



**A.C.E. LANGUAGE INSTITUTES**  
making the world your community

## Calendar 2007-2008 Intensive English Program

		<b>Montana State University</b> Bozeman, Montana	<b>Seattle Pacific University</b> Seattle, Washington
<b>2007</b>	<b>August</b>	Aug 24 – Sep 28	Aug 16 – Sep 14
	<b>September</b>	-	Sep 20 – Oct 26
	<b>October</b>	Oct 1 – Nov 2	Oct 25 – Dec 5
	<b>November</b>	Nov 5 – Dec 13	-
	<b>December</b>	-	-
<b>2008</b>	<b>January</b>	Jan 14 – Feb 20	Jan 3 – Feb 8
	<b>February</b>	Feb 21 – Apr 4	Feb 7 – Mar 14
	<b>March</b>	-	Mar 20 – Apr 25
	<b>April</b>	Apr 7 – May 8	Apr 24 – May 30
	<b>May</b>	May 16 – Jun 20	-
	<b>June</b>	Jun 24 – Jul 22	Jun 5 – Jul 11
	<b>July</b>	Jul 25 – Aug 22	Jul 10 – Aug 15
	<b>August</b>	Aug 29 – Oct 3	Aug 14 – Sep 12
	<b>September</b>	-	Sep 18 – Oct 24
	<b>October</b>	Oct 8 – Nov 12	Oct 23 – Dec 3
	<b>November</b>	Nov 14 – Dec 19	-
	<b>December</b>	-	-

**Flex Start Policy:** A.C.E. may accommodate students with special entry date needs.

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.

<sup>1</sup> The MSU campus will have spring break March 10-14. The session will still have 5 weeks of class.

<sup>2</sup> Special sessions at Seattle Pacific University are extra intensive 4-week courses, with additional class hours to match the standard 5-week curriculum. Tuition and fees remain the same, but housing will be prorated.

### A.C.E. Language Institute Holidays 2008

New Year's Day <i>observed</i> **	January 1
Martin Luther King, Jr. Day	January 21
Presidents' Day	February 18
University Holiday*	March 21
Memorial Day	May 26
Independence Day	July 4
Labor Day	September 1
Veterans Day**	November 11
Thanksgiving	November 27 & 28
Christmas <i>observed</i>	December 24 & 25

## Intensive English Program Fees Per Session

\*Fees effective for new enrollments for sessions beginning on or after **August 15, 2007**. Fees may change without notice.

Location	Full-time Tuition (5 weeks)	Full-time Tuition <i>Per-week Average</i>	Homestay	Dormitory/ Campus Apt. <sup>1</sup> (5 weeks)	Health Insurance <sup>2</sup>	Student Services
Montana State University Bozeman, Montana	Traditional \$1350	Traditional <b>\$270</b>	\$125 weekly	\$1000	\$100	\$160
Seattle Pacific University Seattle, Washington	FLEX <sup>5</sup> \$1550	FLEX <sup>5</sup> <b>\$310</b>	\$149 weekly <sup>4</sup>	Not Available <sup>3</sup>		\$60

- 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 during the 5-week session. Students may purchase additional coverage for vacation periods.
- 3 SPU dormitory may be available in June, July and August, but cannot be guaranteed. Fee will be set when and if dormitory is available.
- 4 As of September 1, 2007 SPU Homestay will be \$149 per week.
- 5 Flex programs for SPU only.

### Application and Housing Placement Fees

\$100 application fee  
\$200 housing placement fee at SPU and MSU  
These fees are required at the time of application. They are non-refundable.

### Cancellation and Refund Policy

For A.C.E. Language Institutes in the U.S., 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. Students will be refunded 80% of the session fees for cancellation. 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.

### 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 \$50 for courier mail service. All applications received less than 30 days before the student's requested start date will be sent by courier mail service.

### Airport Pick-up and Drop-off Fees

The following fees will be charged if A.C.E. provides airport transportation:

#### MSU

- Weekdays between 8:00 AM and 8:00 PM: \$50, \$100 off hours

#### SPU

- Weekdays between 8:00 AM and 8:00 PM: \$70, \$140 off hours

*\*Important:* Students must send in their travel form at least two weeks before they arrive whether they requested a homestay or not.

### 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, 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. Students younger than 17 should contact A.C.E. for information on youth programs.

### Housing Requests

Students may request housing assistance at all A.C.E. Language Institutes. Housing Forms must be filed 4 weeks before the student's proposed arrival. Students pay host families directly.

### Materials Required for Application

(All Students)

1. Completed application form
2. Application fee (\$100)
3. Financial documentation

### For Housing Placement

4. Completed housing form
5. Housing placement fee (\$200)
6. Send in travel form as soon as possible

### 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

[www.cultural.org/esl](http://www.cultural.org/esl)

The A.C.E. Vacation Flex Program



## The A.C.E. Vacation Flex Program for SPU Center



Summer is coming soon and A.C.E. is preparing to have a great time. Students will love the possibilities available to them in the **Vacation FLEX Program**.

