



1. **Name:** _____ Male Female
Family Name (as it appears on your passport) First Name Middle Name

2. **Home Address:** _____
Number and Street or P.O. Box

City State/Province Country Postal Code

Home Telephone or Cell Phone E-mail

3. **Date of Birth:** _____ Month _____ Day _____ Year **Age:** _____
Country of Birth: _____ **Country of Citizenship:** _____

4. **Which level of school have you completed?** High School Some University University Degree Graduate School

5. **How do you want your I-20 immigration document to be sent?** Express Courier (\$65 fee, 5-10 days) Airmail (2-4 weeks)

6. **Are you transferring from another school?** Yes No Which school? _____

7. **I do not need an I-20 because:** I'm a permanent resident of the USA
 Other (please explain): _____

8. **Would you like A.C.E. to pick you up from the airport?** Yes No

9. **Would you like assistance with housing?** Yes No

10. **Do you have any family members traveling with you?** Yes No

11. **How did you hear about A.C.E.?** Friends Family Agent University in USA University at Home Internet Other
 Coming through an agent? Agent Name: _____ Agent Email: _____

12. **Emergency Contact:** In case of emergency, please contact:

Name Relationship to Applicant E-mail

Number and Street or P.O. Box

City State/Province Country Postal Code Home Telephone

13. **A.C.E. Language Institute program you would like to attend:**

| | | | |
|--------------------|---|---------------------------|----------------------------|
| Location: | A.C.E. at Montana State University | | |
| Start Date: | Fall 1 (August 25, 2016) | Fall 2 (October 20, 2016) | Spring 1 (January 9, 2017) |
| | Spring 2 (March 6, 2017) | Summer 1 (May 11, 2017) | Summer 2 (June 22, 2017) |

14. **How many sessions do you plan to attend?** 1 2 3 4 more than 4

15. **Your English conversation level is:** Good Fair/speak slowly Poor/with difficulty None

Authorizing Signatures:

I understand that average expenses (tuition, fees, and living expenses) at an A.C.E. Language Institute may vary from US\$340 to US\$520 per week depending on location and personal expenditures. I further certify that I am legally responsible for all costs incurred while attending an A.C.E. Language Institute. I authorize qualified medical diagnosis and treatment of illness or injury, and authorize release of medical information for medical treatment and insurance purposes. I understand that I am responsible for medical expenses outside the limits of any applicable medical. I authorize A.C.E. Language Institutes to give information and records regarding my studies to my parents, guardian, or sponsoring agency. I also authorize A.C.E. Language Institutes to internally make use of my academic records while I am in the USA. I have read and understood the information in the A.C.E. Language Institute brochure and this application. I agree to abide by A.C.E.'s policies, and I state that all the information provided on this application is true and correct. I understand that this application is a legal and binding agreement.

Student Signature: _____
All students must sign in English Date

Parent/Guardian Signature: _____
If student is under 18, parent or guardian must sign in English Date



MATERIALS TO SEND TO A.C.E.:

YOU MUST SEND:

- Completed English Program Application Form
- \$100 Application fee (non-refundable)
- Bank Statement* or Financial Guarantee
- Passport copy

Optional:

- \$65 Express Mailing fee
- \$30 Wire Transfer fee

SEND TO:

A.C.E. Enrollment Services
200 West Mercer Street, Suite 108
Seattle, WA 98119
USA

Tel: +1 (206) 217-9644
Fax: +1 (206) 217-9643

** Financial Documentation for F-1 Visa Students:* The United States Immigration and Customs Enforcement (ICE) requires that students have sufficient financial resources to meet school and living costs while in the U.S. The student, parents, or a sponsor must provide a current bank statement or an official letter from a bank verifying sufficient funds of at least \$3,000 each month you plan to study.

TO PAY BY CHECK:

- **Traveler's checks**
- **Cashier's check**
- **Personal check***

Checks must be in US Dollars, payable to: **A.C.E.**, and sent to A.C.E. Enrollment Services.

** Personal checks must be issued by a USA bank or by a bank with a branch in the USA*

TO PAY BY WIRE TRANSFER:

- For wire transfer you must **add \$30** to cover bank fees.
- **IMPORTANT: You must write student name and Montana State University name on wire form.**

Wire Transfer Information:

If you would like to send a wire transfer, please contact us for more information.

TO PAY BY CREDIT CARD:

Fill out the form below and send it with the completed application to A.C.E. Enrollment Services.

Note: ONLY MasterCard and Visa credit cards are accepted.

NAME ON CREDIT CARD: _____

STUDENT'S NAME (If Different from Card-holder): _____

BILLING ADDRESS: _____

Address

City

State/Province

Postal Code

CREDIT CARD TYPE MC VISA ACCOUNT NUMBER: _____

EXPIRATION DATE: ____/____/____ CSC# *: ____ **AMOUNT OF PAYMENT:** _____

AUTHORIZED SIGNATURE: _____ Date: _____

*CSC is the 3 digit Card Security Code on the back of your credit card.

If you are concerned about security, please e-mail the CSC number in a separate e-mail to enroll@cultural.org

The mission of A.C.E. Language Institute at Montana State University is to prepare students linguistically and culturally for their educational and professional pursuits as well as providing opportunities for personal growth.



