes ❑ No If yes, please specify:

Optional EF travel services

An additional fee will be charged for these services. For fees please refer to pages 41 to 47 and Terms and Conditions or contact your local EF admissions office.

Do you wish to buy Erika's medical and accident policy? ❑ Yes ❑ No
Do you wish to talk to us about arranging your flight? ❑ Yes ❑ No
Do you wish us to arrange an onward transfer from your arrival airport to your school or host family? ❑ Yes ❑ No

Undertaking

I apply to enroll the person named as a student of EF International Academy. I have read and agree to the conditions outlined on the overleaf. I undertake to pay all tuition, accommodation and associated fees incurred by the student as they become due in accordance with the Terms and Conditions. I authorize EF International Academy to take appropriate action in the event of a medical emergency. The signature below as a parent/legal guardian will constitute my consent for the student to participate in all EF International Academy programs, including activities offered.

Document checklist

- ❑ Academic transcript from the past three years from your current school(s)
- ❑ Confirmation of high school grade the student is about to complete
- ❑ Letter of recommendation from high school
- ❑ Personal statement including reasons for studying abroad, academic goals, chosen degree, and professional goals

Signature of Parent or Legal Guardian Date

Terms and Conditions

How to Apply
Please complete the Application for Admission on the previous page and return it to your local EF International Academy (EF) office. If the application is accepted, we will send a confirmation of your acceptance on the programme, along with an invoice detailing the payments due. Please note that if you are enrolling on a programme that begins within 30 days, we reserve the right to charge you for the courier service needed to receive your visa documents.

Academic requirements
Students are required to have a certain level of English for admission to EF International Academy. Students can either take a SLEP/IQPT test at an EF office or supply official TOEFL/IELTS scores. Please see specific English level requirements for each programme on pages 44 – 55. Admission to specific programmes such as the IB Diploma Programme and the A-Level Programme is conditional on English testing upon arrival at the school.

Should the test result not fulfil the admission requirements for the EF International Academy programme, the student will be offered to sign up for an English language preparation course.

Academic criteria for examination entry
Students who do not perform satisfactorily in their course work will not be entered for external public examinations by EF International Academy. Students will be formally assessed at least twice a year. The assessment will take into account:

- Course work
- Internal examination results
- Attendance
- Effort in class and homework
- Public examination potential

Students who do not meet the criteria of the programme will not be allowed to proceed with their original course but will be offered an alternative course or invited to withdraw without a refund.

School Organisational Policies
The School has policies on Health and Safety, Student Conduct, Sanctions, Complaints and Exclusion. These are made known to students on arrival and are available on request from the Headmaster/Headmistress.

Expulsion
Students are admitted on condition of the terms and rules published by EF International Academy. EF International Academy reserves the right to expel any student who seriously breaches school rules. There will be no refund in the event of expulsion.

Health
Students are accepted on the basis that their health is adequate to participate in full time studies abroad. Parents or guardians are required to inform the school of any medical condition that may affect the student's performance, behavior or safety in the school. Any form of medical condition affecting the student together with information about any medication or regime required by the student must be made known in English to the school who will share this information, as appropriate, with the homestay parents and school officials.

Accommodation
Host family accommodation is included in the Programme Fee In Oxford and Torbay. New York and Vancouver Programme Fees include residence accommodation. Subject to availability students may elect to stay in residence accommodation for an additional supplement in Oxford which includes half board meal plan. Residence accommodation is not included during the Christmas holiday period. Students wishing to stay on campus over the Christmas holidays may do so for an additional fee based on availability. Contact your local EF office or representative for details.

On application, students are requested to indicate accommodation preferences. Whilst EF International Academy uses its reasonable endeavours to provide the accommodation requested, the school is not bound to provide a specific type of accommodation and if necessary an alternative arrangement may be provided. No change to the accommodation arrangements should be entered into without the prior written agreement of the EF International Academy Headmaster/Headmistress. In the case of an agreed change, the students will remain liable for the full accommodation payments invoiced or reserved at the time of application.

Holidays
No holidays will be authorised outside of the school calendar holiday dates and students not in school will be marked as absent. Should you choose to return to your home country or take a holiday during your course, your accommodation and meals will not be refunded. Any students wishing to stay during the Christmas break should inform EF International Academy staff at the time of booking. Summer accommodation is not available unless enrolled in a summer course.

EF International Academy is following the calendar in the country of study. No tuition will therefore be given on national public holidays.

Airport Transfers
Please indicate on your Application for Admission form if you would like an EF representative to meet you at the airport nearest to the school. The transfer fee covers the cost of administration, greeting services, and transportation. Please contact your local EF office or representative for details.

Medical Insurance
All participants are required to have an adequate accident and health insurance. EF International Academy has negotiated favourable premiums for our students with an international insurance company, Erika Travel Insurance. The policy protects against expenses incurred by accident or illness and provides coverage for loss or theft of baggage and personal effects. Full details will be sent to you along with confirmation of acceptance. Students who do not wish to purchase this policy are obliged to obtain an alternative insurance and provide a copy of the insurance policy in English. Please contact your local EF office or representative for details.

Erika Insurance Premiums

		NY USD	OXF GBP	TOR GBP	VAN CAD
Erika Insurance	/Year	1,195	695	695	1,195
Erika Insurance EU Citizen	/Year	1,195	445	445	1,195
Erika Sports Supplement	/Year	125	75	75	125

Personal Property
Students are strongly recommended to take appropriate insurance for their belongings. No responsibility can be accepted by EF International Academy for any loss or damage which may occur while the student is living in a homestay or in dorm/residence.