*What is the FLEX Program?* It is offered throughout the academic year. It includes either 2 hours of Reading and Writing or 2 hours of Listening and Speaking. It also includes 1 hour of Group Conversation and 1 hour of Private Tutoring. That's 20 hours per week of intensive, specialized study!

In the Vacation FLEX Program, students can also choose a 15 hour-per-week program, in which they study either 2 hours of Reading and Writing or 2 hours of Listening and Speaking, plus 1 hour of Private Tutor. From June through September enter on any Monday!

- Study on the Seattle Pacific University campus
- Personal Tutor for one hour per day
- Regular Language Institute classes for 2-3 hours per day
- International student body
- Regularly scheduled activities throughout the summer\*
- Homestay with all meals
- Airport pick-up

	1 week	2 weeks	3 weeks	4 weeks	5 weeks
<b>Study 20 hours/week</b>	\$397	\$694	\$1,041	\$1,388	\$1550
<b>Study 15 hours/week</b>	\$323	\$545	\$818	\$1,091	\$1,314
<b>Homestay (and all meals)</b>	\$149	\$298	\$447	\$596	\$745
<b>Student Service Fee</b>	\$60	\$60	\$60	\$60	\$60
<b>Application/Placement Fee</b>	\$300	\$300	\$300	\$300	\$300
<b>Airport Pick-up Drop-off is available for extra</b>	\$70	\$70	\$70	\$70	\$70
<b>Total for 20 hours/week</b>	<b>\$976*</b>	<b>\$1422*</b>	<b>\$1918*</b>	<b>\$2414*</b>	<b>\$2725*</b>
<b>Total for 15 hours/week</b>	<b>\$902*</b>	<b>\$1273*</b>	<b>\$1695*</b>	<b>\$2117*</b>	<b>\$2489*</b>

\*Prices do not include airfare, transportation, health insurance, or activities. Health Insurance may be purchased through A.C.E., but students are encouraged to purchase health insurance in their home countries.

\*Fees effective for new enrollments for sessions beginning on or after **August 15, 2007**. Fees may change without notice.

For more information, please send emails to [enroll@cultural.org](mailto:enroll@cultural.org) or call 206-217-9644.

To apply, download an application at [www.cultural.org/esl/pdfApplication.php](http://www.cultural.org/esl/pdfApplication.php) or apply online at [www.cultural.org/esl/apply.php](http://www.cultural.org/esl/apply.php).



# A.C.E. Language Institutes English Program Application Form 2007-2008

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  
**Country of Birth:** \_\_\_\_\_ **Country of Citizenship:** \_\_\_\_\_

4. **How would you like your I-20 immigration document to be sent?**  Express Courier (\$50 fee)  Airmail  
Are you transferring from another school? Which school? \_\_\_\_\_  
I do not need an I-20 because:  I am a 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. **Where did you get this application?** \_\_\_\_\_  
How did you hear about A.C.E.? \_\_\_\_\_

8. **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

9. **A.C.E. Language Institute and program you would like to attend:**  
Program:  Traditional  FLEX  Vacation FLEX  
Location:  Montana State University  Seattle Pacific University

10. **Proposed Entry Date:** \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year How many sessions will you attend?  1  2  3  4  5

11. **Authorizing Signatures:**  
I understand that average expenses (tuition, fees, and living expenses) at an A.C.E. Language Institute may vary from US\$1700 to US\$2600 per 5-week session 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 21, 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**



# A.C.E. Language Institutes

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

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 family directly.**

1. **Name:** \_\_\_\_\_  Male  Female

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

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Home Telephone      E-mail (if available)

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Home Country      Date of Birth      Age

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

Montana State University     Seattle Pacific University

3. **Proposed Entry Date:** \_\_\_\_ Month \_\_\_\_ Day \_\_\_\_ Year    How many sessions will you attend?  1  2  3  4  5

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:**    Homestay      Dormitory

6. **For students who choose Homestay in item 4 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

Marital status       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

**Meal details**

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

7. **For students who chose DORMITORY in item 4 above (available at MSU and ASU)**

If you will attend A.C.E. at Montana State University, please choose one of these meal plans:  
 5 days a week       7 days a week      (both plans are open dining – unlimited number of meals)

8. **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.

9. **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:** \_\_\_\_\_ **Date** \_\_\_\_\_

All students must sign in English

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

**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: Intensive English 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, the first two sessions of attendance are not refunded. However, all subsequent sessions up to the 7<sup>th</sup> session, will be refunded at 80% of tuition and refundable charges. No refunds or adjustments will be made for sessions beyond the 7<sup>th</sup> session of the initial prepayment in cases where students have prepaid for more than 7 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.