### Course Dates, Prices, and Application 2018

**All Programs**

Enrollment Fee (required): $175 (non-refundable)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 Weeks</td>
<td>$495/week</td>
</tr>
<tr>
<td>4-11 Weeks</td>
<td>$485/week</td>
</tr>
<tr>
<td>12-23 Weeks</td>
<td>$450/week</td>
</tr>
<tr>
<td>24-35 Weeks</td>
<td>$410/week</td>
</tr>
<tr>
<td>36+ Weeks</td>
<td>$390/week</td>
</tr>
</tbody>
</table>

**Accommodations & Meals**  
$415*/Week

---

### 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

### ENGLISH + UNIVERSITY STUDIES

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

<table>
<thead>
<tr>
<th>Duration</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 Weeks</td>
<td>$495/week</td>
</tr>
<tr>
<td>4-11 Weeks</td>
<td>$485/week</td>
</tr>
<tr>
<td>12-23 Weeks</td>
<td>$450/week</td>
</tr>
<tr>
<td>24-35 Weeks</td>
<td>$410/week</td>
</tr>
<tr>
<td>36+ Weeks</td>
<td>$390/week</td>
</tr>
</tbody>
</table>

**Accommodations & Meals**  
$415*/Week

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

**Duration**  
**Tuition**

- 2-3 Weeks  
  $400/week
- 4-11 Weeks  
  $390/week
- 12-23 Weeks  
  $380/week
- 24-35 Weeks  
  $360/week
- 36+ Weeks  
  $350/week

**Accommodations & Meals**  
$415*/Week

---

### PRIVATE LESSONS: $95 per lesson (1 hour)

### LANGUAGE & EXCURSIONS PROGRAM

June 24 - August 11, 2018

| Pricing:  
2 Weeks: $2,800  
3 Weeks: $3,900  
4 Weeks: $4,900  
Additional Weeks: $1,200  
Airport Transfers: $175 each way |
|---------------------------------------------------------------|
| 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  
Tours of Boston/Harvard University  
1 Full Day Excursion each full weekend |
|---------------------------------------------------------------|

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

---

### Course Start Dates - 2018

The first course start date in 2018 is Tuesday January 2nd.

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.

### Additional Fees (Optional)

<table>
<thead>
<tr>
<th>Boston Logan Airport Transfers</th>
<th>$175 each way</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to or from the College)</td>
<td></td>
</tr>
<tr>
<td>Courier Fee</td>
<td>$90 per shipment</td>
</tr>
<tr>
<td>*Single Room Supplement</td>
<td>$155 per week</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$55 per week</td>
</tr>
<tr>
<td>Extra night dorm fees</td>
<td>$175 per night</td>
</tr>
</tbody>
</table>

---

Follow us on facebook. go to PMC.EDU/ELI and click on our facebook icon.
**CONDITIONS OF ENROLLMENT**

**How to Enroll (choose)**

**On-line:** Complete and submit the online application for enrollment at www.pmc.edu/eli-application.

**E-mail:** Print, fill out and e-mail scanned application to pmc_eli@pmc.edu.

**Fax:** Print, fill out and fax application to +1-617-731-7199

**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, Flywire, or check.

**Late Bookings**

Applications received less than six weeks prior to enrollment date will automatically be charged the courier delivery fee for students who require an I-20 for a student visa.

**Visas**

All courses except the Semi-Intensive and Language & Excursions Program 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, your passport and 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. 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.
- 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 room 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 even if cancelled in advance. 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 90% of the 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 15; Presidents’ Day: February 19; Patriots’ Day: April 16; Memorial Day: May 28; Independence Day: July 4; Labor Day: September 3; Columbus Day: October 8; Thanksgiving: November 22/23. The school is closed from December 15, 2018 - January 1, 2019. The last day of classes in 2018 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: ____/____/____
Country of Citizenship ____________________________________
Country of Birth ________________________________________
Tel # __________ Fax # __________
E-mail ________________________________________________

How did you hear about ELI? ________________________________

Course and Level of English

[ ] Beginner [ ] Elementary [ ] Intermediate [ ] Advanced
Course: [ ] Intensive [ ] Semi-Intensive [ ] Language & Excursions Program
[ ] University Preparation [ ] English + University Studies
[ ] Private Lessons: # per week ____________________________
Start date __________ End date __________
Number of weeks ________ [ ] Transferring from another school

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)

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 ____________________________________________
Card # ____________________________________________ VISA [ ] MasterCard [ ]
Exp. Date ________ (month/year)

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

Credit Card Authorization Signature: ________________________________ Date: __________

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. Flywire Payments can be made at: https://www.flywire.com/pay/pmceli

3. 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)

4. Check (drawn on a U.S. bank), money order, or travelers checks:
   Make checks payable to Pine Manor College.
   I enclose payment of US $ ________________________________

Total:

1. Credit Card: ____________________________
2. Flywire: ____________________________
3. Wire Transfer: ____________________________
4. Check: ____________________________

Total $ ____________________________