

# Enrollment Information

Please complete this form in block letters and mail or fax it to your EF University Preparation representative or the representative listed on the back of this brochure. Please include the enrollment fee, cancellation protection fee and courier fees (if needed) along with the documents indicated in the checklist below. If you have any questions, please email [www.ef.admissions@ef.com](mailto:www.ef.admissions@ef.com).

Please mark your choice by filling in the square

66

## Your personal data

Male  Female

First Name .....

Last Name .....

Home Address .....

City/Postal ..... Code .....

Country .....

Telephone ..... Mobile .....

Email address (mandatory) .....

Email address to send invoice to .....

Date of Birth (day/month/year) ..... Birth Country .....

Country of Citizenship .....

Your Occupation .....

University name or Employer .....

How did you hear about EF? .....

Do you smoke? .....  Yes  No

Do you have any existing medical conditions/allergies? .....  Yes  No

If yes, please specify: .....

Special dietary requirements? (halal, vegetarian, food allergies, etc): .....

## Refer a friend!

Name .....

Address .....

Mobile .....

Email .....

## Current/previous education

School Name .....

School Address .....

University/career choice (if known) .....

English teacher name .....

## Program information

Program starting date (day/month/year) .....

Program length .....

Agent name .....

## EF Travel Services (an additional fee will be charged)

Do you wish for us to arrange your airport transfers to and from your school or host family? .....  Yes

## Document checklist

- A copy of your passport
- Transcript from your school (in English)
- Reference from high school/university
- Statement of purpose including reasons for studying overseas, academic goals, chosen degree program and professional goals
- International English exam certificate (IELTS/TOEFL, Goethe, DELF, etc) or EF University Preparation Abroad English language test
- Proof of alternative insurance policy (if not taking the Erika Insurance Ltd. policy)

## Travel Insurance coverage

It is mandatory to be insured and the Erika travel insurance group coverage is therefore included for all students. Should you wish to renounce this coverage you will need to contact us and send in a copy of your alternative insurance policy in English.



## Preparation programs

- EF University Foundation Program (9 months)
- EF University Foundation Program (6 months)
- EF University Foundation Program (11 months)
- EF University Foundation Program (15 months)
- EF ACDP Semester (6 months)
- EF ACDP Year (9 months)
- EF ACDP Year (11 months)
- EF ACDP Year (15 months)
- EF Pre-Master's or EF Pre-MBA Sem. (6 months)
- EF Pre-Master's or EF Pre-MBA Year (9 months)\*
- EF Pre-Master's or EF Pre-MBA Extended Year (11 months)\*
- EF Pre-Master's or EF Pre-MBA Extended Year (15 months)
- EF Pre-PhD Year (9 months)\*
- EF Pre-PhD Semester (6 months)

	Oxford	Cambridge	New York	Boston	San Francisco	Seattle	Sydney	Singapore	Munich	Paris
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# Terms and Conditions

## Who may apply?

EF University Preparation Abroad programs are open to students age 16 and over at course start date.

## How to enroll

Students send in their enrollment details to EF by phone, online, by mail, or at an EF office. The Organizer accepts the enrollment by sending the student a confirmation and initial invoice. A non-refundable Enrollment Fee of \$295 and cancellation Protection Fee of \$195 is due upon enrollment.

## What is included in the Program Fee?

- Program of choice (total tuition time varies according to program type)
- Digital learning media
- Shared room in a homestay with half board (breakfast & dinner Mon-Fri) and all meals on weekends or select residences
- Wi-Fi access at the EF International Language Campus
- Placement and progress tests
- EF Program Certificate and EFSET Graduation Report
- Access to EF Campus Connect from enrollment
- Online pre- and post-course for up to three or six months (depending on program)
- At least one external English examination (IELTS/TOEFL) is included in all programs except EF Language Preparation Courses, and the Accelerated College Degree Program.
- A limited number of university applications are included in all programs except EF Language Preparation Courses.