Intensive English Program

1. Age Requirement

You must be at least 17 years old to attend A.C.E. Language Institute. Younger students are considered on an individual basis.

2. Administrative Time

Three days of each session may be used for registration, orientation, placement testing, student evaluation and ceremonies.

3. Placement Testing

New students take a level placement test. Instructors sometimes recommend a level change during the first week of classes. Students who do not test during the scheduled placement test will be charged a \$50 late fee for individual testing.

4. Course Changes

If enrollment in a course is low, A.C.E. can cancel that course. Students will be given an alternative course(s) of the same length or be placed in a multi-level course.

5. Student Attendance

Students must attend classes every day and be on time. If students attend less than 80% of all classes, they risk failing and risk violation of their U.S. visa. Teachers will explain the attendance policy at the start of each session.

6. Program Advancement/Dismissal

Students must make good academic progress. Students must pass each level within two attempts. Violation of these rules or discrimination or harassment policies will lead to an official warning, suspension, or dismissal. No refunds are given for dismissal. Students will be removed from probation if they resolve their problems within two sessions.

7. Vacation Policy

Students can take up to 3 months of vacation in the U.S. after 9 consecutive months of study. If a student takes a break outside of the U.S., the student must again study for 9 months to qualify for up to three months of vacation in the U.S. Students can leave the U.S. during normal school breaks without affecting the 9 month study rule.

8. Certificate and Grades

Students receive a certificate of attendance when they leave the institute. Students who complete Level 6 receive a certificate of graduation. A transcript is available to students upon request.

Students who complete Level 6 meet the English language requirement for undergraduate university admission. Student records are confidential, but students can see their files upon request. Students allow A.C.E. to internally make use of their academic records while in the U.S. and/or to give information and records regarding studies to their parents, guardian, or educational/sponsoring agency.

9. Payment

Tuition for classes and other fees are due before the first day of each session. Payment can be made by cash, personal check, traveler's check, bank wire transfer, or credit card. Students will be charged a \$100 fee for late payment. Students will also be charged a \$45 fee for returned checks.

10. Deferral, Cancellation and Refund

"*Deferral*" means that prior to arrival, a student asks A.C.E. to defer their studies to a later start date. A \$50 deferral fee will be charged for each deferral.

"*Cancellation*" means a current A.C.E. student registers and *prepays* for a session but later decides not to attend. To cancel, contact the A.C.E. office before classes begin. Full refunds are given for cancellations before the start of a session; however a \$250 cancellation fee will be charged. Refunds can be applied to future tuition and fees. No refunds are given after the session has started. If the cancellation and refund policy changes, A.C.E. will follow the policy under which the student made payment. The method of payment determines the form of refund. Credit card payments will be refunded to the credit card used for payment; Third Party and Agency payments will be refunded directly to the Third Party or Agency; and all other payments will be refunded by check to the student.

11. Withdrawal from the Course

"*Withdrawal*" means to stop attending classes after the session begins. No refunds are given for withdrawals after the first day of the session. Refunds for future sessions that are prepaid will be given as described in #10. Special considerations will be given for students who have a family emergency and must return home on short notice.

12. Medical

The insurance you buy through A.C.E. Language Institute is called *LewerMark* Insurance.

It is required for all full-time students. You must purchase this insurance each session you attend. (Exceptions will be made for students who have a scholarship with their government and can provide a valid Financial Guarantee and insurance card). The student agrees to pay for medical expenses which are not covered by health insurance. The student agrees to qualified medical diagnosis and treatment of illness or injury, and agrees for their medical information to be used for medical treatment and insurance purposes.

13. Non-discrimination

It is the policy of the A.C.E not to discriminate on the basis of race, sex, religion, color, creed, national origin, disability, sexual orientation, gender identity or expression in the recruitment, admission or treatment of students.

14. Behavioral Expectations

Students must follow all A.C.E. and campus rules. Equality at A.C.E. is important for students to be successful. A.C.E. will not tolerate discrimination or harassment by any employee, student, visitor or others. Discrimination includes actions or speech taken against a person because of their race, ethnic background, age, religion, gender, sexual orientation, learning capacity, or physical disabilities. Violation of this policy or of the Code of Conduct provided by the Language Institute will result in disciplinary action including suspension or dismissal and termination of SEVIS record.

15. Complaint Procedures

If a student has a complaint with classes, housing policies or fees, the student should speak to the A.C.E. staff responsible for that area first. If the problem continues, the student can speak to the Program Director. If the problem is still not resolved, the student may begin formal written complaint procedures.

16. Limited Liability

In cases of labor disputes, weather conditions or other events that A.C.E. cannot control, A.C.E. will not be liable for fulfilling services to students. A.C.E. is also not liable for damage, loss, illness or injury to person or property regardless of cause, except in cases where liability is required by law.

I acknowledge that it is my responsibility to understand the A.C.E. Language Institute Terms and Conditions, and that I have received a copy.

Print Name in English

Student Signature in English

Date

Photo and Video Release: I allow A.C.E. Language Institutes to take photographs and videos of me for educational or promotional materials. These materials might include printed or electronic communications, such as websites or social media. I agree that my name may be used in descriptions or comments about the images. I allow these images to be used without payment to me. All prints or digital copies will belong to A.C.E. Language institutes. If you DO NOT wish to allow photos or videos of you to be used, please check here: