

UCLA Extension **AMERICAN LANGUAGE CENTER**

“Your English Connection to the World”



2012

Enrollment APPLICATION

Mail or Fax all Documents to:

UCLA Extension

**10995 Le Conte Avenue, Department K
Room 139, Main Cashier's Office
Los Angeles, CA 90024, U.S.A.**

Phone: (310) 825-9068

Fax: (310) 206-3223, Attention: ALC

INTENSIVE ENGLISH PROGRAM APPLICATION CHECKLIST for 2012

Students must be at least 18 years of age by the program start date.

- ✓ The ALC full-time Academic Intensive English Program (AIEP) and Intensive English Communication Program (IECP) require a student (F-1) visa.
- ✓ Your application cannot be processed until all required documents have been faxed to the UCLA Extension Cashier's Office at 310-206-3223.
- ✓ Tourist visas are not acceptable for full-time ALC intensive English programs, regardless of program length.

<input type="checkbox"/>	1.	A completed, legible, and accurate 2012 ALC application form: please type or print clearly in blue or black ink.
<input type="checkbox"/>	2.	Program Selection: indicate the program(s) and session(s) you will attend and the total amount due
<input type="checkbox"/>	3.	Payment Information: the nonrefundable \$150 application fee is required with your application; program fees are due by the payment deadline (page 7)
<input type="checkbox"/>	4.	Financial Certification (required for AIEP and IECP applicants) <ul style="list-style-type: none"> <input type="checkbox"/> A. Sponsor Statement (must be in English) <input type="checkbox"/> B. Verification of Bank Funds (must be in English) <p>(Both A and B must be dated within 60 days from the date your application is received)</p>
<input type="checkbox"/>	5.	Student Signature
<input type="checkbox"/>	6.	A readable copy of your passport page clearly showing your name, date of birth, passport expiration date, and photograph. A clear copy of your spouse's/dependents' passport page(s) if they will come with an F-2 visa
<input type="checkbox"/>	7.	For F-1 students transferring from another school in the United States: <ul style="list-style-type: none"> <input type="checkbox"/> A. An official ALC Transfer Form signed by the school you have been attending (with the beginning and end dates of attendance and your SEVIS I-20 release date)—<u>Please contact ALC for the official transfer form</u> <input type="checkbox"/> B. A copy of your most recent I-20 <input type="checkbox"/> C. A copy of your F-1 visa and your spouse's/dependents' F-1 or F-2 visa <input type="checkbox"/> D. A copy of your I-94 card <input type="checkbox"/> E. Full payment of application, program, and student services fees
<input type="checkbox"/>	8.	<p>Bring with you on the first day of the program:</p> <ol style="list-style-type: none"> 1. One official passport-sized (3.5 cm x 4.5 cm) or smaller photo for your ALC student identification card 2. Passport or passport copy 3. A copy of your I-20 with the U.S. port of entry stamp 4. Your local address in Los Angeles

We look forward to welcoming you! If you have questions we will be happy to assist you. Please contact us at:

The American Language Center
UCLA Extension
10995 Le Conte Avenue, Room 614
Los Angeles, California 90024-1333 U.S.A.

Enrollment questions:
alcenroll@uclaextension.edu
Website: uclaextension.edu/alc

Phone: (310) 825-9068
Fax: (310) 825-6747 (general inquiries)
Fax: (310) 206-3223 (applications and payments)

IMPORTANT REMINDERS

Here is a list of important issues to keep in mind as you complete the enrollment application. Please follow all directions carefully. If you have questions or concerns please contact us by phone at (310) 825-9068 or by email @ alcenroll@uclaextension.edu, and we will be happy to assist you.

1. **Minimum Age:** You must be at least 18 years of age on or before the start of the program you wish to enter. For example, for a program beginning on June 25, 2012, your date of birth must be on or before June 25, 1994.
2. **Passport Identification:** Please be sure to include a readable copy of your passport page clearly showing your name, date of birth, passport expiration date (passport must be valid for full program length), and photograph. If family members are coming with you, please provide clear copies of their passports showing their names, dates of birth, passport expiration date, and photograph.
3. **Home Address:** In order to process your application, your home address must include a detailed street address. We cannot process your application with only a P.O. Box; we must have a street address.
4. **Student (F-1) Visa:** If you are coming from another country to study in a full-time ALC program, you will need a student (F-1) visa. Tourist (B-1/B-2) visas are not acceptable for full-time ALC intensive English programs, regardless of the program length.
5. **Family Members Who Also Wish to Study Full-Time:** If family members are coming with you to the U.S., and they also want to study full-time in the U.S., they will also need student (F-1) visas.
6. **Student and Exchange Visitor Information System (SEVIS) Fee:** Once you receive your ALC admission documents, you must pay the SEVIS fee. The SEVIS fee must be paid and recorded in SEVIS before your visa interview. We strongly recommend that you pay the fee online at www.fmjfee.com. You will find complete information on that website.
7. **Obtaining an F-1 Visa:** For information on F-1 visas, check with the U.S. Embassy or Consulate in your country.
8. **Off-campus, Non-UCLA Housing:** Off-campus, non-UCLA housing information is provided on our website at www.uclaextension.edu/alc. All off-campus, non-UCLA housing reservations must be made with the housing providers directly, as all housing contracts and arrangements are made between the students and the housing providers and are not the responsibility of the American Language Center. You must make housing payments to the off-campus, non-UCLA housing providers directly. The UCLA Extension American Language Center cannot process these payments.
9. **UCLA Summer Housing:** UCLA on-campus housing is available for our summer programs only. The 2012 housing fees were not available when this application was published; however this information should be available in early 2012. To reserve and confirm UCLA on-campus housing, you must submit a completed application and full payment of the housing fees to the UCLA Extension American Language Center as early as possible, as UCLA campus housing is limited. UCLA Housing Services may charge an early cancellation fee, if you cancel your contract prior to your scheduled check-out date.
10. **Nonrefundable Application Fee:** The nonrefundable \$150 application fee payment must be submitted with your application. This fee payment is valid for one year.
11. **Credit Card Payments:** Credit card payments are preferred in all circumstances. If refunds are needed, the refund can be processed much faster if you pay by credit card. If you do not pay by credit card, the refund process is slow and can take from six to eight weeks.
12. **Refunds:** For information about refunds, see the "Cancellation, Refund, and Transfer Policy" on page 8.

UCLA Extension American Language Center 2012 Dates and Fees

A nonrefundable \$150 application fee is required; this fee is valid for one year. The Student Services Fee is required for all students and all programs.

ACADEMIC INTENSIVE ENGLISH PROGRAM (AIEP) & UNIVERSITY PREPARATION TRACK (UPT)

Designed for participants 18 years of age or older, AIEP specializes in English for academic purposes with emphasis on all skills, especially reading, writing, and TOEFL preparation. The program requires a student (F-1) visa and includes twenty-three, 50-minute class sessions per week.

Quarter	Session	Program Dates	Program Length	*Please Apply By:	Student Services Fee**	+	Program Fee	=	Total Fee
Winter 2012	–	January 9-March 16	10 weeks	November 14, 2011	\$545		\$3,390		\$3,935
Spring 2012	–	April 2-June 8	10 weeks	February 6, 2012	\$545		\$3,390		\$3,935
Summer 2012	A	June 25-September 14	12 weeks	April 30, 2012	\$605		\$4,110		\$4,715
	B	June 25-August 3	6 weeks	April 30, 2012	\$350		\$2,050		\$2,400
	C	August 6-September 14	6 weeks	June 11, 2012	\$350		\$2,050		\$2,400
Fall 2012	–	October 1-December 7	10 weeks	August 6, 2012	\$545		\$3,390		\$3,935

INTENSIVE ENGLISH COMMUNICATION PROGRAM (IECP)

Designed for participants 18 years of age or older, IECP specializes in English for day-to-day communication with emphasis on listening and speaking. The program requires a student (F-1) visa and includes twenty, 50-minute class sessions per week.

