Enrollment Eligibility
To enroll at ELS, you must meet the following requirements:
1) Meet the age requirement for the center where you will be studying
   (see 2019 Prices and Dates)
2) Send the signed and completed application form
3) Pay the ELS application fee
4) Make the ELS tuition prepayment (see 2019 Prices and Dates)
5) Submit your financial certification in English, if requesting a Form I-20

Student Health Plan Fee
All ELS students must have medical insurance. The Student Health Plan is
offered to ELS students at a non-refundable fee of $160 per four-week course.

Housing Reservation Prepayment
Housing is optional. Four weeks of housing fees required to confirm
reservation. Fees by center are listed on the 2019 Prices and Dates document.

Airport Pick-Up Fee
Airport pickup is optional. Fees by center are listed on the 2019 Prices and
Dates document.

Materials and Technology Fee
Each Student pays a non-refundable materials and technology fee of $100 at
the beginning of each four-week course.

Cancellation and Refund Policy

Tuition and Fees
If ELS does not accept your application, ELS will refund you the application fee,
as well as any tuition collected.
Tuition payment for your entire booked course is required prior to attendance
and is subject to the cancellation and refund policies stated below.

Tuition and Fees Cancellation Policy*
If ELS accepts your application, but you cancel your booked course, the
application fee will not be refunded. However, should you cancel your
booked course, you may apply your application fee toward a new course for
up to 12 months after your initially scheduled start-date.
If your visa application is rejected or you cancel your booked course prior
to the start date and you have not entered the U.S.A. on a student visa
sponsored by ELS, ELS will refund all tuition and fees (except the application
fee and courier fee).
If you enter the U.S.A. on a student visa sponsored by ELS and cancel your
booked course or do not report for class, ELS will retain the first four weeks of
tuition as a non-refundable fee if you have a booked course of four or eight
weeks. If you have a booked course of 12 weeks or more, ELS will retain the
first six weeks of tuition as a non-refundable fee.

Tuition and Fees Refund Policy*
Standard Programs (Intensive English, Semi-Intensive English, American
Explorer, Business English)
If you withdraw after the first four weeks of your booked course
and have not completed at least 50% of your booked course, you
will be eligible for a prorated tuition refund. This refund will be
calculated from your last recorded day of attendance and will
be calculated by week based on the weekly price for your actual
length of study. ELS counts any part of the week that you studied
as a full week of attendance for refund calculations.
If you withdraw after completing at least 50% of your booked
course, you will not be eligible for a refund.
If you extend the length of your booked course and withdraw
from the course before completing 50% of the extended portion
of your booked course, you will be eligible for a prorated tuition
refund of the booked extension. This refund will be calculated
from your last recorded day of attendance and will be calculated
by week based on the weekly price for the actual length of your
extended study. ELS counts any part of the week that you studied
as a full week of attendance for refund calculations.
If you extend the length of your booked course and you have
completed 50% or more of the extended portion of the booked
course, you will not be eligible for a refund.

Program Changes
There is a one-time $150 program change fee if you change your
enrollment from the Intensive English program to the Semi-
Intensive or American Explorer program after your first four weeks
of enrollment. No program changes are permitted within the first
four weeks of a booked course.

Housing Cancellation and Refund Policy
If canceled within 28 days, 50% of the housing costs of the first
session (up to four weeks) will be refunded.

All Refunds
Refunds will be made within 30 calendar days of your notice of
cancellation or withdrawal from the program.
ELS follows all applicable state and federal regulations, including
those related to student refunds.
All refunds are processed in the same method in which payment
was originally received.

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*California centers’ cancellation and refund policy may vary. Please see ELS.edu/CaliforniaCatalog.