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A.C.E. Language Institute Montana State University

2010 Application Materials





2010 Intensive English Program Calendar

2010	Montana State University Bozeman, Montana
Spring Session 1	Jan 13 – Mar 5
Spring Session 2	Mar 8 – May 5 ¹
Summer Session 1	May 17 – Jun 25 ²
Summer Session 2	Jun 28 – Aug 6 ²
Fall Session 1	Aug 30 – Oct 19
Fall Session 2	Oct 20 – Dec 10

The A.C.E. Language Institute sessions closely match the schedule of the university or college location during the school year. During the summer, there is more variation to the schedules, due to shorter university and college summer terms.

¹ The MSU campus will have spring break March 15-19. The session will still have 7.5 weeks of class.

² Summer sessions at MSU are extra intensive 6-week courses, with additional class hours to match the standard 7.5-week curriculum. Tuition and fees remain the same, but housing will be prorated.

A.C.E. Language Institute Holidays 2010

New Year's Day <i>observed**</i>	January 1
Martin Luther King, Jr. Day	January 18
Presidents' Day	February 15
University Holiday*	April 2
Memorial Day	May 31
Independence Day	July 5
Labor Day	September 6
Veterans Day**	November 11
Thanksgiving	November 24 - 26
Christmas <i>observed</i>	December 24 & 25

Intensive English Program Fees Per Session - 2010

* Fees may change without notice.

	Full-time Tuition (7.5 weeks)	Homestay	Dormitory/ Campus Apt.¹ (7.5 weeks)	Health Insurance²	Student Services
Montana State University Bozeman, Montana	\$2,400 Intensive	\$1,125 per session ³	\$1,741	\$180	\$250

- 1 Dormitory and campus apartment fees are approximate. Fees are based on the meal plan for 5 days per week and double occupancy. Students will pay dormitory costs after arrival.
- 2 All students are required to have valid health insurance. Students must demonstrate health insurance coverage or purchase health insurance through A.C.E. Fees listed above cover the student from the beginning of one session through the beginning of the next session. Students may purchase additional coverage for vacation periods.
- 3 Rates may vary according to session. Homestays in Bozeman are \$22.50 per day, and include all meals.

Application and Housing Placement Fees

\$100 Application fee
 \$200 Housing Placement fee (If you wish A.C.E. to prearrange your housing)
 These fees are required at the time of application. They are non-refundable.

Cancellation and Refund Policy

Payment is due on the first day of classes. Students may request a refund of refundable fees before the first day of classes for that session. There is a \$250 cancellation fee applied for all cancellations regardless of the number of prepaid sessions. There are no refunds for the session once it has begun. Students or a representative must complete a Cancellation and Refund Form to request a refund. Please see Terms and Conditions for more details.

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. At least \$3,000 per month is deemed sufficient.

Courier Mailing Fee

Students may request to have acceptance materials and I-20 sent by courier mail service. There will be an additional charge of \$65 for courier mail service. All applications received less than 30 days before the student's requested start date will automatically be sent by courier mail service.

Airport Pick-up and Drop-off Fees

A \$50 fee will be charged if A.C.E. provides airport transportation:

Other Expenses

Students should expect to buy books at a cost of \$50-\$150 per session. Students should budget additional money for personal expenses such as travel or entertainment. These expenses will vary.

Payment of Fees

A.C.E. will accept payment by traveler's check, personal check drawn on a U.S. bank, cashier's check, credit card (Visa or MasterCard), or wire transfer. To pay by wire transfer you must add a \$30 wire transfer fee to the amount invoiced.

Age Requirement

Students aged 17 and older may enroll in an A.C.E. Language Institute.

Housing Requests

Every effort will be made to arrange the requested housing (dormitory or homestay) if A.C.E. receives your Housing Application Form **AT LEAST 4 WEEKS BEFORE** the beginning of the program you are applying for.