Quarter	Session	Program Dates	Program Length	*Please Apply By:	Student Services Fee**	+	Program Fee	=	Total Fee
Winter 2012	12	January 9- March 29	12 weeks	November 14, 2011	\$885		\$3,950		\$4,835
	A	January 9-February 2	4 weeks	November 14, 2011	\$295		\$1,650		\$1,945
	B	February 6-March 1	4 weeks	December 12, 2011	\$295		\$1,650		\$1,945
	C	March 5-29	4 weeks	January 9, 2012	\$295		\$1,650		\$1,945
Spring 2012	12	April 2-June 21	12 weeks	February 6, 2012	\$885		\$3,950		\$4,835
	A	April 2-26	4 weeks	February 6, 2012	\$295		\$1,650		\$1,945
	B	April 30-May 24	4 weeks	March 5, 2012	\$295		\$1,650		\$1,945
	C	May 29-June 21	4 weeks	April 3, 2012	\$295		\$1,650		\$1,945
Summer 2012	A	July 2-26	4 weeks	May 7, 2012	\$295		\$1,650		\$1,945
	B	July 30-August 23	4 weeks	June 4, 2012	\$295		\$1,650		\$1,945
	C	August 27-September 14	3 weeks	July 2, 2012	\$270		\$1,280		\$1,550
Fall 2012	12	October 1- December 20	12weeks	August 6, 2012	\$885		\$3,950		\$4,835
	A	October 1-25	4 weeks	August 6, 2012	\$295		\$1,650		\$1,945
	B	October 29-November 21	4 weeks	September 4, 2012	\$295		\$1,650		\$1,945
	C	November 26-December 20	4 weeks	October 1, 2012	\$295		\$1,650		\$1,945

IECP 12: Available for Winter 2012, Spring 2012, and Fall 2012 only, IECP 12 is designed for participants who intend to enroll in IECP for the entire quarter (i.e. sessions A, B, and C) and pay all fees by the payment deadline for session A. Note: The IECP 12 prices include a \$1,000 discount.

***Application Date:** We recommend applying at least 8 weeks before the program start date to guarantee space availability and to allow enough time to obtain an F-1 visa. Applications are accepted until the programs are full.

AMERICAN CULTURE & COMMUNICATION (ACC) COURSE

Designed for participants 18 years or older, the ACC Course is for people who are in the United States primarily for tourism, business, and/or visiting family. The ACC course allows participants to improve their English and learn more about American culture and life in Southern California. Participants attend morning classes only. Each morning is composed of three 50-minute sessions. This course is for part-time study only and does not qualify for the F-1 student visa.

Note: All ACC applications must be submitted in person at the ALC Administrative Office. ACC applications cannot be accepted by email or fax. ACC is for individual participants only, not for groups of students.

Quarter	Course Dates	Course Length	Student Services Fee**	+	Course Fee	=	Total Fee
Winter, Spring, Fall, & Summer (A & B)	Dates correspond to the IECP schedule	4 weeks	\$295		\$1,415		\$1,710
Summer (C) Only	Dates correspond to the IECP schedule	3 weeks	\$270		\$965		\$1,235

