

Pine Manor College English Language Institute

Course Dates, Fees & Application 2009

ALL PROGRAMS

Enrollment Fee: \$130.00 (non-refundable)

INTENSIVE ENGLISH - YEAR-ROUND, 30 LESSONS/WK
UNIVERSITY PREPARATION - SAME AS ABOVE
PROFESSIONAL STUDIES - SEPT-MAY, 4 CLASSES

SEMI-INTENSIVE – YEAR-ROUND
 (24 lessons per week)

<u>Duration</u>	<u>Tuition</u>	<u>Accomm/Meals</u>	<u>Total</u>
4 weeks	\$1,400	\$ 1,340	\$ 2,740
8 weeks	\$2,800	\$ 2,680	\$ 5,480

<u>Duration</u>	<u>Tuition</u>	<u>Accomm/Meals</u>	<u>Total</u>
4 weeks	\$ 1,200	\$ 1,340	\$2,540
8 weeks	\$ 2,400	\$2,680	\$5,080

Special Long-Term Pricing

12 weeks	\$ 4,020	\$ 4,020	\$ 8,040
16 weeks	\$ 5,040	\$ 5,360	\$10,400
20 weeks	\$ 6,200	\$ 6,700	\$12,900
24 weeks	\$ 7,320	\$ 8,040	\$15,360
28 weeks	\$ 8,400	\$ 9,380	\$17,780
32 weeks	\$ 9,440	\$10,720	\$20,160
36 weeks	\$10,440	\$12,060	\$22,500
40 weeks	\$11,400	\$13,400	\$24,800
44 weeks	\$12,320	\$14,740	\$27,060
48 weeks	\$12,960	\$16,080	\$29,040

Special Long-Term Pricing

12 weeks	\$ 3,480	\$4,020	\$ 7,500
16 weeks	\$ 4,480	\$5,360	\$ 9,840
20 weeks	\$ 5,500	\$6,700	\$12,200
24 weeks	\$ 6,480	\$8,040	\$14,520
28 weeks	\$ 7,420	\$9,380	\$16,800
32 weeks	\$ 8,320	\$10,720	\$19,040
36 weeks	\$ 9,180	\$12,060	\$21,240
40 weeks	\$10,000	\$13,400	\$23,400
44 weeks	\$10,780	\$14,740	\$25,520
48 weeks	\$11,520	\$16,080	\$27,600

Private Lessons: \$75.00 per lesson (1 hour)

Course Start Dates – 2009

Intensive Program, University Preparation Program, Semi-Intensive, Professional Studies, Private Lessons, Summer Program

(Select as many sessions as desired)

Jan. 5–Jan. 30	June 1–June 26	August 24–Sept. 18
Feb. 2–Feb. 27	June 15–July 10	+ Sept. 7–Oct. 2
Mar. 2–Mar.27	June 29–July 24	Sept. 21–Oct. 16
Mar. 30–Apr. 24	July 13–Aug. 7	*Oct. 5–Nov. 6
Apr. 27–May 22	July 27–Aug. 21	** Nov. 9–Dec. 18
May 18–June 12	Aug. 10–Sept. 4	+ Tuesday start date
		* 5 week session
		** 6 week session

SUMMER PROGRAM

June 28–August 15, 2009

2 Weeks: \$1,850.00
 3 Weeks: \$2,720.00
 4 Weeks: \$3,470.00
 Additional Weeks: \$850.00
 Airport Transfer: \$130.00 each way

Includes:
 Tuition (20 Lessons)
 Shared Accommodations (Sunday-Saturday)
 Meals (19 per week)
 Daily activities and sports
 Use of all on campus facilities and services
 Tour of Boston
 Tour of Harvard University
 1 Full Day Excursion each week

Additional Fees (Optional)

Airport Transfer: \$130.00 each way
 Courier Fee: \$65.00
 Single Room Supplement: \$135.00 per week
 Medical Insurance: \$32.00 week

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Application

PERSONAL DATA:

