



# PINE MANOR COLLEGE ENGLISH LANGUAGE INSTITUTE

## Course Dates, Fees, and Application 2010

All Courses

Enrollment Fee (required): \$140 (non-refundable)

**INTENSIVE ENGLISH - YEAR-ROUND, 30 LESSONS/WEEK  
UNIVERSITY PREPARATION - SAME AS ABOVE  
PROFESSIONAL STUDIES - SEP-MAY, 4 CLASSES**

<u>Duration</u>	<u>Tuition</u>	<u>Accomm/Meals</u>	<u>Total</u>
4 weeks	\$1,440	\$1,400	\$2,840
8 weeks	\$2,880	\$2,800	\$5,680

**SEMI-INTENSIVE – YEAR-ROUND, 24 LESSONS/WEEK**

<u>Duration</u>	<u>Tuition</u>	<u>Accomm/Meals</u>	<u>Total</u>
4 weeks	\$1,240	\$1,400	\$2,640
8 weeks	\$2,480	\$2,800	\$5,280

### Special Long-Term Pricing

12 weeks	\$4,140	\$4,200	\$8,340
16 weeks	\$5,200	\$5,600	\$10,800
20 weeks	\$6,400	\$7,000	\$13,400
24 weeks	\$7,560	\$8,400	\$15,960
28 weeks	\$8,680	\$9,800	\$18,480
32 weeks	\$9,760	\$11,200	\$20,960
36 weeks	\$10,800	\$12,600	\$23,400
40 weeks	\$11,800	\$14,000	\$25,800
44 weeks	\$12,760	\$15,400	\$28,160
48 weeks	\$13,440	\$16,800	\$30,240

### Special Long-Term Pricing

12 weeks	\$3,600	\$4,200	\$7,800
16 weeks	\$4,640	\$5,600	\$10,240
20 weeks	\$5,700	\$7,000	\$12,700
24 weeks	\$6,720	\$8,400	\$15,120
28 weeks	\$7,700	\$9,800	\$17,500
32 weeks	\$8,640	\$11,200	\$19,840
36 weeks	\$9,540	\$12,600	\$22,140
40 weeks	\$10,400	\$14,000	\$24,400
44 weeks	\$11,220	\$15,400	\$26,620
48 weeks	\$12,000	\$16,800	\$28,800

### PRIVATE LESSONS: \$75 per lesson (1 hour)

#### Course Start Dates - 2010

Intensive Program, University Preparation Program, Semi-Intensive, Professional Studies, Private Lessons, Summer Program  
(Select as many sessions as desired.)

Jan. 4 - Jan. 29	† May 31 - June 25	Aug. 23 - Sep. 17
Feb. 1 - Feb. 26	June 14 - July 9	† Sep. 6 - Oct. 1
Mar. 1 - Mar. 26	June 28 - July 23	Sep. 20 - Oct. 15
Mar. 29 - Apr. 23	July 12 - Aug. 6	* Oct. 4 - Nov. 5
Apr. 26 - May 21	July 26 - Aug. 20	** Nov. 8 - Dec. 17
May 17 - June 11	Aug. 9 - Sep. 3	

† Tuesday start date

\* 5 week session

\*\* 6 week session

### SUMMER PROGRAM - June 27-August 7, 2010\*

2 Weeks: \$1,950	<b>Includes:</b>
3 Weeks: \$2,850	Tuition (20 lessons)
4 Weeks: \$3,600	Shared Accommodations (Sunday-Saturday)
Additional Weeks: \$900	Meals (19 per week)
	Daily activities and sports
Airport Transfers: \$140 each way	Use of all campus facilities/services
	Tour of Boston/Harvard University
	1 Full Day Excursion each full weekend

### Additional Fees (Optional)

Airport Transfers (to or from the College): \$140 each way  
Courier Fee: \$70  
Single Room Supplement: \$140 per week  
Medical Insurance: \$35 per week

\*Summer 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.

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## CONDITIONS OF ENROLLMENT

### How to Enroll

1. Complete and sign the Application for Enrollment. If under 18 years of age, a parent or guardian must sign. The minimum age is 16 years old.
2. Send the application and the \$140 enrollment fee at least one month in advance of arrival date. You may also fax it at 617-738-8887, email the application to [pmc\\_eli@pmc.edu](mailto:pmc_eli@pmc.edu), or apply online at [www.pmc.edu/eli](http://www.pmc.edu/eli) with a credit card number and expiration date.

### 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 of \$70.

### 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 \$140 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 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. Free 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, courier, 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 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.

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 at the cost of \$35 per week.

### Airport Transfers

Airport pickup service can be arranged for transportation to or from the College. The cost of the service is \$140 for each passenger, each way. **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 18; Presidents' Day, February 15; Patriots' Day, April 19; Memorial Day, May 31; Independence Day, July 4/5; Labor Day, September 6; Columbus Day, October 11, and Thanksgiving, November 25/26. The school is closed from December 18, 2010, until January 2, 2011. The last day of classes in 2010 is December 17.

### 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.

APPLICATION FOR ENROLLMENT

Personal Data

Family Name, First Name, Address, City, Postal Code, Country, Sex, Date of Birth, Country of Citizenship, Country of Birth, Tel #, Fax #, E-mail, How did you hear about Pine Manor College ELI?

Course and Level of English

Beginner, Elementary, Intermediate, Advanced, Course: Intensive, Semi-Intensive, Summer Program, University Preparation, Professional Studies, Private Lessons, Start date, End date, Number of weeks

Accommodations on Campus

Please arrange accommodations: Yes, No, If yes: Shared, Single (\$140 extra per week)

Roommate Preference

Same language, Different language, No preference

Health Insurance: \$35 per week

Please enroll me in Pine Manor College health insurance at \$35 per week. Yes, No (If you do not enroll, you must bring proof of your own health insurance.)

Airport Transfer: \$140 each way

Arrival only, Departure only, Both ways, Not required, Arrival date, Flight #, Airline, Depart date, Flight #, Airline

Courier Service (Express Mail): \$70

Please send documents by express mail: Yes\*, No (Required if I-20 form is requested less than six weeks prior to start date)

Payment Information

Enrollment fee, Course fees, Accommodation/Meals, Medical Insurance, Courier fee, Airport transfer, Other, Total

I will pay all of the above fees by (please select one):

1. Credit Card: VISA, AMEX, MasterCard. I authorize Pine Manor College to charge the total above amount to my credit card. Credit card #, Name on card, Expiration date, Signature of cardholder, Address. 2. Wire Transfer to: Boston Private Bank and Trust Co., 10 Post Office Square, Boston, MA 02109, Pine Manor College. Please contact us for ABA and Account Number. \* When making the wire transfer, please inform the bank of the following in order for PMC to credit your payment: Invoice Number, Name of Student, Name of Agency (if applicable). 3. Check (drawn on a U.S. bank), money order, or travelers checks. Make checks payable to Pine Manor College. I enclose payment of US \$

I have read and agreed to the terms and conditions of enrollment. I authorize PMC to take appropriate action in the event of a medical emergency and understand that I am responsible for all medical expenses.

SIGNATURE OF APPLICANT, Signature of parent or guardian (if applicant is under 18), Date

Credit Card Authorization (Required)

All students are required to provide ELI with a credit card number for our files. The credit card will only be charged if there are outstanding charges (such as course payments, library fines, room damages, or lost room keys) at the time of your departure.

Name on Card, Card #, VISA, MasterCard, Exp. Date, I authorize Pine Manor College to charge my credit card for damages, outstanding payments, and/or lost keys. Credit Card Authorization Signature, Date

## **Pine Manor College English Language Institute**

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