The Program Fee is comprised of two elements: The Tuition Fee (40%) for lessons and the Student Services Fee (60%) for other items including homestay accommodation.

As services included in the Course Fee varies depending on destination and course type, more detailed information is provided in the brochure's individual destination pages (26 - 63)

## What's not included in the Program Fee?

- Enrollment fee
- Cancellation Protection Fee
- EF program materials
- Local transportation to and from the Language Campus and transfer to and from the airport
- Internet/Wi-Fi in homestay or residence may not be available
- Optional activities and excursions
- Credit card fees
- Courier fees

## Methods of Payment

The program fees must be paid by any of the following means:

1. To the local EF office or representative
2. By credit card
3. By bank transfer to the following account:  
Account Holder: EF Language Colleges Ltd  
Account Holder Address: Haldenstrasse 4, 6006 Luzern Switzerland  
Bank Name: Credit Suisse  
Bank Address: Schwabengasse 8, 6004 Luzern Switzerland  
IBAN: CH25 0483 5030 3195 2200 2  
BIC/SWIFT: CRESCHZ33AA  
Clearing Number: 4835

Please note that cash cannot be accepted. If applicable, credit card fees will apply according to local laws and regulation.

## Payment Plan

Students will receive a booking confirmation upon enrollment and an invoice for a second payment of USD 2,000 due 30 days after enrollment. A final invoice for the remaining balance is due at least 45 days prior to your program start date.

For late payments, EF reserves the right to charge a late payment fee of USD 100. In case of non-payment or late payment, EF has the right to terminate the contract.

Enrolments made within 30 days of the course start date will be charged an additional non-refundable Courier Fee of USD 85. The payment of the whole Course Fee is due on the enrollment day. Any promotional offers confirmed at the time of booking are subject to the student keeping the payment plan and not reducing the length of the booking.

## Travel Insurance Coverage

All students must have travel insurance coverage. EF has a tailor-made travel insurance group policy with the insurance provider Erika Insurance Ltd. under which EF Education First Ltd. and EF International Language Schools Ltd. are the policyholders. This insurance is included in the booking and will be part of the total amount charged to the student. The insurance coverage includes illness/accident, repatriation, interruption, theft, delay and liability. Full terms of the insurance can be found on [www.erikainsurance.com](http://www.erikainsurance.com). A student wishing to renounce this coverage must fill out the proof of insurance document and provide EF with a copy of the alternative insurance policy in English, no later than 15 days before the due date of the final invoice. Students enrolling at a school in Australia are required by the Australian government to obtain medical insurance with an Australian company. Students enrolled at the Dubai school for longer than 24 weeks are required by law to obtain visa and medical insurance. EF offers students travelling to Australia and Dubai the required visa and insurance for purchase. Parents and guardians of students under the age of 18 (19 for students traveling to Vancouver, Canada) are required to sign a Medical Release Waiver.

## Cancellation Protection

EF Cancellation Protection is available upon enrollment and charged as a one-time, non-refundable fee of \$195. This covers cancellations before departure due to illness or illness of the student's immediate family. A doctor's documentation is needed within 10 days of the claim.

**Class schedules and attendance**  
Classes are offered at all EF International Language Campuses worldwide in a block schedule of 5 days on Monday to Saturdays from 8:00 to 20:00. EF language lessons last at least 40 minutes and are often held in blocks of 2 x 40 minutes. To receive any program certificate or diploma and to maintain visa status, EF students must have an attendance of at least 80%.

Specifically for the EF University Preparation Program in the USA, a 90% attendance at lessons is required to receive a program certificate or diploma and maintain visa status.

