

Oxford International New York City Application Form

(Both sides of this form must be completed by the student)

Personal Information (please print clearly)			
First Name:	Middle Name (s):	Family Name:	Preferred Given Name:
Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: (MM/DD/YY)	Nationality:	Native Language:
Visa Type: Study <input type="checkbox"/> Visitor <input type="checkbox"/> Immigrant <input type="checkbox"/>		Passport #:	
Stay in America: (MM/DD/YY) From / / to / /		Agent Name:	
Present Address			
Street:		City:	Province/State:
Country:	Postal Code:	Tel:	E-mail:
Permanent Address (Where your family lives)			
Street:		City:	Province/State:
Country:		Postal Code:	Tel:
Fax:		E-mail:	
Emergency Contact			
Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	Name:		Relationship:
Street:		City:	Province/State:
Country:		Postal Code:	Tel:
Fax:		E-mail:	
Program Choices			
Start Date: (MM/DD/YY) _____		Length: _____ (weeks)	
English Language Skills - What is your own assessment of the present level of your skills in English? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> Beginner Native Speaker			
General English Courses: (applicants must be 16 years or older) <input type="checkbox"/> Morning (18/20 lessons per week) <input type="checkbox"/> Semi-Intensive (23 lessons per week) <input type="checkbox"/> Intensive (27 lessons per week) <input type="checkbox"/> Super-Intensive (36 lessons per week) <input type="checkbox"/> Afternoon (18/20 lessons per week) <input type="checkbox"/> Private Lessons			
Specialized Add-ons: <input type="checkbox"/> University Pathway Program <input type="checkbox"/> Cambridge Exam Prep (CAE) <input type="checkbox"/> Cambridge Exam Prep (FCE) <input type="checkbox"/> IELTS Exam Prep <input type="checkbox"/> Business English			

Additional Services

Accommodations: Homestay Outside Manhattan Half Board Homestay Outside Manhattan Breakfast only
 Homestay Inside Manhattan Breakfast Only
 Residence _____ (please specify)

No Accommodations
(please include your American address) _____

Arrival Date: (MM/DD/YY) ____ / ____ / ____ Departure Date: (MM/DD/YY) ____ / ____ / ____

Are you a smoker? Yes No
 Do you have any special requests related to medical condition, allergies or diet?
 If Yes, which? Yes No

 Requests cannot be guaranteed

STUDENT GUARD Medical Insurance: ***Medical insurance is mandatory***
 Yes No Start: (MM/DD/YY) ____ / ____ / ____ Finish: ____ / ____ / ____
 If NO, please indicate Insurance Company and Policy Number

Airport Reception:
 Yes No Airline: _____ Flight # _____
 Date: ____ / ____ / ____ (MM/DD/YY)

Airport Drop-Off:
 Yes No Airline: _____ Flight # _____
 Date: ____ / ____ / ____ (MM/DD/YY)

State of Health:
 Illnesses?: Yes No Specify: _____
 Allergies?: Yes No Specify: _____
 Medication?: Yes No Specify: _____
 Food Exemptions?: Yes No Specify: _____
 Other?: Yes No Specify: _____

Consent and Acknowledgement

I hereby register for this program declaring, to the best of my knowledge, that all information on this application form is correct. I will notify the school immediately in the event of any changes to any of this information. I have read and agree to abide by the school's Dispute Resolution, Dismissal and Refund Policies which apply to my program(s) in addition to the Homestay regulations (available upon request) and all other school Accommodation regulations. I also understand that in the event I am registering through a representative or an educational agency, they may receive compensation from the school. I understand that Oxford International New York City assumes no responsibility for any representations, warranties, or agreements made on its behalf which are not solely contained in printed material produced by Oxford International New York City. I understand that Oxford International New York City collects, retains, and uses personal information in accordance with FERPA guidelines and the Oxford International New York City Information and Privacy Code. I am agreeing to the collection, retention, and use of my personal information by Oxford International New York City.