Methods of Payment/Deadlines
The Application Fee and the Programme Fee can be paid with bank transfers or international check (contact your local office for instructions). Please note that all transfers should reference the full name of the student, school and booking reference number to ensure quick and proper credit to his/her account. Bank charges and commissions for both the sending and receiving banks should be paid by the sender of funds or they will be applied to the student's account. The payment terms and deadlines are as follows:

To secure a place on EF International Academy programmes, payment of the first term's Programme Fee is payable immediately upon admission. The balance is due 60 days before programme start date.

Continuing students:
To secure a place for the following school year, including students enrolled in the Preparation Programme, continuing students must pay one term's Programme Fee by March 15. The balance is due 60 days before start of the school year.

If any fees become overdue, EF International Academy reserves the right to suspend or cancel tuition and to charge 1,5% interest on the balance per month or part thereof.

Payment Plan Option
Students have the option of paying their fees by an installment plan. Students wishing to to take this option need to apply in advance, 60 days prior to program start date. A fee of USD500/GBP325 will be levied.

Tuition and Fees
EF International Academy reserves the right to make adjustments to the programme content, programme fees and other fees due to international currency fluctuations, increase in transportation costs or any other factors beyond its control (including but not limited to force majeure events). Fees are subject to change during the period of enrolment.

Fees published in this catalogue are valid for the academic year 2012/2013 only. All Fees are reviewed in August each year. Notice of changes will be given in advance.

Included in the Programme Fee
All tuition, shared accommodation including breakfast and dinner during the week and brunch and dinner at weekends, regular tutorials and university placement advice, and external examination fees are included in the Programme Fee. Please note that, inter alia, some fees such as the application fee, course materials and re-sit fees are not included in the Programme Fee.

Academic Material and Other Fees

	NY USD	OXF GBP	TOR GBP	VAN CAD
Application fee	275	175	175	275
Academic field trips and activities	750	475	475	750
Materials and books fee	600	375	375	600
Housing deposit * (refunded at departure)	250	200	200	250

In New York a Housing deposit of USD300 will be Payable in school upon arrival and refundable at departure if no damage.

Cancellations, Withdrawals, and Refund Policy
All cancellations and terminations should be made in writing to your nearest EF office or local EF representative. In all cases the Application Fee, books and materials, insurance, excursion fees and Courier Fee are non-refundable.

Cancellation prior to school start
- Students cancelling 60 days or more before the start of the programme or continuing school year will be charged a cancellation fee equivalent to 5% of the Programme Fee. The student will receive a full refund of any remaining course fee except for the non-refundable fees mentioned above.
- Students cancelling less than 60 days before the start of the programme or continuing school year will be charged a cancellation fee equivalent to 15% of the Programme Fee. The student will receive a full refund of any remaining course fee except for the non-refundable fees mentioned above.

Withdrawals after arrival at the school
A student who wishes to withdraw during the school year must give EF International Academy 5 weeks advanced notice before the end of the term. EF will retain the Programme Fee for the following term and refund any remaining paid fees except for the non-refundable fees mentioned above whether or not the student continues to attend lessons.. Please note that although students may leave the school after their examinations, no fees will be reduced or refunded.

Late Arrivals, Absences, Course Changes
Late arriving students and/or students that are absent during the course will not be granted a refund. Periods of absence may not be made up with free extension of the course. Accommodation changes after arrival at the school are subject to a fee and require approval of the Headmaster/Headmistress.

Re-booking Fee
Each time you request a change after your initial application, you will be charged a re-booking fee equivalent to USD 120 payable immediately. This does not apply to students who are extending their course.

Breakages, loss or damages
Students are responsible for any damage caused by them to school property and household property of their homestay.

Publicity
Students and their parents or guardians agree that a student's name, photographs or achievement details may be used for promotional purposes without written consent or compensation.

Data Protection
In order to be able to perform its obligations, EF International Academy will need to collect certain information about each student including, without limitation, the student's address, e-mail address, gender, phone number and date of birth. Any personal data collected by EF International Academy is stored in secure operating environments that are not available to the public. EF International Academy will not share such personal information about you with entities outside the EF group of companies or the school. By submitting your application for admission you agree that your personal data may be transferred to and stored in a country that is not a member of the European Union or part of the European Economic Area.

Liability for the student
Any liability for the student shall also infer liability on the parents or guardians of the students, and such liability is joint and several.

Changes in the Terms and Conditions
EF International Academy reserves the right to make any addition, amendment or alteration to these Terms and Conditions in furtherance of our commitment to continuous improvement.

Liability
EF International Academy will not be liable in any way to the student in the event of any service contracted to be supplied by EF International Academy becoming impossible to supply, in part or in full, by reason of any cause outside the control of EF International Academy (including but not limited to force majeure events). EF International Academy will not be liable for loss, damage, or injury to persons or property howsoever caused, except where the liability is expressly imposed beyond exclusion by statute.

Accreditation
EF International Academy in the U.S. and U.K. are IB World Schools, offering the IB Diploma Programme.

All EF International Academy programmes are organised by EF International Academy Ltd.

Please return this Application for Admission form to your local EF office. You will find the address on www.ef.com/academy.

These Terms and Conditions apply to all admissions now made for courses commencing from January 2012