## Academic criteria

To graduate from the EF University Foundation Program, EF Accelerated College Degree Program, EF University Transition Program, EF Diploma in Business & Management, EF Pre-Master's/Pre-MBA Programs, EF Pre-PHD Program:

- Students must achieve the grades required for their chosen subject to be considered for guaranteed entry.
- Students must also achieve the minimum English requirements for degree programs to be considered successful program graduates. Upon arrival the student will take a written examination to determine that he/she is at the stated level of English for admission to EF University Preparation Abroad Programs.

Every EF University Preparation Abroad Center will provide up to six levels.

## School breaks and public holidays

On public holidays, EF International Language Campuses will be closed and lessons on those dates will not be made up at a later date. Booked accommodation is available to students during school breaks and holidays. The number of school breaks at each EF International Language Campus may vary.

## Program levels

Prior to the course students must take a level placement test on EF Campus to assess their language proficiency. The result will be used to place students in the correct program level. When an EF International Language Campus has a General language level of five students or fewer, EF reserves the right to combine students of different levels in the same classes.

## Academic Materials

All EF University Preparation Abroad students are required to purchase the needed program materials. This fee will be included in your total invoice. Prices may vary by destination and by the length of your program.

## EF Language Preparation/ACDP Semester / Year

All locations \$195/\$145

## EF University Foundation Program Semester / Year

All locations \$400/\$355

## EF Diploma in Business & Management Semester / Year

All locations \$ 230/\$345

## EF Pre-Master's & EF Pre-MBA Semester / Year

All locations \$455/\$580

For EF University Transition Program or Hult academic residence fees please contact us.

## EF Campus Connect web service and online lessons

All EF students receive an online account for EF Campus Connect. Any correspondence, photos and other media used on EF Campus Connect will be considered personal and EF will not accept any responsibility for such correspondence and media. Parent's or legal guardian's of students under the age of majority traveling with EF give their consent for the student to use EF Campus Connect web service and app.

EF General and Intensive English course students will have access to online course material upon enrollment and throughout their course. Students taking EF General courses also have post-course access for 3 months and students taking EF Intensive English courses have post-course access for 6 months. Students taking a non-English course will only have access to online materials during their course. In EF International Language Campus in Dubai, St. Petersburg, Lisbon, Tokyo, Shanghai and Seoul, online lessons are replaced by teacher-led lessons.

## Arrival and airport transfers

The fee for an optional transfer between the airport of arrival and the destination is listed on the EF International Language Campus pages 28-67. This covers the cost of administration, communication, greeting services and transportation. The transfer service is offered between 7:00 and 21:00 hours local time on Sundays.

If students arrive at any other time, EF can arrange a special transfer at an additional cost of \$50. If several students are picked up at the same time, there may be a waiting period before the transfer. If fewer than three students have booked transfer services to the same destination at the same time, EF may cancel the transfer service at its own discretion. In such cases the student will be informed three days before the start of the course at a minimum and EF will reimburse any monies paid for such cancelled transfer service. EF cannot be held responsible for delays caused by traffic, road construction or accidents.

## Changes before and after course start date

Students requesting to change destination, program type, start date or type of accommodation after initial enrollment will result in a rebooking fee of \$295, which is payable immediately. EF retains the right to make changes to destination, program type, start date or type of accommodation up to 20 days before the program start date.

Students wishing to make changes to their program after the start date will incur a change fee of \$295. A student who wishes to downgrade from e.g. an intensive course to a General course or to a less expensive destination will not receive a refund for the price difference between two courses.

Students who perceive that the program or other services provided from EF are not being performed according to the agreement shall inform without delay, in writing, to the EF representative in their home country.

## Program Dates

EF accommodation is available from the Sunday prior to your start date until the Saturday after your program ends. The student needs to arrange travel to arrive/depart on these days, as arriving earlier or later to accommodation may require additional fees.

See pages 28 - 67 for start dates available in individual EF International Language Campuses.

The EF Academic Year and Semester Programs adhere to the following schedule.

Start Date	Withdrawal Date	End date
<b>EF Language Year Abroad (6 months)</b>		
16 Sep 2019	20 Dec 2019	15 Feb 2020
4 Nov 2019	20 Dec 2019	4 April 2020
6 Jan 2020	3 April 2020	6 June 2020
20 April 2020	5 June 2020	12 Sep 2020
15 June 2020	28 Aug 2020	14 Nov 2020
14 Sep 2020	18 Dec 2020	20 Feb 2021
2 Nov 2020	18 Dec 2020	10 April 2021
11 Jan 2021	26 March 2021	12 June 2021
12 April 2021	11 June 2021	4 Sep 2021
21 June 2021	3 Sep 2021	20 Nov 2021
20 Sep 2021	24 Dec 2021	19 Feb 2022
10 Jan 2022	8 April 2022	11 June 2022

<b>EF Language Year Abroad (9 months)</b>		
16 Sep 2019	20 Dec 2019	23 May 2020
4 Nov 2019	20 Dec 2019	27 June 2020
6 Jan 2020	3 April 2020	29 Aug 2020
20 April 2020	5 June 2020	19 Dec 2020
15 June 2020	28 Aug 2020	20 Feb 2021
14 Sep 2020	18 Dec 2020	29 May 2021
2 Nov 2020	18 Dec 2020	3 July 2021
11 Jan 2021	26 March 2021	4 Sep 2021
12 April 2021	11 June 2021	4 Dec 2021
21 June 2021	3 Sep 2021	19 Feb 2022
20 Sep 2021	24 Dec 2021	28 May 2022
10 Jan 2022	8 April 2022	4 Sep 2022

## EF Language Year Abroad (11 months)

16 Sep 2019	20 Dec 2019	27 June 2020
4 Nov 2019	20 Dec 2019	29 Aug 2020
6 Jan 2020	3 April 2020	31 Oct 2020
20 April 2020	5 June 2020	20 Feb 2021
15 June 2020	28 Aug 2020	3 April 2021
14 Sep 2020	18 Dec 2020	3 July 2021
2 Nov 2020	18 Dec 2020	4 Sep 2021
11 Jan 2021	26 March 2021	6 Nov 2021
12 April 2021	11 June 2021	22 Jan 2022
21 June 2021	3 Sep 2021	9 April 2022
20 Sep 2021	24 Dec 2021	2 July 2022
10 Jan 2022	8 April 2022	6 Nov 2022

\*All Dubai start dates are one day earlier

## Cancellations before program start

The student may cancel the program at any time before the start of the program against payment of fees as set out below. All cancellations must be made in writing to the nearest EF office, local EF representative or EF School Director. In all cases, the Enrollment Fee, Cancellation Protection Fee and courier fee are non-refundable.

Late cancellations should be made before 5pm (Central European Time) on the Friday prior to your program start date in order to obtain refund for any booked transfers.

For all destinations, except to the USA:

- If a student cancels 60 days or more before the start of the program, the Program fee will be refunded, with exception of the program deposit. The program deposit will be refunded if the student's visa application is denied.

- If a student cancels less than 60 days prior to the start of the program or never arrives at the school, EF will retain 40% of the student services fees (max. USD 2500) to cover the cost of prepaid accommodation and services. In all cases, the Enrollment Fee, Cancellation Protection Fee, Late Booking Fee and Courier Fees are non-refundable.

## For all programs in the USA

- If a student who cancels 60 days or more before the start of the program will receive a full refund of the program fee. EF will retain the enrollment fee, the courier fee, the cancellation protection fee and the program deposit. The program deposit will be refunded if the student's visa application is denied. The maximum amount retained by EF will be USD 500.

- If a student who cancel less than 59 days prior to departure, EF will retain USD 500 to cover the cost of housing administration. EF will also retain up to a maximum amount of USD 500 for the enrollment fee, the courier fee, the cancellation protection fee and the program deposit. The program deposit will be refunded if the student's visa application is denied.

## Cancellation prior to the start of the program, whilst in USA on 1-20 Visa

Where a student plans to enter the United States on a 1-20 Visa obtained through EF and subsequently cancel prior to the start of scheduled classes or never attend classes, EF will retain all tuition charges for up to six weeks, and USD 500 of student services fee to cover a non-refundable housing administration fee. EF will also retain up to a maximum amount of USD 500 for the enrollment fee, the courier fee and the cancellation protection fee.

## Withdrawals after program start

If a student wishes to withdraw from the intended program after arrival at the EF International Language Campus, the student must inform the EF School Director and sign a copy of the program change notification form. Refunds can only be made by the EF office or representative where the program fees were paid. The date of withdrawal is defined as the last day of class attendance. (in the USA), a student will be automatically withdrawn if he or she fails to attend classes during 30 consecutive days.

For all destinations, except the USA: All withdrawals need to be made in writing. After a four-week notice period the student will receive a full refund of Tuition Fees and 50% of Student Services fee for all remaining weeks. A partial week will be calculated as a full week. If the student terminates after the withdrawal deadline, EF may retain all remaining Tuition and Student Services fees. Withdrawal dates are listed under Program Dates in these conditions. EF is not obliged to refund student services whose courses are terminated due to violation of EF's written disciplinary and/or attendance policies or local, state or federal laws.

## For all programs in the USA:

For withdrawals at any point in the first four weeks, EF may retain the Course Fee applicable to the first four weeks. In addition, EF will retain up to USD 500 (USD 250 in California) in other non-refundable charges such as enrollment fee, courier fee and cancellation protection.

For withdrawals after the first four weeks but before or at the mid-point of the program (50% of the program duration, or after 60% of duration for programs in California) EF will retain a prorated amount of the Program Fee. In addition, EF will retain up to USD 500 (USD 250 in California) in other non-refundable charges such as enrollment fee, courier fee, and cancellation protection.

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, EF will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

For withdrawals after the mid-point of the program (50% of the program duration, or after 60% of duration for programs in California) EF will retain all charges for the program. Charges other than Tuition: Extra costs, such as Program Materials, bus passes, airport transfers, travel insurance etc. are non-refundable.

In California, students who terminate in the first week will receive a full refund of the Tuition Fees.

Refunds for courses in the USA will be issued within 45 days (30 days in California) of the last day of attendance.

## Changes made by EF before course start:

EF reserves the right to make changes of the term of the program. If EF needs to make major changes to the program, EF will inform the student of the proposed changes and the impact on the price, if applicable.

From such notification day and within a period of 2 days, the student may:

- Accept the proposed changes,
- Accept a replacement program from EF of equivalent or similar standard and price, at the date of the change, if EF is able to offer one; or
- Cancel the program without having to pay any termination fees.

If the student does not inform EF in due time of his decision to accept the changes, accept a replacement program or

cancel the program, the student will be deemed to have accepted such changes.

## Student Code of Conduct

Students agree to abide by student conduct rules and other policies while enrolled in EF programs. Inappropriate conduct includes but is not limited to illegal activity or behavior that deliberately disrupts the learning environment or damages EF property or the property of fellow classmates. Students in breach of this code of conduct will be expelled or suspended from the program and outside of the USA a refund will be issued.

## Passport and visas

Each student is responsible for having a valid passport and any applicable visas. For students studying in Australia and Singapore, additional admission procedures will apply and additional local policies will be provided when you enquire about your program. Destination and program specific policies for students studying in Australia, New Zealand, British Columbia (Canada) and Singapore, additional admission procedures will apply and additional local policies will be provided when you enquire about your trip. Students under the age of 18 traveling to British Columbia (Canada) may be required to pay a guardian fee. Students who wish to enroll in any of the other EF programs listed on pages 64 or Hult International Business school will be provided with Terms and conditions specific to the program that they wish to enroll in.