Materials Required for Application
(All Students)

1. Completed Application Form
2. Application fee (\$100)
3. Financial documentation (at least \$3000/month)
4. Passport copy
5. Medical Records (for MSU)
6. Send in Travel Form as soon as possible

For Housing Placement

1. Completed Housing Application Form
2. Housing Placement fee (\$200)
3. Introductory Letter (Strongly recommended)

Send All Documents to:

A.C.E. Enrollment Services
 200 West Mercer Street, Suite 108
 Seattle, Washington 98119 USA
 Telephone: (206) 217-9644
 Fax: (206) 812-2257
 E-mail: enroll@cultural.org



A.C.E. Language Institute at MSU English Program Application Form 2010

This application form may be used to apply to any A.C.E. Language Institute

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 Fax (if available) E-mail (if available)

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

Country of Birth: _____ **Country of Citizenship:** _____

4. **How would you like your I-20 immigration document to be sent?** Express Courier (\$65 fee) Airmail

Are you transferring from another school? Which school? _____

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

5. **Will you purchase health insurance through A.C.E.?** Yes No (Note: All students must have health insurance.)

6. **Would you like A.C.E. to pick you up from the airport?** Yes No (Note: A.C.E. charges a fee for this service.)

7. **Would you like A.C.E. to assist you with housing?** Yes No (If yes, please fill out our Housing Application form.)

8. **Where did you get this application? How did you hear about A.C.E.?** _____

Coming through an agent? Agent Name: _____

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

Name Relationship to Applicant

Number and Street or P.O. Box

City State/Province Country Postal Code Home Telephone

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

Location:	A.C.E. at Montana State University			
Proposed Start: (please select one)	<input type="checkbox"/> Spring 1 (Jan 13)	<input type="checkbox"/> Spring 2 (Mar 8)	<input type="checkbox"/> Summer 1 (May 17)	<input type="checkbox"/> Summer 2 (Jun 28)
	<input type="checkbox"/> Fall 1 (Aug 30)	<input type="checkbox"/> Fall 2 (Oct 20)		

11. **How many sessions will you attend?** 1 2 3 4 more than 4

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

13. **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 by this student while attending an A.C.E. Language Institute. I authorize qualified medical diagnosis and treatment of illness or injury to this student, 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 insurance and that pre-existing health conditions are not covered by health insurance. 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

Note: If you wish for A.C.E. to arrange housing, fill out the Housing Application Form



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. **Students must pay host families directly.**

1. **Name:** _____ Male Female

Family Name (as it appears on your passport) First Name Middle Name

Home Telephone E-mail (if available)

Home Country Date of Birth Age

2. Proposed Start: (please select one)	<input type="checkbox"/> Spring 1 (Jan 13)	<input type="checkbox"/> Spring 2 (Mar 8)	<input type="checkbox"/> Summer 1 (May 17)	<input type="checkbox"/> Summer 2 (Jun 28)
	<input type="checkbox"/> Fall 1 (Aug 30)	<input type="checkbox"/> Fall 2 (Oct 20)		

3. **How many sessions will you attend?** 1 2 3 4 more than 4

4. **Would you like A.C.E. to pick you up from the airport?** Yes No (Note: A.C.E. charges a fee for this service.)

5. **Housing you would prefer (please check only one):**

<input type="checkbox"/> A. HOMESTAY **	<input type="checkbox"/> B. DORMITORY	<input type="checkbox"/> C. ON-CAMPUS APARTMENT (for married and graduate students only)
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A. HOMESTAY ** selected in item 5. above. 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 there any foods you will not eat? _____

Do you have any allergies or health problems? *

* Please notify us about any pet allergies _____

Please tell us your hobbies: _____

Your English Conversation Level is: Good Fair/speak slowly Poor/with difficulty None

Meal details: Includes: Food for all meals; sharing most family dinners, students make own breakfast & lunch.

** **Please Note:** Homestay placement is based on compatibility and availability of host families. A.C.E. Language Institute at MSU cannot guarantee homestay placement. Allow one month for placement. Alternative housing options, such as a dormitory, may be necessary until a suitable host family is found.

B. DORMITORY selected in item 5. above.

Academic Year (August 27– May 9):

Room: Single Room Double Room (shared)

Meals*: 5 days a week 7 days a week

(* limited to 3 meals per day)

Summer (mid May – mid August):

Room*: Single Room

Meals: 25 meals 50 meals 75 meals

(* only single rooms are available in the summer)

C. ON-CAMPUS APARTMENT selected in item 5. above. Please apply directly at: <http://www.montana.edu/fgh>

6. **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. 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. Student Services and Enrollment Coordinator. I agree that I have completed and signed this application myself.

Student Signature: _____ **Date** _____
All students must sign in English



MATERIALS TO SEND TO A.C.E.:

YOU MUST SEND:

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

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

- Housing Application Form
- \$200 Housing Placement fee
(non-refundable; for homestay or dorm placement only)

Optional:

- \$65 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 of at least \$3,000 each month you plan to study.

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

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 (circle one) MC VISA ACCOUNT NUMBER: _____

EXPIRATION DATE: ____/____/____¹ CSC#: _____ **AMOUNT OF PAYMENT:** _____

AUTHORIZED SIGNATURE: _____ Date: _____

¹ CSC is the 3 digit Card Security Code on the back of your credit card.



General Program Information – Terms and Conditions

A.C.E. Language Institutes: Intensive English Program

1. Enrollment

New students must send us: 1) A completed A.C.E. application form 2) Non-refundable application fee 3) Proof of financial certification (see # 2) and 4) Copy of student's passport. Continuing students complete the Enrollment Agreement at the end of each session.

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 (about \$3,000 per month).

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 U.S. consulate or embassy for an F-1 student visa.

4. Age Requirement

Only students 17 or older may enroll in courses. Those ages 10-16 may be eligible on a case-by-case basis.

5. Airport Arrival Service

If requested for an additional fee, an A.C.E. representative or driver will meet you at the nearest airport and help you get to your home.

6. Housing

Depending on the location, A.C.E. can arrange housing with an American host family, in a campus dormitory or campus apartment. Campus apartments accept only married or graduate students and are not always immediately available. 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 or other charges incurred at their home.

7. Placement Testing

After arrival, students take a test to determine their level of study. 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. Administrative Time

Up to 10% of each session 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. If 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. Excessive lateness is not acceptable. Teachers will explain the attendance policy at the beginning of each session.

11. Certificate and Grades

Students who successfully complete course requirements will receive a course certificate. Students will also receive a transcript of grades at the end of their course of study, upon request. Students who successfully complete Level 6 will receive a Certificate of Graduation and full recommendation to university study. 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 and Program Advancement

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 two attempts. 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 (see # 18). 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 (if housing is requested) are due with the completed applications. Course tuition and all other fees are due on or before the first day of each session. Students may pay by personal check, travelers' check, bank wire transfer, credit card, (MasterCard, or Visa only). All checks should be made payable to the A.C.E. Language Institute. Students who pay late may incur a late fee. Any checks that bounce will also incur a \$20 fee.

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. No refunds are offered after the session has started. There is a \$250 cancellation fee applied for all cancellations regardless of the number of prepaid sessions. However, all sessions' tuition and refundable charges will be refunded if cancelled before the start of the session. 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 to agency organizations that the student selected. Refunds can also be applied to tuition and fees in future sessions by student request. 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. Given the length of the A.C.E. session no refunds are issued for the current session once classes have begun. If a student has prepaid for future 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. Program Changes

Fees may be incurred for a change in program after the start date of a given session. A program change includes changes between intensive and Flex (at SPU) and or a change between full-time and part-time study.

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 proof of health insurance valid in the U.S. 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. 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. Discrimination consists of prejudicial actions or statements based on another's race, ethnic background, age, religion, gender or sexual orientation. 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. 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.

The A.C.E. Mission:

“The mission of the 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 to provide opportunities for personal growth.”

A.C.E. Enrollment Services

200 West Mercer Street, Suite 108
Seattle, WA 98119
U.S.A.

Tel: 1-206-217-9644 ext. 212
Fax: 1-206-812-2257
Email: enroll@cultural.org
Web: www.cultural.org/esl