



Please download and save this form to your computer BEFORE entering any data. Complete the form on your computer by simply typing information into the form's displayed fields. Save it and send it by e-mail to ucla@vivecampus.com together with the rest of the required documents.

Form to begin the application process at the American Language Center of UCLA Extension (2021-2022)

1 - Student Personal Information

Family Name

(Surname/family name as shown on your passport)

First Name

(Given name as shown on your passport)

Student Email

(Student Email address)

Date of Birth

mm / dd / yyyy (Example: 3/22/1987)

Gender

Female

Male

City of Birth

Country of Birth

Country of Citizenship

Is this your first time studying at the American Language Center(ALC) of UCLA Extension?

Yes

No

Are you transferring to the ALC from another school in the US?

Yes

No

Will you need special services to accommodate a physical, perceptual, or learning disability?

Yes

No

2 – Program Selection

Participants must be at least 18 years of age. **A nonrefundable \$150 application fee** is required. The Student Services and Program Fees are required for all students and all programs. Dates and fees are subject to change.

Please select all programs that you would like to attend.

ACADEMIC INTENSIVE ENGLISH PROGRAM (AIEP)

Quarter	Program Dates	Program Length	Total Fees
AIEP Fall 2021	Sept 27 - Dec. 3, 2021	10 weeks	\$5,920
AIEP Winter 2022	Jan. 3 - March 11, 2022	10 weeks	\$5,920
AIEP Spring 2022	Mar. 28 - June 3, 2022	10 weeks	\$5,920
AIEP Summer A 2022	Jun. 20 - Sept. 9, 2022	12 weeks	\$6,185
AIEP Summer B 2022	Jun. 20 -Jul. 29, 2022	6 weeks	\$3,600
AIEP Summer C 2022	Aug. 1 - Sept. 9, 2022	6 weeks	\$3,600
AIEP Fall 2022	Sept. 26 - Dec. 2, 2022	10 weeks	\$5,920

INTENSIVE ENGLISH COMMUNICATION PROGRAM (IECP)

Quarter	Program Dates	Program Length	Total Fees
IECP Fall 12 2021	Sep. 27 - Dec. 16, 2021	12 weeks	\$6,235
IECP Fall A 2021	Sep 27. - Oct. 21, 2021	4 weeks	\$2,580
IECP Fall B 2021	Oct. 25 - Nov. 18, 2021	4 weeks	\$2,580
IECP Fall C 2021	Nov. 22 - Dec. 16, 2021	4 weeks	\$2,580
IECP Winter 12 2022	Jan. 3 – March 24, 2022	12 weeks	\$6,235
IECP Winter A 2022	Jan. 3 – Jan. 27, 2022	4 weeks	\$2,580
IECP Winter B 2022	Jan. 31 – Feb. 24, 2022	4 weeks	\$2,580
IECP Winter C 2022	Feb. 28 - Mar. 24, 2022	4 weeks	\$2,580
IECP Spring 12 2022	Mar.28 - June 16, 2022	12 weeks	\$6,235
IECP Spring A 2022	Mar. 28 – Apr. 21, 2022	4 weeks	\$2,580
IECP Spring B 2022	Apr. 25 - May 19, 2022	4 weeks	\$2,580
IECP Spring C 2022	May 23 - June 16, 2022	4 weeks	\$2,580
IECP Summer 11 2022	Jun. 7 - Sep. 9, 2022	11 weeks	\$6,185
IECP Summer A 2022	Jun. 27 - Jul. 21, 2022	4 weeks	\$2,580
IECP Summer B 2022	Jul. 25 - Aug. 18, 2022	4 weeks	\$2,580
IECP Summer C 2022	Aug. 22 - Sep. 9, 2022	3 weeks	\$2,010
IECP Fall 12 2022	Sep. 26 - Dec. 15, 2022	12 weeks	\$6,235
IECP Fall A 2022	Sep. 26 - Oct. 20, 2022	4 weeks	\$2,580
IECP Fall B 2022	Oct. 24 - Nov. 17, 2022	4 weeks	\$2,580
IECP Fall C 2022	Nov. 21 - Dec. 15, 2022	4 weeks	\$2,580

PAYMENT OF FEES

New ALC Students: We will reserve a space in your first program when you pay the \$150 application fee. The Student Services Fee and Program Fee are due by the payment deadline of your first program, and your reservation will expire if payment is not received by the deadline. If you would like to enroll in multiple programs, you must pay the Student Services Fees and Program Fees for the additional programs. We cannot hold your space for additional programs without payment.

Continuing ALC Students or Students Transferring from Another School: You must pay all fees (the Student Services Fee and Program Fee) in order to reserve your space in each program. Programs may fill up before the recommended application submission deadline, and we cannot reserve a space without full payment. Selecting programs on the application without paying does not mean that you are enrolled.

3 – Emergency Contact Information

Complete at least one contact information. Your contact can be in the U.S. or in your home country

Contact 1

Name

Relationship

(father, mother, sister, friend, etc.)

Phone

E-mail

Contact 2

Name

Relationship

(father, mother, sister, friend, etc.)

Phone

E-mail

4 – Student Permanent Home Country Address

Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Postal Code	<input type="text"/>
Phone	<input type="text"/>		

Do you want to receive the document I-20 at your Home Address mentioned above?

Yes No

If you answer is "Yes", please continue with section 5. If you answer is "No" Please specify the mailing address below.

