Course Dates, Prices, and Application 2013

All Programs

Enrollment Fee (required): $150 (non-refundable)

INTENSIVE ENGLISH
Year-Round, 30 Lessons/Week;
M-Th: 9:00 am - 3:00 pm, F: 9:00 am - 12:30 pm

UNIVERSITY PREPARATION
Year-Round, 30 Lessons/Week;
M-Th: 9:00 am - 3:00 pm, F: 9:00 am - 12:30 pm

PROFESSIONAL STUDIES
Sep/Jan Start, 2 Eng & 2 College Classes: Hours Vary

<table>
<thead>
<tr>
<th>Duration</th>
<th>Tuition</th>
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<tbody>
<tr>
<td>2-3 Weeks</td>
<td>$325/week</td>
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<tr>
<td>4-11 Weeks</td>
<td>$315/week</td>
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<tr>
<td>12-23 Weeks</td>
<td>$305/week</td>
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<tr>
<td>24-39 Weeks</td>
<td>$290/week</td>
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<tr>
<td>40+ Weeks</td>
<td>$275/week</td>
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Accommodations & Meals
$370/Week

PRIVATE LESSONS: $90 per lesson (1 hour)

Language & Excursions Program
June 30 - August 3, 2013

Includes:
- Tuition (20 lessons); M-F 9am-12pm
- Shared Accommodations (Sunday-Saturday)
- Meals (19 per week)
- Daily activities and sports
- Use of all campus facilities/services
- Tour of Boston/Harvard University
- 1 Full Day Excursion each full weekend

2 Weeks: $2,050
3 Weeks: $3,000
4 Weeks: $3,800
Additional Weeks: $935
Airport Transfers: $150 each way

*Language & Excursions Program prices include weekend excursions. All other courses (except Professional Studies) can be taken in the summer, but do not include the price of excursions.

Private Lessons:
- $90 per lesson (1 hour)

Course Start Dates - 2013

* The first course start date in 2013 is Monday January 7.
* Course start dates weekly: every Monday. If Monday is a public holiday, the course start date is Tuesday.**
* Students can enroll for as many weeks as desired.
* Arrival is every Sunday. Departure every Saturday by 12 pm. Additional fee for extra nights.
* For public holidays, please see Conditions of Enrollment.

** For public holidays, please see Conditions of Enrollment.

Additional Fees (Optional)
- Airport Transfers (to or from the College): $150 each way
- Courier Fee: $80
- Single Room Supplement: $150 per week
- Health Insurance: $45 per week
- Extra night dorm fees: $150.00 per night

Pine Manor College English Language Institute • 400 Heath Street • Boston, MA 02467 • USA
FAX: 617-738-8887 • TEL: 617-731-7145 • E-mail: pmc_eli@pmc.edu • Web: www.pmc.edu/eli
How to Enroll

1. Complete and submit the online application for enrollment at www.pmc.edu/eli-application.
2. Complete and sign the enclosed application for the enrollment fax 617-738-8887.
3. Complete and e-mail the application to pmc_eli@pmc.edu.

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.

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 U.S. consulate after you send the enrollment fee plus the following proof of sufficient funds while in the U.S.: 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 and Documentation

When we receive your online 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. Fee 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 the enrollment, counter, transportation, and medical insurance fees, which are non-refundable. 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

No refund will be given for early withdrawal from a program of 6 weeks or less. Enrollment, Transportation, Health Insurance, Courier, and Excursion Fees are non-refundable. Students who withdraw early from a program which is longer than 6 weeks will be refunded as follows: 7-11 weeks: 1st week (from first day of arrival): 80%, 2nd week: 60%, 3rd week: 40%, 4th week: 20%, none thereafter of tuition, room, and meals. After the percentage is deducted, the amount of time the students stay in the program will be retained. 12 weeks or more: 1st week (from first day of arrival): 80%, 2nd week: 60%, 3rd week: 40%, 4th week: 20%, none thereafter. Programs of 12 weeks or more have a discounted rate. After the percentage has been deducted, students will be charged the non-discounted (higher) rate for the time of their stay, and then refunded the remaining difference.

Facilities/Services Included

- Tuition/Accommodation on campus in shared room
- 19 meals per week
- Full use of all college facilities, including access to multimedia 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 including meal plans, 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. An additional per night fee is charged for early arrival and/or late departure. 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.

Airport Transfers

Airport pickup service can be arranged for transportation to or from the College. 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 U.S. holidays listed below. No refund or makeup classes will be given. Martin Luther King Day: January 21, Presidents’ Day: February 18, Patriots’ Day April 15, Memorial Day May 27, Independence Day July 4, Labor Day: September 2, Columbus October 14, Thanksgiving, November 28/29. The school is closed from December 21,2013-January 5, 2014. The last day of classes in 2013 is December 20.

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.

Health Insurance

Please enroll me in Pine Manor College Health Insurance

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

Airport Transfer:

- Arrival only
- Departure only
- Both ways
- Not required

Arrival date
Flight #
Airline
Depart date
Flight #
Airline

Courier Service (Express Mail)

Free send documents by express mail:

- Yes
- No

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

Credit Card Authorization Signature: