

Part-Time Visitor Form to apply to ELI – PACE University

This application is for admission as a United States citizen, Permanent Resident of the United States, non-immigrant visa holders such as Tourist, Diplomat, Employee, Au Pair, and others, to study as a non-degree English language student.

Section 1: Applicant Information

All information below must be exactly the same as it appears on the applicant's passport or United States government issued photo identification.

Family Name:

First Name:

Telephone Email:

Email:

Permanent Address

Street 1:

Street 2:

City:

Zip Code:

Country:

Gender:

Female

Male

Date of Birth:

mm

dd

yyyy

Country of Birth:

Native Language:

Are you a Citizen of the United States?

NO

YES

Country of Citizenship:

Section 2: Eligibility to Study as an Immigrant or Non-Immigrant Visa Holder (Non-F1)

Non-immigrants who are attending school incidental to their primary purpose for being in the United States may attend a school of their choice either part-time or full-time (unless otherwise advised by the regulations of their visa). However, non-immigrants must abide by the rules of their current status. Please consider that certain non-immigrant visas restrict studying to part-time or do not allow studying at all. It is the applicant's responsibility to confirm if their eligibility.

Which immigrant or non-immigrant status from the choices below will you use to study part-time at the ELI at Pace University?

Permanent Resident of the United States

Tourist Visa (B1/B2)

Visa Waiver / ESTA

Diplomat (G or similar)

Work (L/H or similar)

Dependent of a non-immigrant visa holder

Au Pair (J1 or similar)

Other: _____

Section 3: Choose your Program

Choose only one (1) program and start date from the programs below. The results of your ELI Placement Exam may require you to enroll in a different program. Students may be subject to pay additional program fees such as University Technology Fee and General Institution Fee (GIF) depending on their program as outlined on our website.

PART-TIME ENGLISH PROGRAM

Winter (3-week) Part-Time English

Spring 1 Part-Time English

Spring 2 Part-Time English

Summer 1 Part-Time English

Summer 2 Part-Time English

Fall 1 Part-Time English

Fall 2 Part-Time English

PRE-UNDERGRADUATE ENGLISH PROGRAM

Spring

Summer

Fall

PRE-GRADUATE ENGLISH PROGRAM

Spring

Summer

Fall

Section 4: Applicant's Pledge

I have checked the restrictions on studying non-credit English language courses as a US Citizen or as a non-immigrant visa holder. If I have any questions I will contact the English Language Institute at Pace University before completing this application. I also have read and understood the estimated costs of attending the Pace University English Language Institute as published online.

The student consents to the participation in interviews, the use of quotes, and the taking of photographs or videos by The English Language Institute of Pace University. I also grant the English Language Institute the right to edit, use, and reuse said products for marketing purposes including use in print, on the internet, and all other forms of media. I consent with the understanding that I will not receive monetary compensation for my participation. I also hereby release The English Language Institute and its agents and employees from all claims, demands, and liabilities whatsoever in connection with the above.

I certify that all statements on this form are correct and complete.

I agree that a representative will create an account and will upload the information provided in this form into the ELI PACE site in order to start my application process.

Applicant's Name

Today's Date

(MM/DD/YYYY)

Payment and Tuition Cancellation Policy

INSTITUTION FEE: Please note that in addition to the course tuition fees, the University charges a General Institution Fee (GIF) each time a student registers. All Pace students (except au pairs) must pay the GIF. This fee is for the use of Pace facilities, including the library, the computer labs, the multi-media labs, etc. ELI students pay a reduced price during the 3-week session.

CANCELLATION AND WITHDRAWAL POLICY: Notification of your intent to cancel or withdraw from a course must be submitted by email to the ELI. Depending on the course, you may also be required to submit a "Registration Action Form" to the Office of Student Assistance. If the correct procedure is not followed, you will not receive a refund and you will receive an F for the course at the end of the term.

NON-TUITION FEES: The application, registration, technology, general institution, student activity, and university health care fees are non-refundable.

REFUND CALCULATION: Refunds are calculated as follows:

PROGRAMS 1-14 WEEKS

For all programs 1-14 weeks in length, refer to the university's tuition calculation.

ONE AND TWO DAY COURSES

Withdraw 24 hours or more before the start of the Part-Time course, 100% refund

Withdraw less than 24 hours before the start of the Part-Time course or no show for the Part-Time course, 100% forfeited (no refund given)

INDEPENDENT RESEARCH ASSIGNMENTS

0% refund

LONG-TERM PRICING

When more than one session was pre-paid to take advantage of the long-term pricing discount, and one or more of the discounted sessions is subsequently canceled, the available refund amount will be calculated by applying the non-discounted rate to the courses taken.