



ELS Executive Programs

English language training for a successful career

Programs of Study
Super Intensive English
Super Intensive Plus
English for Executives



executive program tuition

All programs include roundtrip airport pick-up service. Housing and meals are not included.
Please refer to the current Programs, Dates and Prices memo for housing prices.
Prices do not include admission costs for evening or weekend excursions.

Super Intensive English Program

30 lessons per week			
No. of Weeks	Non-Refundable Tuition Deposit (Due with application)	Tuition Balance (Due upon arrival)	Total Tuition
1	\$200	\$2,159	\$2,359
2	\$400	\$3,563	\$3,963
3	\$600	\$5,194	\$5,794
4	\$800	\$6,814	\$7,614

45 lessons per week			
No. of Weeks	Non-Refundable Tuition Deposit (Due with application)	Tuition Balance (Due upon arrival)	Total Tuition
1	\$300	\$2,955	\$3,255
2	\$500	\$4,840	\$5,340
3	\$800	\$7,089	\$7,889
4	\$1,000	\$9,341	\$10,341

Super Intensive Plus

70 lessons per week		
Non-Refundable Tuition Deposit (Due with application)	Tuition Balance (Due upon arrival)	Total Tuition
\$600	\$4,960	\$5,560

Notes: The Super Intensive English Program begins on a Monday and ends on a Friday. The Super Intensive Plus program begins on a Monday and ends on a Sunday. Both Super Intensive programs are offered year-round at 21 ELS Language Centers locations in the USA. Please indicate the CENTER and DATE you wish to attend from either Schedule A or Schedule B, as shown below. Should you prefer to attend a Center not currently listed, please contact Special Programs directly.

English for Executives

No. of Weeks	Non-Refundable Tuition Deposit (Due with application)	Tuition Balance (Due upon arrival)	Total Tuition
2	\$300	\$2,578	\$2,878
4	\$600	\$5,010	\$5,610

Note: English for Executives is offered year-round at 21 ELS Language Centers locations in the USA. Please indicate the CENTER and DATE you wish to attend from either Schedule A or Schedule B, as shown at the right. Should you prefer to attend a Center not currently listed, please contact Special Programs directly.

2012 ELS Language Center Holidays

New Year's Day January 2
Martin Luther King Jr. Day January 16
Presidents' Day February 20
Good Friday April 6
Memorial Day May 28
Independence Day July 4
Labor Day September 3
Thanksgiving November 22 & 23
Christmas Day December 25

NO CLASSES WILL BE HELD ON THESE DATES. PRIVATE LESSONS WILL BE MADE UP.

Course Administration Dates for English for Executives Programs

Schedule A Centers (Please one)

- | | | |
|--|--|--|
| <input type="checkbox"/> Boston - Newton, MA | <input type="checkbox"/> NYC - (Riverdale), NY | <input type="checkbox"/> Santa Barbara, CA |
| <input type="checkbox"/> Denver, CO | <input type="checkbox"/> Orlando, FL | <input type="checkbox"/> Santa Monica, CA |
| <input type="checkbox"/> Houston, TX | <input type="checkbox"/> Philadelphia, PA | <input type="checkbox"/> Seattle, WA |
| <input type="checkbox"/> Nashville, TN | <input type="checkbox"/> St. Paul, MN | |
| <input type="checkbox"/> NYC - (Manhattan), NY | <input type="checkbox"/> St. Petersburg, FL | |

Schedule A 2012 Start Dates (Please one)

- | | | |
|--------------------------------------|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> January 2 | <input type="checkbox"/> May 21 | <input type="checkbox"/> October 8 |
| <input type="checkbox"/> January 30 | <input type="checkbox"/> June 18 | <input type="checkbox"/> November 5 |
| <input type="checkbox"/> February 27 | <input type="checkbox"/> July 16 | <input type="checkbox"/> December 3 |
| <input type="checkbox"/> March 26 | <input type="checkbox"/> August 13 | |
| <input type="checkbox"/> April 23 | <input type="checkbox"/> September 10 | |

Schedule B Centers (Please one)

- | | | |
|---|---|---|
| <input type="checkbox"/> Atlanta, GA | <input type="checkbox"/> Houston - Clear Lake, TX | <input type="checkbox"/> San Francisco - Downtown, CA |
| <input type="checkbox"/> Boston - Cambridge, MA | <input type="checkbox"/> Oklahoma City, OK | <input type="checkbox"/> Tampa, FL |
| <input type="checkbox"/> Chicago, IL | <input type="checkbox"/> San Diego, CA | <input type="checkbox"/> Washington, DC |
| <input type="checkbox"/> Honolulu, HI | | |

Schedule B 2012 Start Dates (Please one)

- | | | |
|-------------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> January 9 | <input type="checkbox"/> May 28 | <input type="checkbox"/> October 15 |
| <input type="checkbox"/> February 6 | <input type="checkbox"/> June 25 | <input type="checkbox"/> November 12 |
| <input type="checkbox"/> March 5 | <input type="checkbox"/> July 23 | <input type="checkbox"/> December 10 |
| <input type="checkbox"/> April 2 | <input type="checkbox"/> August 20 | |
| <input type="checkbox"/> April 30 | <input type="checkbox"/> September 17 | |

Super Intensive English Program courses can begin on any Monday.



Executive English for the Professional

Note: This application for enrollment will not be processed without the payment of the non-refundable tuition deposit specified in the program Tuition section.

2012 Application for Enrollment



Follow these instructions:

1. Complete each item on the application, in English. All information must be typed or printed in BLOCK CAPITAL LETTERS. Sign the application form where indicated. Your application will not be processed without the necessary signatures.

2. Mail application and tuition deposit* to:

ELS Language Centers/Special Programs
400 Alexander Park
Princeton, NJ 08540-6306 USA

Email to sp@els.edu
or Fax to:
1.609.750.3599

*Tuition deposit may also be sent to ELS Language Centers via direct wire transfer:

Bank of America
San Francisco Commercial Banking Office, Unit 1499
345 Montgomery Street
San Francisco, CA 94104 USA

Account Name: ELS Language Centers
Account Number: 1499903686
Routing Number: 0260-0959-3
Swift Code: BOFAUS3N
Chips Address: 0959

13. I request that ELS Language Centers arrange my housing:

- Yes No
- Hotel Apartment
- Homestay Campus Residence Hall*

Other preferences: Single Smoking
 Double Non-smoking

*Residence Hall housing is available at campus locations only, but it is not recommended for executive clients due to lack of privacy.

Check-in Date: _____ Check-out Date: _____
(Month/Day/Year) (Month/Day/Year)

A credit card is required to reserve hotel accommodations. Please indicate credit card number, type, and expiration date.

1. Name (as shown on passport)

Family Name(s) First Name (s) Middle Name
Home Telephone No. Office Telephone No. Fax No.

2. Permanent Address (student's address in home country)

Street Address
City State Country Postal Code

3. Gender

- Male Female

4. Date of Birth

(Month/Day/Year)

5. Country of Birth

6. Citizenship

7. Native Language

8. Please check your present level of English proficiency:

- Beginner Intermediate Advanced

9. Please check the program you wish to attend:

- Super Intensive (Private Instruction)
 30 lessons/week
 45 lessons/week
- English for Executives (15 lessons/week in group Intensive Course in ELS Language Centers Program plus 15 lessons/week of private instruction)
- Super Intensive Plus (Private Instruction - 70 lessons/week)

10. Program Dates

The Super Intensive English Program and English for Executives program begin on a Monday and end on a Friday. The Super Intensive Plus program begins on a Monday and ends on a Sunday.

Beginning Date: Monday, _____ Ending Date: _____
(Month/Day/Year) (Month/Day/Year)

11. Program Location

12. I would like ELS Language Centers to arrange airport pick up service for me: Yes No

Arrival Date: _____ AM PM
(Month/Day/Year)

Airline: _____ Flight No.: _____ Time of Arrival: _____

Arrival Airport: _____ Flight Origin: _____

14. Is your English program being financially sponsored by your company? Yes No (If yes, please provide billing information)

Company _____
Department _____
Street Address _____
City State Country Postal Code

15. In case of emergency, please contact:

Name Telephone Fax

Financial Certification

This application must be accompanied by certification that sufficient funds will be available to meet both your living expenses and tuition expenses while attending ELS Language Centers courses. Either of the following is an acceptable form of certification:

- 1. A current personal bank statement or letter from your bank.
- 2. A letter from your employer or other sponsoring agent guaranteeing financial support.

Financial and Health Statement/Information Release

I understand that my expenses (excluding personal miscellaneous expenses) per session while studying at ELS Language Centers will be as indicated in the Application and Important Information addendum. I agree to accept full responsibility for these expenses. I have also read and understand the ELS cancellation and refund policy. I agree to accept full responsibility for my actions while participating in the Program and any related activities (including excursions and/or internships) and agree to assume all risk of harm arising from my participation, unless caused by ELS' negligence.

I hereby agree that ELS shall have the right, in its sole discretion, to terminate my attendance in any ELS program of study and to insist that I return to my country of origin within 24 hours of such termination by ELS. By his or her signature below, my parent or guardian agrees to insure that any minor under the age of 18 enrolled hereunder shall be returned to his or her country of origin within 24 hours of notification from ELS that the student's attendance in an ELS program has been terminated. No refunds will be given to terminated students.

In case of illness and/or injury, permission is granted to any appropriate health care provider to examine or treat and make necessary referrals to outside physicians as indicated. Permission is also granted to release information regarding my health to other designated individuals. I authorize ELS Language Centers to release information regarding my studies to my guardian or sponsoring agency. I further authorize ELS Language Centers to release my ELS academic records to any colleges or universities to which I apply. I understand that I have the right to review my official ELS student record.

I hereby grant ELS Language Centers and its subsidiaries, associated companies and licensees, permission to photograph, record and videotape me while attending ELS Language Centers or activities conducted by ELS Language Centers. I understand that ELS Language Centers will own the still photographs and/or video footage in which I appear, and have the unrestricted right to publish such photographs and use such video in any ELS Language Centers sales literature, on the ELS Language Centers Web site and in any other ELS Language Centers material, and shall have the right to license others to do the same. I further understand that this grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed.

Emergency Medical Insurance

Participants are covered by ELS Language Centers student emergency medical insurance during their programs. This insurance will cover a portion of the actual expenses, but not all. Pre-existing illnesses and conditions are not covered.

Refunds

Tuition refunds will be made to students who cancel or withdraw from ELS Language Center due to sickness or emergency. Proper documentation must be submitted in order to receive a tuition refund. The tuition deposit due at the time of application is not refundable.

Tuition refunds for programs already in season will be made on a weekly basis less an early departure fee of 10% of the total tuition. For example, if a participant has completed 2 1/2 weeks of a four-week program, he/she will receive a one-week refund, less the 10% early departure fee.

Classes missed will be made up if 48 hours advance notice of the missed class has been given to the ELS Language Center Director.

X _____
Signature of Applicant Date



Individual Needs Survey

Name _____ Company _____
 Occupation _____ Job Title _____

Please indicate the relative importance of each of the items below by circling a number from 1 - 5
 (1 being most important and 5 being least important)

PART 1:

I need to use English in these ways:	1 being most important and 5 being least important				
1. Conversation and informal meetings in small groups	1	2	3	4	5
2. Understanding and speaking at formal meetings	1	2	3	4	5
3. Using the telephone	1	2	3	4	5
4. Chairing meetings and conferences	1	2	3	4	5
5. Following a training course, seminar, conference or lecture	1	2	3	4	5
6. Conducting training and giving formal presentations	1	2	3	4	5
7. Reading reports, correspondence and brochures	1	2	3	4	5
8. Reading instruction manuals, technical journals and newspapers	1	2	3	4	5
9. Taking notes at meetings, lectures and conferences	1	2	3	4	5
10. Writing letters, memos and general correspondence	1	2	3	4	5
11. Writing reports and minutes of meetings	1	2	3	4	5
12. Writing sales brochures or instruction booklets	1	2	3	4	5
13. Receiving and entertaining foreign visitors	1	2	3	4	5
14. Traveling and being entertained abroad	1	2	3	4	5
15. Improving cross cultural awareness	1	2	3	4	5
I need to improve my English in these skill areas:					
A. Grammar	1	2	3	4	5
B. Speaking	1	2	3	4	5
C. Listening	1	2	3	4	5
D. Writing	1	2	3	4	5
E. Other (Please indicate) _____	1	2	3	4	5

PART 2: To help assess your English proficiency, please attach a personally written, one-page description of how you need to use English in your job or profession. Also indicate which company or professional visits you would like to include in your program.