



A program of A.C.E. Language Institutes

The application and placement fee must be received 4 weeks before the beginning of your A.C.E. session. We cannot guarantee housing placement for applications received after the deadline.

**1. Name:** \_\_\_\_\_  Male  Female  
Family Name (as it appears on your passport)      Last Name      Middle Name

\_\_\_\_\_  
Home Telephone      E-mail (if available)

\_\_\_\_\_  
Home Country      Date of Birth      Age

**2. Would you be comfortable in a home:**

That permits smoking  Yes  No      Do you smoke?  Yes  No  
 That has indoor pets  Yes  No      That has young children  Yes  No  
 Are you...?:  Single  Married      Are there any foods you will not eat? \_\_\_\_\_  
 Do you have any allergies or health problems? \_\_\_\_\_  
 Please tell us your hobbies: \_\_\_\_\_  
 Your English Conversation Level is:  Good     Fair/speak slowly     Poor/with difficulty     None

**3. Meal options: (Please choose one)**

- Option 1:** Includes: Food for all meals; sharing most family dinners, students make own breakfast & lunch.
- Option 2:** No food provided by family; student may buy own food and prepare in the home.

**4. Introductory Letter** (optional)

Please tell your host or roommate what you would like them to know about you. You can write this letter on another piece of paper and attach it to this application.

**5. Student Signature:**

I have read and understood the information in the A.C.E. Language Institute brochure and this application. I understand that A.C.E. may not be able to meet all of my housing preferences. The Housing Coordinator will use the information on this application to meet as many of my preferences as possible. I understand that homestay and dormitory fees may change without notice. I give my permission to have all of the information in this application released to my American host and the A.C.E. Housing Coordinator. I agree that I have completed and signed this application myself.

**Student Signature:** \_\_\_\_\_ All students must sign in English      \_\_\_\_\_ Date

**A.C.E. Enrollment Services**

200 West Mercer Street, Suite 108, Seattle, Washington 98119 USA  
 tel: (206) 217-9644 fax: (206) 812-2257 email: [enroll@cultural.org](mailto:enroll@cultural.org)

**MATERIALS TO SEND TO A.C.E.:**

**You Must Send:**

- Completed application form
- \$100 application fee (non-refundable)
- Financial certification or bank statement\*

**If You Need Housing from A.C.E. Send:**

- \$200 housing placement fee (non-refundable)

**Optional:**

- \$50 express courier mailing fee
- \$30 wire transfer fee

*\* 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.

**SEND TO:**

**A.C.E. Enrollment Services**

200 West Mercer Street, Suite 108, Seattle, Washington 98119 USA  
 Tel: (206) 217-9644, Fax: (206) 812-2257

**HOW TO PAY:**

**TO PAY BY CHECK:**

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

Checks must be in US Dollars and 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 Language Institute name on wire form.**

**Wire Transfer Information:**

Company Name: American Cultural Exchange  
 Name of Bank: Key Bank of Washington  
 Bank Address: 1329 – 4th Avenue, Seattle, WA 98101  
 Bank Branch name: Fourth and Union Branch  
 Account #: 471661006166  
 ABA Routing #: 125000574  
 Bank Tel: 206-447-5767  
 Bank Fax: 206-447-3024

**TO PAY BY CREDIT CARD:**

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

**Note: ONLY Mastercard and Visa Cards Accepted.**

**NAME ON CREDIT CARD:** \_\_\_\_\_

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

BILLING ADDRESS: \_\_\_\_\_

Address

City

State/Province

Postal Code

CREDIT CARD TYPE (circle one) MC VISA ACCOUNT NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TOTAL AMOUNT OF PAYMENT: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

## General Program Information – Terms and Conditions

### A.C.E. Language Institutes: Study Seattle Program

#### 1. Enrollment

To enroll, new students must send to us: 1) A completed A.C.E. application form 2) Non-refundable application fee and 3) Proof of financial certification. Continuing students in the U.S. complete the Registration Agreement at your program location.

#### 2. Financial Certification

The U.S. government requires that students have sufficient financial resources to meet school and living costs while in the U.S. The student, parents, or sponsor must provide a current bank statement or an official letter from a bank verifying sufficient funds.

#### 3. Acceptance

When you have been accepted, we will send you a Welcome Packet with your acceptance letter, an I-20 form (if needed), and information about the school, USA, travel, health insurance and billing. Students then apply at the nearest consulate for an F-1 students visa for entry into the U.S.

#### 4. Age Requirement

Students 17 or older may enroll in courses. Please contact us for more information for those ages 10-16.

#### 5. Airport Arrival Service

If requested for an additional fee, an A.C.E. representative or host family will meet you at the nearest airport and help you go to your residence.

#### 6. Housing

Depending on the location, A.C.E. can arrange housing with an American host family, in campus dormitories or in a campus apartment. Please return the complete Housing Form and the housing placement fee to A.C.E. at least 4 weeks before arrival. Students may also make their own arrangements. Students are responsible for all damages caused and phone charges made at their residence.

#### 7. Placement Testing

After arrival, students take a test to determine their level of study. A.C.E. offers 6 levels of study at university sites and 4-5 levels of study at other sites. Instructors may sometimes recommend changes in level placement during the first week of the course. Students who arrange for individual testing may be charged a fee.

#### 8. Course Schedule

Levels 1-5 each require 10 weeks, or two 5-week sessions to complete. Students may start their program at the beginning of any 5-week session. Level 6 involves participation in a university class and requires from 10 to 15 weeks to complete depending on location and time of year. Students may repeat a level one time and still remain in good standing. The Intensive English Course has between 20-25 lessons per week. Each lesson is 50 minutes long for a total between 1000-1250 minutes per week. Students may add from 2 to 4 additional lessons at no extra cost in the form of various elective classes. Within each 5-week session, up to 15 hours may be related to registration, orientation, placement testing, student evaluation, or program ceremonies.

#### 9. Course Changes

A.C.E. reserves the right to cancel courses on short notice due to insufficient enrollment. When this happens, students will be offered a substitute course of the same length, sometimes in combination with other levels of study.

#### 10. Student Attendance

Students are expected to attend classes full time. Students who attend less than 80% of classes may fail a level and/or endanger their visa status. More than five minutes late equals one tardy, and three tardies equal one absence.

#### 11. Certificate and Grades

Students who successfully complete course requirements will receive a course certificate. Students who successfully complete Level 6 with a grade of B or above will receive a Certificate of Graduation and full recommendation to university study. Students will also receive a transcript of grades at the end of their course of study. A, B and C are passing grades for levels 1-5. A and B are passing grades for level 6. Students who wish to review their files may do so by scheduling an appointment with the program director. Student records are maintained as confidential according to the release of information waiver on the application form.

#### 12. Behavioral Expectations

Students enrolled in the program must follow A.C.E. and campus rules. Students must maintain an 80% attendance record and must maintain good academic progress by passing each level within 20 weeks (Levels 1-5) or 30 weeks (Level 6). Violations of attendance, academic, or discrimination and harassment policies will lead to corrective action, which may include probation, suspension or dismissal. In the case of dismissal, no refunds are given. Students who resolve probationary violations by the end of the following two sessions will be removed from probationary status.

#### 13. Payment

The required \$100 program application fee and the \$200 housing placement fee are due with the completed applications. Course tuition and all other fees are due on or before the first day of each 5-week session. Students may pay by personal check, travelers check, bank wire transfer, MasterCard, or Visa. All checks should be made payable to the A.C.E. Language Institute.

#### 14. Cancellation and Refund

“Cancellation” means informing A.C.E. in writing before the first day of classes of a given prepaid session that the student will not attend. In this case, a refund, less 20% of the given session tuition, student services, housing, and health insurance payments will be issued. Fees for all subsequent sessions, up to the 4<sup>th</sup> session of the initial prepayment, will be refunded entirely. No refunds or adjustments will be made for sessions beyond the 4<sup>th</sup> session of the initial prepayment in cases where students have prepaid for more than 4 sessions. Students must submit a completed Cancellation and Refund Form to A.C.E. No refunds are issued if a student is dismissed for disciplinary reasons. No refunds are issued for application or housing placement fees. Portions

of requested refunds may be issued by agency organizations that the student selected. Should there be any change to the cancellation and refund policy, the policy that was in place at the time of the student’s prepayment shall be maintained until the end of the prepaid term.

#### 15. Withdrawal from the Course

“Withdrawal” means to stop taking classes after the course has begun. The 5-week A.C.E. session is short. For this reason, no refunds are issued for the current 5-week session once classes have begun. If a student has prepaid for future 5-week sessions, a refund will be issued in accordance with the Cancellation and Refund Policy stated in item #14 of the General Program Information. Students who experience a family emergency and must return home on short notice may request special consideration from the program director.

#### 16. Scholarships

A.C.E. offers a limited amount of financial aid to students in need. Students must submit a completed Scholarship Application Form to the A.C.E. office within 14 days of the start of each session. Students will be notified of their scholarship award, if any, before the beginning of the session. Students who receive a scholarship award must meet all attendance and academic requirements satisfactorily, or risk losing their scholarship.

#### 17. Health Insurance

All students must have health insurance. Students may purchase insurance in their country and bring proof of policy with them. Students who arrive without insurance are required to purchase it from an A.C.E. provider.

#### 18. Dignity Statement

A.C.E. seeks to provide a learning environment in which all individuals can achieve success regardless of sex, race, ethnic origin, religion, sexual orientation or disability. With equality as our guiding principle, discrimination and harassment by any employee, student, visitor, or agent of A.C.E. will not be tolerated in any form. Violations of this policy will lead to corrective discipline, which may include suspension and/or dismissal.

#### 19. Complaint Procedures

If a student has a problem with classes, housing policies or fees, he or she should speak first with the A.C.E. staff who is responsible for that area. If the problem is still not resolved, the student may speak with the program director or organizational executive. The student may make a final appeal to our accrediting organization. Contact information is available at the program center.

#### 20. Limited Liability

Neither A.C.E. nor its representatives will be liable in any way to the student in cases where A.C.E. is unable to fulfill any services to which they are bound by contract because of labor disputes, weather conditions, or other cause outside the control of A.C.E. Neither will A.C.E. be liable for damage, loss, illness, or injury to person or property regardless of cause, except in cases where liability is imposed beyond exclusion by statute.



**A.C.E. – Study Seattle**

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U.S.A.

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