**Student Services Fee includes:

- Injury and Sickness Insurance—allows students to visit a hospital or clinic if medical attention is needed due to an injury or sickness (**Please note:** insurance prices are subject to periodic increases, and permanent residents of the United States will not be eligible for this insurance)
- Academic Advising—quarterly orientations regarding American universities, UCLA Extension certificate programs, and assistance with application procedures and forms
- Language/Computer Lab—up to eight hours per week of extra, after-school access to state-of-the-art language practice, email, and internet
- Housing Details—information is provided for finding a place to live (**Please note:** UCLA on campus housing is available for intensive programs in the summer only. Prices for 2012 summer on-campus housing have not yet been determined. Please look for detailed summer housing information and pricing in early 2012)
- Language Exchange Program—opportunities to meet members of the local community and UCLA for conversation practice
- UCLA Recreation Facilities—access to many of UCLA's outstanding sports and recreational facilities
- Express Mail—application and program materials sent via DHL express mail
- Certificate of Completion—an attractive certificate presented to qualifying participants upon completion of the program

Dates and fees are subject to change.

2012 Enrollment Application

Only completed, legible applications faxed to **310-206-3223** will be processed. We cannot accept applications or credit card information via e-mail.

Student ID Number: _____

For Representatives/Agencies Only:

Customer ID: 49954 Agreement No.: 176

Agency Name: Vive Campus

Representative Name: Nelson Aliaga

Representative Email: nelson@vivecampus.com

Is this a group enrollment? Yes No

Name of Group: _____

1. Student Information

Print your name exactly as it appears on your passport.

Family Name Surname/Family Name as shown on your passport _____

First Name Given Name as shown on your passport _____ **Middle Name** _____

Date of Birth: _____ / _____ / _____ Male Female
Month Day Year

2. Program Selection

Note: Refer to the program Dates and Fees. Mark the fees for the program(s) you will attend, add the fees and enter the total amount due at the bottom. The nonrefundable application fee is due once per year.

ACADEMIC INTENSIVE ENGLISH PROGRAM (AIEP) & UNIVERSITY PREPARATION TRACK (UPT):

Quarter	Program Dates	Program Length	Application Fee	Student Services Fee	Program Fee
Winter 2012	January 9-March 16	10 weeks	<input type="checkbox"/> \$150 (223654)	<input type="checkbox"/> \$545 (223655)	<input type="checkbox"/> \$3,390 (223624)
Spring 2012	April 2-June 8	10 weeks	<input type="checkbox"/> \$150 (223656)	<input type="checkbox"/> \$545 (223657)	<input type="checkbox"/> \$3,390 (223625)
Summer 2012 A	June 25-September 14	12 weeks	<input type="checkbox"/> \$150 (223658)	<input type="checkbox"/> \$605 (223659)	<input type="checkbox"/> \$4,110 (223626)
Summer 2012 B	June 25-August 3	6 weeks	<input type="checkbox"/> \$150 (223660)	<input type="checkbox"/> \$350 (223661)	<input type="checkbox"/> \$2,050 (223627)
Summer 2012 C	August 6-September 14	6 weeks	<input type="checkbox"/> \$150 (223662)	<input type="checkbox"/> \$350 (223663)	<input type="checkbox"/> \$2,050 (223628)
Fall 2012	October 1-December 7	10 weeks	<input type="checkbox"/> \$150 (223664)	<input type="checkbox"/> \$545 (223665)	<input type="checkbox"/> \$3,390 (223629)

INTENSIVE ENGLISH COMMUNICATION PROGRAM (IECP):