Family Name _____
First Name _____
Address _____

City _____ Country _____
Postal Code: _____

Sex: Male Female Date of Birth: ____/____/____
(m) (d) (y)

Country of Birth: _____

Country of Citizenship: _____

Tel # _____ Fax # _____

E-mail: _____

How did you hear about Pine Manor College ELI? _____

COURSE LEVEL OF ENGLISH:

Beginner Elementary Intermediate Advanced

COURSE:

Intensive University Preparation
 Semi-Intensive Professional Studies
 Summer Program

Start date: _____ End date: _____

Number of weeks: _____

ACCOMMODATIONS ON CAMPUS:

Please arrange accommodations: Yes No
If yes: Shared Single (\$135.00 extra per week)

ROOMMATE PREFERENCE:

Same language Different language No preference

HEALTH INSURANCE: \$32.00 per week

Please enroll me in Pine Manor College health insurance at \$32.00 per week.

Yes No

(If you do not enroll, you must bring proof of your own health insurance.)

AIRPORT TRANSFER: \$130.00 per person each way

Arrival only Departure only Both ways Not required

Arrival date _____ Flight # _____ Airline _____ Time _____

Depart date _____ Flight # _____ Airline _____ Time _____

Courier Service (Express Mail): \$65.00 Please send

documents by express mail: Yes* No *(Required if I-20

form is requested less than four weeks prior to start date.)

PAYMENT INFORMATION

Enrollment fee \$ _____

Course fees _____

Accomm./Meals _____

Medical Insurance _____

Courier fee _____

Airport transfer _____

Other _____

Total \$ _____

I WILL PAY ALL OF THE ABOVE FEES BY:

(Please select #1, #2, or #3)

1. VISA AMEX MasterCard

I authorize Pine Manor College to charge the total above amount to my credit card

Credit card # _____

Name on card: _____

Expiration date: ____/____/____
(M) (D) (Y)

Signature of cardholder: _____

Address: _____

2. Wire Transfer to:

Boston Private Bank & Trust Co.

10 Post Office Square

Boston, MA 02109

ABA # 011002343 Acct. # 4067957

Pine Manor College

***When making the wire transfer, please inform the bank of the following in order for PMC to credit your payment:**

***Invoice Number**

***Name of Student**

***Name of agency (if applicable)**

3. Check (drawn on a US bank), money order or travelers checks.

Make checks payable to: **Pine Manor College and please put invoice number on the check.**

I enclose payment of US \$ _____

Credit Card Authorization (Required): All students are required to provide ELI with a credit card number for our files. The credit card will only be charged if there are outstanding charges.

Name on Card: _____ VISA AMEX MasterCard Card # _____ Exp. Date: _____

I authorize Pine Manor College to charge my credit card for damages, outstanding payments, and/or lost keys.

Credit Card Authorization Signature: _____ Date: _____

I have read and agreed to the terms and conditions of enrollment. I authorize PMC to take appropriate action in the event of a medical emergency and understand that I am responsible for all medical expenses.

Signature of applicant: _____ Date: _____

Signature of parent or guardian (if applicant is under 18): _____ Date: _____

C o n d i t i o n s o f E n r o l l m e n t

HOW TO ENROLL:

1. Complete and sign the Application for Enrollment. If under 18 years of age, a parent or guardian must sign. The minimum age is 16 years old.
2. Send the application and the \$130.00 enrollment fee at least one month in advance of arrival date. You may also fax it at 617-738-8887, e-mail the application to pmc_eli@pmc.edu or apply on line at www.pmc.edu/eli/apply/index.html with a credit card number and expiration date.

PAYMENT:

Full payment must be received at least two weeks prior to arrival to guarantee enrollment. Payment can be made by credit card, wire transfer or check. (Please see application form for details.)

LATE BOOKINGS:

Applications received less than six weeks prior to enrollment date will automatically be charged the courier delivery fee of \$65.00

VISAS:

All courses except the semi-intensive course require that you apply for an F-1 student visa. An I-20 form will be sent to you to bring to your local US consulate after you send the \$130.00 enrollment fee plus the following proof of sufficient funds while in the US:

1. A bank statement or letter
2. A letter from parent/guardian and statement from the bank
3. A notarized letter of support

COURSE CONFIRMATION & DOCUMENTATION:

When we receive your application the following will be sent to you: Confirmation letter, I-20 (if necessary), Welcome letter, Invoice, Payment/Arrival form, Immunization/Medical form.

LATE ARRIVALS AND ABSENCES:

If you arrive late to a course or are absent during your course **no refund** will be given. Free extensions will not be given for periods of absences.

CANCELLATIONS:

If you cancel more than 14 days prior to arrival date, you will receive a full refund except enrollment fee, (courier fee, transportation and medical insurance fees when applicable). Refunds can only be made by the office where the fees were originally paid. If you cancel in less than 14 days, Pine Manor College will retain one week of tuition, accommodation and meals (plus the service fees listed below). If your application is not accepted, all fees including enrollment fee will be refunded.

REBOOKING (CHANGES):

Enrollment and course changes are subject to a surcharge.

WITHDRAWALS / REFUNDS:

Students who withdraw early from a program which is longer than 6 weeks, will be refunded as follows:

- First week: 80% (from day of arrival)
- Second week: 60%
- Third week: 40%
- Fourth week: 20%
- None thereafter

Students who withdraw from the 12-week (or more) programs will not be refunded pro-rata but on the basis of the short-term tuition rate. No refund will be given for early withdrawal of a session of 6 weeks or less.

FACILITIES/SERVICES INCLUDED:

- Tuition/Accommodation on campus in shared room
- 19 meals per week
- Full use of all college facilities including access to multi-media centers, library, language, video and computer labs, Campus Center, gym, fitness center, on-campus activities and events. The College reserves the right to make changes to facilities, services and courses if necessary.

ACCOMMODATIONS:

On-campus accommodations are booked from **the Sunday immediately prior to your course start date until the Saturday morning following the end of your course.**

Accommodations are booked on a shared-room basis unless the single supplement is paid.

HEALTH INSURANCE:

All students must be covered by health insurance. On arrival, you must bring proof of health insurance. If you do not have your own insurance, you must enroll in the Pine Manor College Medical Insurance at the cost of \$32.00 per week.

AIRPORT TRANSFERS:

Airport pick-up service can be arranged for transportation to or from the College. The cost of the service is \$130.00 for each passenger, each way. **Please send flight information at least 14 days prior to arrival.** Transfers must be ordered when the application is submitted. Fees will **not** be refunded. Transfers cannot be guaranteed for late requests/flight changes and are subject to extra charges.

ATTENDANCE POLICY:

To obtain a Course Certificate of Completion, students must attend all classes and complete homework assignments. The College retains the right to inform the parents of students (under 18) if attendance is poor.

PUBLIC HOLIDAYS:

Classes are not held on the US holidays listed below. No refund or make-up classes will be given. Martin Luther King Day, January 19; Presidents' Day, February 16; Patriots' Day, April 20, Memorial Day, May 25; Independence Day, July 3, Labor Day, September 7; Columbus Day, October 12, and Thanksgiving, November 26/27. The school is closed from December 19, 2009 until January 2, 2010. The last day of classes in 2009 is December 18.

FORCE MAJEURE:

It is a fundamental condition of the contract between the student and Pine Manor College or its representatives that neither Pine Manor College nor its representatives shall be liable to the student in the event that any service contracted to be supplied by them becomes impossible to supply by reason of industrial dispute or other cause outside their control.

LIABILITY:

Pine Manor College, its personnel and representatives will not be responsible for loss, damage, illness or injury to persons or property, however caused, except where liability is expressly imposed by statute. Pine Manor College will not be liable in the event that any service contracted to be supplied becomes impossible to supply by reason of any cause outside the control of the College.