I give Immigration & Citizenship USA permission to release any information regarding the status of my Visitor Visa and/or Study Permit. Yes No

I give the school permission to release any information regarding my program to my educational agent and/or family member. Yes No

Applicant or Parent / Legal Guardian Signature _____ Date: (MM/DD/YY) ____ / ____ / ____

Parent/Legal Guardian Consent

This section must be completed by the parent or legal guardian of any student under 18 years of age. The participant agrees to participate in the entire program and will follow safety instructions and all School and Host Family Rules and Regulations. The parent or legal guardian also authorizes the school and/or the Host Family to attain medical treatment for the participant in the event it is required and agrees to the decisions and instructions given. It is understood that the school and the host family are not responsible for any medical instructions, decisions and expenses.

Mr. <input type="checkbox"/> Ms. <input type="checkbox"/>	Name: _____	Relationship: _____	
Street: _____	City: _____	Province/State: _____	Country: _____
Postal Code: _____	Tel: _____	Fax: _____	E-mail: _____

Applicant or Parent / Legal Guardian Signature _____ Date: (MM/DD/YY) ____ / ____ / ____

Refund Policy

Refund Policy

1. The Enrollment Fee is non-refundable. There are no refunds for services used, like courier fees, accommodation placement fees and credit card fees.
2. All tuition and accommodation fees will be refunded if an F-1 Student Visa is denied, provided that the student gives notice within reasonable time, as per the Oxford International Terms and conditions, and provides the school with written notification from the US Embassy of this decision prior to the program commencement.
3. No refunds will be issued for time off during public holidays.
4. Students must give 4 weeks' notice of changes. These weeks are counted as weeks used. Charges and refunds for cancellation or shortened courses will be calculated accordingly:
 - a. Student withdraws from their course, in writing, more than 4 weeks prior to the start of the course
 - i. Students will be charged for any services used (such as express mail services).
 - ii. All remaining fees for unused tuition, materials, and services.
 - b. Student withdraws from their course, in writing, fewer than 4 weeks prior to the start of the course, but no later than 1:00 PM on the last Friday before the start of the course.
 - i. Student will be charged for any services used (such as express mail services, materials fee). Fees for 4 weeks tuition plus a course amendment fee of \$100
 - ii. All remaining unused fees for unused tuition, materials, and services.
 - c. Student doesn't arrive or withdraws after 1:00 PM on the last Friday before the start of the course (courses of up to 4 weeks).
 - i. Student will be charged for 4 weeks' tuition in lieu of notice.
 - ii. No refund.
 - d. Student doesn't arrive or withdraws after 1:00 PM on the last Friday before the start of the course (courses of 5 weeks or more).
 - i. Student will be charged for 4 weeks' tuition in lieu of notice plus a course amendment fee of \$100.
 - ii. All remaining unused fees for unused tuition, materials, and services.
 - e. Student shortens or amends course after starting (up to 50% of the course is complete).
 - i. Student will be charged for the new course, as requested. The school will reprice the course at the full brochure price for the new course length. Four weeks' fees must be paid in lieu of notice where shorter notice is given plus a course amendment fee of \$100.
 - ii. All remaining unused fees for materials and services.
 - iii. 60% of the balance of remaining unused tuition fees will be refunded.
 - f. Student shortens or amends course after starting (more than 50% of the course is complete)
 - i. Student will be charged for the full course.
 - ii. No refund.
5. Students may cancel accommodations by providing 30 days' notification, in writing. In such cases, all unused accommodation fees will be refunded. If a student cancels their accommodations, in writing, with less than 30 days' notice, all unused accommodation fees will be refunded except for the 30 days' notification period.
6. The accommodation placement fee is non-refundable.
7. The materials fee is non-refundable once a 12-week block has started and is considered 'a service used'.
8. The Airport Reception fee will be refunded if the student cancels this service, in writing, at least 7 days prior to the scheduled arrival date.
9. There will be a USD \$100 administration fee charged for any changes to course or accommodation type or duration, including cancellations
10. A student will be dismissed from their course and/or accommodations if they violate any local or federal law and/or the Oxford International Rules & Regulations. No refunds will be issued in the case of dismissal.
11. In the event that all fees are not received as a result of items such as bank wire charges, etc., the outstanding fees due will be reduced from tuition fees.
12. Refunds will be issued within 45 days of receiving written notice.¹
13. If a representative or agent has registered and paid for the student, the refund will be sent to the representative or agent.
14. Otherwise, refunds are normally issued by check. Refunds may be issued by other methods but are subject to a service charge.