**Specific laws for Australia, New Zealand and Singapore**  
In Australia, in accordance with the ESOS Act, your fees are protected under the national TPS scheme in case of EF International Language Campus default. More information on [www.tps.gov.au](http://www.tps.gov.au). You are also covered by Australia's consumer protection laws. In Singapore, under the EduTrust Certification scheme, students' fees are protected under the school's adopted Fee Protection Scheme (FPS).

## Validity of Brochure Prices

The prices published in this brochure are based upon currency exchange rates in effect at the time of writing (31 May 2019). They are therefore subject to change up to 20 days before departure, in case the exchange rate between the USD and the currency of the country of the EF International Language Campus changes significantly. The prices in this brochure are valid until 30th of September 2020.

## Personal Data

The student's personal data, such as personal data provided by them in the application form, will be processed by EF for the purposes of completing their booking, supplying their requested products and services (including travel insurance coverage), for providing customer service, or offering elements that are otherwise necessary to perform the contract between the student and EF.

EF may share the student's personal data with their corporate affiliates, claims handlers, and other business partners both within and outside the EEA/Switzerland. EF has put appropriate safeguards in place for transfers of the student's personal data outside the EEA/Switzerland, including the standard data protection clauses adopted by the European Commission. EF and its affiliates may also use the student's personal data, combined with information about them obtained from third party sources, to market EF's products and services, including special promotions based on the student's interests.

The student has the right to, at any time, withdraw their consent or object to EF using their personal data for direct marketing purposes by contacting EF at the address set out below.

EF will only keep the student's personal data for as long as it is necessary for the purposes for which it has been collected or in accordance with time limits stipulated by law and good market practice, unless further retention is necessary for compliance with a legal obligation. EF will keep personal data for marketing purposes until the student withdraws his consent.

If the student would like a copy of the information EF holds about them, or a copy of the standard data protection clauses, or would like to rectify or erase personal data, or restrict the processing of personal data, or otherwise object to EF's processing, or use your right to data portability, please contact the Organizer (data controller) at the address Selnaustrasse 30, CH-8001, Zurich, Switzerland or via the form available at [www.ef.com](http://www.ef.com). If the student would like to lodge a complaint, they may contact the supervisory authority in their home country.

Please see EF's privacy policy available at [www.ef.com/legal/privacy-policy/](http://www.ef.com/legal/privacy-policy/) to read all information about how EF processes your personal data and your rights.

## Photography and film material

The Student or its parent / guardian accepts that EF can freely and for the purpose of promoting EF's products and services use photography, film and sound material:

- That has been created during the course that contains the student,
- That the student creates as part of the course and uploads to EF's website(s) or apps or
- That the student uploads to social network, such as Instagram and Twitter, under the hashtag #EFMoment, #EF4ever or other hashtag invented or promoted by EF.

## Liability and force majeure

EF will not be liable or responsible for any loss, damage, inconvenience, delay in performance, or failure to perform in connection with the provision of any goods or services due to causes beyond EF's reasonable control, including but not limited to: force majeure; fire; natural disaster; acts of government; failure of suppliers or subcontractors; labor disputes or civil unrest; criminal, terrorist or threatened terrorist activities of any kind; public health emergencies; any negligent or willful act or failure to act by any third party; or any other cause beyond the direct control of EF. These conditions do not affect your rights as defined by the consumer protection laws in your home country.

## Misspellings and "typos"

EF reserves the right to correct typographical errors and is not bound by obvious inaccuracies.

## Organizer

All travel and language Programs are organized and sold by EF Education First Ltd, Switzerland. EF Education First Ltd. is the policyholder of the group travel insurance with Erika Insurance Ltd. EF Language Colleges Ltd. promotes the travel and language Programs organized and sold by EF Education First Ltd, Switzerland.

## Governing Law

This agreement shall be governed by the laws of Switzerland, without regard to conflict of law provisions. Any dispute or claim arising out of or in connection with this agreement must be resolved by a court located in Switzerland.