



PINE MANOR COLLEGE

ENGLISH LANGUAGE INSTITUTE

Course Dates, Prices, and Application 2012

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*

Duration

Tuition

1-3 Weeks	\$370/week
4-11 Weeks	\$365/week
12-15 Weeks	\$350/week
16-19 Weeks	\$335/week
20-23 Weeks	\$325/week
24-27 Weeks	\$320/week
28-31 Weeks	\$315/week
32-35 Weeks	\$310/week
36-39 Weeks	\$305/week
40-43 Weeks	\$300/week
44-47 Weeks	\$295/week
48+ Weeks	\$285/week

Accommodations & Meals

\$360/Week

PRIVATE LESSONS: \$90 per lesson (1 hour)

Course Start Dates - 2012

- * The first course start date in 2012 is Tuesday January 3.
- * Course start dates are offered 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
- ** For public holidays, please see Conditions of Enrollment.

SEMI-INTENSIVE – Year-Round, 24 Lessons/Week

M-F: 9:00 am - 12:30 PM

Duration

Tuition

1-3 Weeks	\$320/week
4-11 Weeks	\$315/week
12-15 Weeks	\$305/week
16-19 Weeks	\$300/week
20-23 Weeks	\$290/week
24-27 Weeks	\$285/week
28-31 Weeks	\$280/week
32-35 Weeks	\$275/week
36-39 Weeks	\$270/week
40-43 Weeks	\$265/week
44-47 Weeks	\$260/week
48+ Weeks	\$255/week

Accommodations & Meals

\$360/Week

Language & Excursions Program

June 24 - August 4, 2012

2 Weeks: \$2,000	Includes:
3 Weeks: \$2,925	Tuition (20 lessons); M-F 9am-12pm
4 Weeks: \$3,700	Shared Accommodations (Sunday-Saturday)
Additional Weeks: \$925	Meals (19 per week)
	Daily activities and sports
Airport Transfers: \$145 each way	Use of all campus facilities/services
	Tour of Boston/Harvard University
	1 Full Day Excursion each full weekend

*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.

Additional Fees (Optional)

Airport Transfers (to or from the College): \$145 each way
 Courier Fee: \$70
 Single Room Supplement: \$150 per week
 Health Insurance: \$40 per week

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

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 enrollment fee at least one month in advance of arrival date. You may also fax it to 617-738-8887, email the application to pmc_eli@pmc.edu, or apply online at 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 .

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 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 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 16; Presidents' Day, February 20; Patriots' Day, April 16; Memorial Day, May 28; Independence Day, July 4; Labor Day, September 3; Columbus Day, October 8, and Thanksgiving, November 22/23. The school is closed from December 15, 2012, until January 5, 2013. The last day of classes in 2012 is December 14.

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 on passport: _____
 First Name on passport: _____
 Address _____
 City _____ Postal Code _____
 Country _____
 Sex: Male Female Date of Birth: ____ / ____ / ____
(month) (day) (year)
 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 Language & Excursions Program
 University Preparation Professional Studies
 Private Lessons: # per week _____
 Start date _____ End date _____
 Number of weeks _____

Accommodations on Campus

Please arrange accommodations: Yes No
 If yes: Shared Single

Roommate Preference

Same language Different language No preference

Health Insurance:

Please enroll me in Pine Manor College Health Insurance
 Yes No
(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)

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	\$ _____
Accommodations/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 ____ / ____
(month) (year)

Signature of cardholder _____

Address _____

2. Wire Transfer:

Please contact us at pmc_eli@pmc.edu or 617-731-7145 for bank and wire details.

* 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 _____ Date _____

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 _____

VISA MasterCard

Card # _____

Exp. Date _____ (month/year)

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

Credit Card Authorization Signature: _____ Date: _____

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