Mailing address is different from Student permanent address:

Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/>
Country	<input type="text"/>	Postal Code	<input type="text"/>
Phone	<input type="text"/>		

5 – Dependent Information

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

Yes No

If you answer is "Yes", in addition to the application form you need to send the following information for each one of your dependents. (name, country of birth, date of birth, country of citizenship and relationship (wife, husband, son or daughter)

6 – Sponsor Information and Financial Certification

Please read the following carefully:

Financial Certification

You and/or your sponsor are financially responsible for your educational and living expenses for the duration of your educational program as well as for the educational and/or living expenses of your husband, wife, and/or children who will accompany you. All students and sponsors must provide financial certification that they are financially capable of meeting the minimum funds required for this program. Minimum funds required can be found using the table listed below. Additionally, UCLA Extension may share information from your academic record with your financial sponsor.

We will accept a bank endorsement in the form of an original letter from the bank with a bank seal dated within the last 60 days, on official bank stationery in English. All financial verifications must state the minimum amounts listed in the table below and be for liquid accounts. We will also accept a bank statement or certificate of deposit verifying the above amounts.

If a sponsor will be paying for you, please provide either an affidavit of support or letter of sponsorship, signed and dated within the last 60 days, which states the amount of financial support and the relationship to the student. If accompanied by family, the above amounts must also be available.

If you are a government-sponsored student, you will only need to submit a copy of your financial guarantee with your application. You do not need to submit a sponsor statement or verification of bank funds.

Please send the required financial certification documents to ucla@vivecampus.com

Calculation of Financial Support

You may use the following table to calculate your educational and living expenses before you complete further sections. Living expenses include the program, housing, food, books, etc. (This is an estimate made by the University and it doesn't mean that you have to pay for this fees)

Duration of Stay	Student's Education & Living Expenses	+ Spouse	+ Each Child
3 or 4 weeks	\$4,555	\$602	\$396
6 weeks	\$6,650	\$905	\$593
10 weeks	\$10,688	\$1,504	\$989
11 or 12 weeks	\$12,202	\$1,804	\$1,187

Financial Certification Options

Please select one of the following financial certification options:

I will be paying for my own expenses

A sponsor will be paying for my expenses

My government will be paying for my expenses

7 – Student Terms of Agreement

Please **check all** the statement below and provide an electronic signature (your name) and date that you have read the following:

1. Demonstrate active participation (attend 80% of total program hours)
2. Maintain satisfactory grades (A, B, C or Pass)
3. If I receive a grade of D, F, or NP in any class or have excessive absences, I will not receive a Completion Certificate for this quarter.
4. I understand that it is my responsibility to check my I-20 expiration date and make sure that it will NOT EXPIRE before the end of this quarter. I MUST contact ISO at least two weeks before my I-20 expiration date.
5. I understand that UCLA Extension abides by FERPA regulations and will not release my student information unless I expressly give UCLA Extension permission to do so
6. I understand that if I choose one of the following:
 - Affiliate my course enrollment(s) with a company or group, OR
 - Request that my company or group be billed directly for my coursesUCLA Extension will release to the appropriate company or group the following enrollment details: my account number, my student type, my course(s), course schedule(s), delivery method(s) and location(s), units, tuition amount(s) and fees due.
7. I hereby authorize The Regents of the University of California and its appointed agents to use my name, testimonials, relevant quotations, and/or photograph(s) in new promotional material developed for or by UCLA Extension. I understand that no compensation will be paid for this use. I also understand that this release does not obligate The Regents of the University of California or UCLA Extension to use my name, testimonials, quotations or photograph(s) in their promotional materials. If you do not want your name, testimonials, relevant quotations, and/or photograph(s) used for promotional use, please come to the Lindbrook Front Desk. I understand that UCLA Extension may share information from my academic record with my financial sponsor (for example, SACM).
8. I agree that a representative will create an account and will upload the information provided in this form into the UCLA Extension site in order to start my application process.
9. I agree that all information is accurate and that I have read and agree to accept the UCLA Extension American Language Center refund policy (page 7 and page 8 of the form).

Student's Name

Today's Date

2020-2021 American Language Center Cancellation, Refund, and Transfer Policy

Please read the following carefully:

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, and this fee is subject to change.

A. Nonrefundable Application Fee

All application fees must be paid before submitting the application. The American Language Center's (ALC) program application and housing assistance 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 to receive a refund. The final refund deadline is the last Friday before the program start date.

Students who have been denied a student (F-1) visa must submit a "Cancellation, Refund, and Transfer Request Form" by Friday of the first week of the program. A visa denial letter in English is required if a refund is requested due to a visa denial and if the request is submitted after the program start date.

If we receive a request after the deadlines above, the student will not receive a refund.

Representative/Agency will be responsible for paying student's outstanding fees if the cancellation form is not submitted by the above deadline.

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" on or before the Friday of the first week of the program. A new application must be submitted with a new program start date; supplemental application materials may also be required. If all required documents are submitted, ALC can transfer the original payment to an available future program. A \$125 program transfer fee will be collected 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 if 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" prior to the program start date. If we receive a request after the deadlines above, the student will not receive a refund.

No refunds will be approved after the Friday of the first week of the program. The student services fee is not eligible for a refund.

If a student's I-20 expires through no fault of UCLA Extension-ALC, a refund will not be issued.

If students arrive after the Friday of the first week of the program, they will not be able to attend and will not receive a refund.

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 Program Manager or Academic Advisor.

Approval of a transfer will depend on enrollment availability. If approved, there will be a transfer fee of \$125. The transfer fee, program fee, and student services fee are due at the time of the new enrollment.

A new ALC enrollment application must be completed, and payment for the new program must be submitted. No transfer requests will be approved after the first Friday of the program.

F. Transferring to Another School

If you plan to transfer to another school after attending ALC programs, please contact the UCLA Extension International Student Office. You will need to fill out a "Cancellation, Refund, and Deferral Request Form" and refer to section D above regarding the refund.