Quarter	Program Dates	Program Length	Application Fee	Student Services Fee	Program Fee
Winter 2012 12	January 9-March 29	12 weeks	<input type="checkbox"/> \$150	<input type="checkbox"/> \$885	<input type="checkbox"/> \$3,950
Winter 2012 A	January 9-February 2	4 weeks	<input type="checkbox"/> \$150 (223666)	<input type="checkbox"/> \$295 (223667)	<input type="checkbox"/> \$1,650 (223630)
Winter 2012 B	February 6-March 1	4 weeks	<input type="checkbox"/> \$150 (223668)	<input type="checkbox"/> \$295 (223669)	<input type="checkbox"/> \$1,650 (223631)
Winter 2012 C	March 5-29	4 weeks	<input type="checkbox"/> \$150 (223670)	<input type="checkbox"/> \$295 (223671)	<input type="checkbox"/> \$1,650 (223632)
Spring 2012 12	April 2-June 21	12 weeks	<input type="checkbox"/> \$150	<input type="checkbox"/> \$885	<input type="checkbox"/> \$3,950
Spring 2012 A	April 2-26	4 weeks	<input type="checkbox"/> \$150 (223674)	<input type="checkbox"/> \$295 (223675)	<input type="checkbox"/> \$1,650 (223633)
Spring 2012 B	April 30-May 24	4 weeks	<input type="checkbox"/> \$150 (223676)	<input type="checkbox"/> \$295 (223677)	<input type="checkbox"/> \$1,650 (223634)
Spring 2012 C	May 29-June 21	4 weeks	<input type="checkbox"/> \$150 (223678)	<input type="checkbox"/> \$295 (223679)	<input type="checkbox"/> \$1,650 (223635)
Summer 2012 A	July 2-26	4 weeks	<input type="checkbox"/> \$150 (223680)	<input type="checkbox"/> \$295 (223681)	<input type="checkbox"/> \$1,650 (223636)
Summer 2012 B	July 30-August 23	4 weeks	<input type="checkbox"/> \$150 (223682)	<input type="checkbox"/> \$295 (223683)	<input type="checkbox"/> \$1,650 (223637)
Summer 2012 C	August 27-September 14	3 weeks	<input type="checkbox"/> \$150 (223684)	<input type="checkbox"/> \$270 (223685)	<input type="checkbox"/> \$1,280 (223638)
Fall 2012 12	October 1-December 20	12 weeks	<input type="checkbox"/> \$150	<input type="checkbox"/> \$885	<input type="checkbox"/> \$3,950
Fall 2012 A	October 1-25	4 weeks	<input type="checkbox"/> \$150 (223686)	<input type="checkbox"/> \$295 (223687)	<input type="checkbox"/> \$1,650 (223639)
Fall 2012 B	October 29-November 21	4 weeks	<input type="checkbox"/> \$150 (223688)	<input type="checkbox"/> \$295 (223689)	<input type="checkbox"/> \$1,650 (223640)
Fall 2012 C	November 26-December 20	4 weeks	<input type="checkbox"/> \$150 (223690)	<input type="checkbox"/> \$295 (223691)	<input type="checkbox"/> \$1,650 (223641)

TOTAL AMOUNT DUE (for all programs selected above): _____

3. Payment: The \$150 application fee is due at this time. All program fees are due in full by the payment deadline. Please complete all sections.

Payment Options U.S. dollars only: American Express Discover MasterCard VISA JCB

Cardholder's Name (please print): _____ AMOUNT TO CHARGE: \$ _____

U.S. Dollars Only

Credit Card Number: _____ Card Expiration Date: _____ / _____

MM/YY

Billing Address: _____

Cardholder's Signature: _____ Date: _____

Cashier's Check or U.S. money order made payable to: The Regents of U.C. **Do not send cash or any international postal money orders. Please mail payments to the address listed on the Payment Deadlines Sheet or fax to 310-206-3223. We cannot accept credit card information via e-mail.**

4. Student Details – Attach a clear copy of your passport identification page with your name, date of birth, passport expiration date, and photograph.

Family Name: (Surname/Family Name as shown on your passport) _____ **Middle Name** _____
Country of Birth: _____

First Name: (Given Name as shown on your passport) _____
Country of Citizenship: _____

Is this your first time studying at the ALC? No Yes **Student Email Address:** _____

Are you transferring to the ALC from another school in the U.S.? No Yes → If yes, name of the school: _____

Student's Permanent Home Country Address (mandatory) – cannot be a post office box:
Street: _____
City: _____ **State:** _____
Country: _____ **Postal Code:** _____
Tel: _____ **Fax:** _____

Emergency Contact Information (in the U.S. or in your home country)
Local Contact Person's Name: _____
Relationship: _____ **Tel:** _____
(father, mother, friend, etc.)
Email: _____

Home Country Contact Person's Name: _____
Relationship: _____ **Tel:** _____
(father, mother, friend, etc.)
Email: _____

Mailing Address
 Admission documents will be sent to an address outside of the U.S.
 *If you are a transfer student, you must include an address in Los Angeles below.

Check this box if your mailing address is the same as your permanent address.
Street: _____
City: _____ **State:** _____
Country: _____ **Postal Code:** _____
Tel: _____ **Fax:** _____

Will you need special services to accommodate a physical, perceptual, or learning disability? Yes No
 If yes, please explain: _____

5. Financial Certification (Required for AIEP and IECP applicants.)

Calculation of Financial Support

You and/or your sponsor must provide for your educational and living expenses for the duration of your educational program. In addition, educational and/or living expenses must be provided for your husband, wife, and/or children who will accompany you. You may use the following table to calculate your educational and living expense before you complete sections "A" and "B" at the right.

Minimum Funds Required for Program				
Duration of Stay	Student's Education & Living Expenses	+ Spouse	+ Each Child	Total
3 or 4 weeks	\$3,391	\$460	\$308	\$
6 weeks	\$4,494	\$690	\$462	\$
10 weeks	\$7,325	\$1,150	\$770	\$
12 weeks	\$8,753	\$1,380	\$924	\$

Will a husband, wife, and/or children accompany you with an F-2 visa?

Yes No If yes, please list:

1. Name: _____
(Surname/Family Name as shown on your passport)

Country of Birth: _____ **Date of Birth:** _____

Country of Citizenship: _____ **Relationship:** _____

2. Name: _____
(Surname/Family Name as shown on your passport)

Country of Birth: _____ **Date of Birth:** _____

Country of Citizenship: _____ **Relationship:** _____

Include a copy of each dependent's passport page showing the photo identification and attach an extra sheet for additional dependents.

A. Sponsor Statement (must be in English)

I have read the information regarding the cost of the program and living expenses for the period of study at UCLA Extension—American Language Center. I certify that these funds are available for the student and any family members. I accept full responsibility for these expenses and have included fund verification from my bank.

This section must be signed only by the bank account holder.

Name: _____ **Relationship:** _____
(self, father, mother, friend, etc.)

Street: _____

City: _____ **State:** _____

Country: _____ **Postal Code:** _____

Signature: _____ **Date:** _____

A separate letter of sponsorship, signed and dated within the last 90 days, which states the amount of financial support and the relationship to the student, may be submitted instead of completing "A" above.

B. Verification of Bank Funds (must be in English)

This is to certify that the applicant or sponsor listed above is financially capable of meeting the minimum funds required for the program, which includes funds for husband, wife, and/or children. If the funds are outside the United States, the applicant is permitted to use them under his/her government's present regulations.

Name of Bank Official: _____

Title of Bank Official: _____

Bank Official's Signature _____

Date (within the last 90 days) _____

Bank Stamp or Seal
(This is not a guarantee of funds.)

An original bank letter written on official bank stationery (dated within the last 90 days) may be submitted instead of completing "B" above.

6. Student Signature: I certify that the information contained in this form is complete and correct to the best of my knowledge.

Signature: _____

Print Name Here: _____

Date: ____/____/____
 month day year

UCLA Extension
American Language Center
2012 Payment Deadlines

WINTER 2012			
Program	Program Dates	Check, Credit Card, and/or Money Order Payments Due By	Wire Transfer Payments Due By
AIEP Winter 2012	January 9-March 16, 2012	December 16, 2011	November 21, 2011
IECP Winter 2012 12	January 9-March 29, 2012	December 16, 2011	November 21, 2011
IECP Winter 2012 A	January 9-February 2, 2012	December 16, 2011	November 21, 2011
IECP Winter 2012 B	February 6-March 1, 2012	January 23, 2012	December 16, 2011
IECP Winter 2012 C	March 5-29, 2012	February 20, 2012	January 23, 2012
SPRING 2012			
Program	Program Dates	Check, Credit Card, and/or Money Order Payments Due By	Wire Transfer Payments Due By
AIEP Spring 2012	April 2-June 8, 2012	March 19, 2012	February 20, 2012
IECP Spring 2012 12	April 2-June 21, 2012	March 19, 2012	February 20, 2012
IECP Spring 2012 A	April 2-26, 2012	March 19, 2012	February 20, 2012
IECP Spring 2012 B	April 30-May 24, 2012	April 16, 2012	March 19, 2012
IECP Spring 2012 C	May 29-June 21, 2012	May 15, 2012	April 17, 2012
SUMMER 2012			
Program	Program Dates	Check, Credit Card, and/or Money Order Payments Due By	Wire Transfer Payments Due By
AIEP Summer 2012 A	June 25-September 14, 2012	June 11, 2012	May 14, 2012
AIEP Summer 2012 B	June 25-August 3, 2012	June 11, 2012	May 14, 2012
AIEP Summer 2012 C	August 6-September 14, 2012	July 23, 2012	June 25, 2012
IECP Summer 2012 A	July 2-26, 2012	June 18, 2012	May 21, 2012
IECP Summer 2012 B	July 30-August 23, 2012	July 16, 2012	June 18, 2012
IECP Summer 2012 C	August 27-September 14, 2012	August 13, 2012	July 16, 2012
FALL 2012			
Program	Program Dates	Check, Credit Card, and/or Money Order Payments Due By	Wire Transfer Payments Due By
AIEP Fall 2012	October 1-December 7, 2012	September 17, 2012	August 20, 2012
IECP Fall 2012 12	October 1-December 20, 2012	September 17, 2012	August 20, 2012
IECP Fall 2012 A	October 1-25, 2012	September 17, 2012	August 20, 2012
IECP Fall 2012 B	October 29-November 21, 2012	October 15, 2012	September 17, 2012
IECP Fall 2012 C	November 26-December 20, 2012	November 12, 2012	October 15, 2012

All payments must be routed directly to the UCLA Extension Cashier's Office for processing (contact information provided below). Please be advised that applications and payments for the American Culture and Communication (ACC) Course must be submitted in person at the ALC Administrative Office.

UCLA Extension Cashier's Office

Attn: ALC

10995 Le Conte Avenue, Room 139

Los Angeles, CA 90024

Phone: (310) 825-6130 Fax: (310) 206-3223

If remitting check payment, make checks payable to the "Regents of U.C." We recommend that checks be sent by DHL, FedEx, UPS, or another express mail courier well in advance of the payment deadline.

2012 ALC CANCELLATION, REFUND, AND TRANSFER POLICY

All cancellation, refund, and transfer requests must be submitted on an ALC “Cancellation, Refund, and Transfer Request Form” and are subject to approval by American Language Center (ALC) management. If payment was made by credit card, in most instances, a credit will appear on the same credit card used (allow 3-5 weeks for processing). If payment was made by check, cash, or bank wire transfer, a refund check will be issued (allow 6-8 weeks for processing). There is a \$30 processing fee for each refund issued, and this fee is subject to change.

A. Nonrefundable Application Fee

All application fees must be submitted with the application. The American Language Center’s (ALC) enrollment and housing application fees are non-refundable.

B. Cancelling Programs Prior to Arrival in the U.S.

Students who cancel prior to arrival in the U.S. must submit a “Cancellation, Refund, and Transfer Request Form” prior to the start date of their program, and return their official documents to ALC.

Full refunds, minus the processing fee, may be made to students who have been denied a student (F-1) visa. A visa denial letter is required if a refund is requested due to a visa denial and the request is submitted after the program start date. Students must submit a “Cancellation, Refund, and Transfer Request Form” and return their official documents by Monday of the second week of the program.

Requests received after the deadlines above will result in the student not receiving a refund. Additionally, refunds are not processed until all requested items are submitted.

C. Deferring Programs Prior to Arrival in the U.S.

In order to defer programs, students must submit a “Cancellation, Refund, and Transfer Request Form” with their official documents on or before the Friday of the first week of the program. A new application also must be submitted at this time with a new program start date. If all required documents are submitted, ALC can transfer the original payment to an available future program. A \$125 program transfer fee will be deducted if a deferral request is received after the program start date.

D. Cancelling Programs after Arrival in the U.S.

No refund will be granted if students enter the U.S. with government documents indicating that they plan to study at UCLA Extension’s American Language Center and they do not enter a UCLA Extension program. Continuing students who wish to cancel subsequent programs must submit a completed “Cancellation, Refund, and Transfer Request Form” at least one week prior to the program start date. Requests received after this deadline may result in the student not receiving a refund.

Under special circumstances, students may receive an eighty percent (80%) refund if their written request is received within the first five days of their ALC program and is approved by the program administrator. No refunds will be approved after the fifth day of the program. If a student’s I-20 expires through no fault of UCLA Extension-ALC, a refund will not be issued.

E. Transferring from One ALC Program to Another ALC Program

All transfers between ALC programs within the same quarter must be requested using the “Cancellation, Refund, and Transfer Request Form” and approved by the Academic Coordinator or Academic Advisor. There will be a transfer transaction fee of \$125. The transfer transaction fee is due at the time of the new enrollment. A new ALC enrollment application must be completed. No transfer requests will be approved after the first 5 days of the program.

F. Transferring to Another School

All transfer requests must be submitted in writing and approved by the International Student Office.

G. UCLA On-Campus Housing Cancellations and Refunds

Cancellations and refund requests for UCLA summer housing must be indicated on the “Cancellation, Refund, and Transfer Request Form” and received by the ALC at least two weeks before the housing start date. All cancellations are subject to cancellation fees ranging from \$150-\$500, plus the daily housing rate for each day before the cancellation is confirmed. When cancelling your UCLA summer housing reservation, be sure to request a statement from the ALC confirming your cancellation. UCLA summer housing fees are controlled by UCLA Housing Services, not the ALC; the cancellation fees are subject to change. Generally, refunds for housing payments cannot be processed until after the end of the summer quarter. Refunds are faster when payments are made by credit card. Requests received after the deadlines above will result in the student not receiving a refund. Additionally, refunds are not processed until all requested items are submitted/returned.

* You can request a Cancellation, Transfer, and Refund Request Form by emailing alcenroll@uclaextension.edu or by calling (310) 825-9068.

2012 Cancellation, Refund, and Transfer Request Form

Please print clearly:

Student Name: _____ / _____ / _____
Family Name First Name Middle Initial

Date of Birth: ____ / ____ / ____ Student ID Number: _____
month day year

If applicable, agency name: _____

Address to send refund: _____

Email Address: _____ Phone Number: _____

Current Program: AIEP (Academic Intensive English Program)
 IECP (Intensive English Communication Program)
 ACC COURSE (American Culture and Communication Course – mornings only)

I am requesting a: cancellation from the following program:
 AIEP start date: _____
 IECP start date: _____
 ACC Course start date: _____

transfer to the following program (a new application form is required):
 AIEP start date: _____
 IECP start date: _____
 ACC Course start date: _____

cancellation of UCLA on-campus housing

Reason for request:

I have read and understand the ALC Cancellation and Refund policy (see page 8):

_____ / ____ / ____
Student Signature Date

For administrative use only:

Refund: F 80%Tuit _____ Other _____ Credit _____

Approved by 1) _____ 2) _____

Denied _____ Date: ____ / ____ / ____