

# ADMISSIONS APPLICATION



**E. C. I.**

Educational and Cultural Interactions, Inc.  
English Language Program  
STUDENT APPLICATION

Please attach  
a recent  
personal  
photo

## PERSONAL INFORMATION

Name \_\_\_\_\_  
(Family) (Given)  
Name as written on Passport \_\_\_\_\_

Current Address (in the United States of America) \_\_\_\_\_  
Permanent Address (address in your country) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*\*Include country and city code*

\*\*Telephone \_\_\_\_\_ \*\*Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Date of birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_ Sex: \_\_\_\_\_ Male  
Month Day Year Female

Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Native Language \_\_\_\_\_

EMERGENCY CONTACT: (family member or friend)

Name \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

How long have you studied English? \_\_\_\_\_

What is your current English level? Novice/Beginner/Low Intermediate/High Intermediate/Advanced/High Advanced

Tel.: 972-239-8555; 469-872-0069; Fax: 405-810-8714  
E-mail: [eci@ionet.net](mailto:eci@ionet.net) Web Site: [www.eciprograms.com](http://www.eciprograms.com)

Student's Initials \_\_\_\_\_

**STUDENT AND VISA INFORMATION**

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Are you now in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when did you enter? \_\_\_\_\_ Month \_\_\_\_\_ Year

Why do you want to study English in the USA? \_\_\_\_\_

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What type of visa do you hold or want to hold? \_\_\_\_\_ (student, visitor, etc.)

How many sessions do you want to study at the ECI ELP? (1 session=4 weeks) \_\_\_\_\_

When do you want to start class? (Visit [www.eciprograms.com](http://www.eciprograms.com) for current start dates) \_\_\_\_\_

**PROGRAM TYPES**

**-Intensive English Program:** 25 Academic Hours per week (Program offers 12 levels taught in sessions- each session lasts four (4) weeks. The student is placed in the level according to the score on the placement test). The daily schedule is as follows:

**Monday through Friday from 9:00AM to 2:00PM**

9:00 A.M-12:00 Noon – Integrated Academic English Classes (Monday – Friday)

12:20 PM- 2:00 PM- Academic Elective Classes (Monday –Friday)

**Total of 100 academic hours (25 academic hours per week)**

**(Please see the Student Handbook for the list of levels and classes)**

**ATTENDENCE POLICY**

**Student is allowed to be absent three (3) days per session. Exceptions are made in situations of excused absence for illness or family emergency .**

**NOTE: STUDENT HAS TO ATTEND 85% OF THE SESSION IN ORDER TO BE ABLE TO PASS THE LEVEL AND MOVE ON TO THE NEXT ONE.**

Please read the following and sign that you understand and will comply with immigration laws:

1. The earliest a student can enter the United States is 30 days before the program start date.
2. A student has 60 days to return to his/her country after completion date of program. Any student that is expelled from the program or decides to withdraw before the completion date of the current session has 15 days to return to his/her native country.
3. All students must report an address change while in the United States within 10 days of moving (even dependents need to be reported) to the admission coordinator and/or PDSO or DSO.
4. The student is responsible to request an extension on his/her I-20 before the completion date expires. Request should be made to the program coordinator and director/president.
5. To transfer to another school, a student must
  - a. Apply and be accepted to the "transfer school."
  - b. Inform current school of the transfer no later than the last day of the current program.
  - c. Inform "transfer school" of transfer date.
  - d. Complete transfer process no later than 15 days after first day of class of "transfer school."
6. F-2 dependents cannot enroll in a full-time program except for avocational or recreational purposes. F-2 children may enroll in elementary or secondary schools full-time.
7. An F-1 student may not work during ELP studies.
8. ECI ELP is required to report the following to immigration:
  - a. A student that is not in status or has not reported to the school
  - b. A student's change of name
  - c. A student that has finished the program early
  - d. Disciplinary action against a student for crime
  - e. Any notice that immigration (SEVIS) requests from the school
  - f. The student's start date for the next session
  - g. A student's current address

I understand the regulations and agree to follow them: \_\_\_\_ Yes \_\_\_\_ No

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Signature of student

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Date

Student's Initials \_\_\_\_\_

**LIABILITY RELEASE**

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I, the undersigned, as the participant, and the parent(s) or legal guardian(s) of participant in ECI ELP, hereby release ECI English Language Program, its officers, directors, president, agents, representatives, and host families where the participant may be assigned, from any and all current and future claims, charges, costs, and/or causes of action for loss of property, personal injury, illness, accident, or death sustained by the participant for the duration of the ECI English Language Program, whether covered by current insurance or not. I further understand and agree I am responsible for any loss, damage, or injury caused by the participant in the ECI English Language Program.

I have read the policies and rules and agree that the participant must follow and abide by these rules and regulations as outlined.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s) or Guardian(s)

\_\_\_\_\_  
Date

(Signature only required if student is under 18 and has completed high school with purpose his/her studies in the USA)

**MEDICAL RELEASE-only required for students under 18**

In case of illness, accident, or injury, I/we grant permission to the ECI English Language Program, its representatives, and/or my/our child's host family to authorize examination and treatment for my/our child by qualified medical personnel.

I/we grant ECI English Language Program and my/our child's host family all necessary permission to act as legal guardian, especially in emergencies, whether medical or other, including surgical operations or any other treatment.

This authorization grants permission to release information regarding my/our child in order to receive any and all inoculations or immunizations required by federal, state, and/or local authorities for participation in the ECI English Language Program.

This Medical Release Authorization shall be valid for the entire duration of the ECI English Language Program in which my/our child is participating.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent(s) or Guardian(s)

\_\_\_\_\_  
Date

(Signature only required if student is under 18 and has completed high school with intention to pursue his/her studies at universities in the USA)



# APPLICATION PROCEDURES



## Admission:

Students must meet the following requirements in order to enroll in ECI ELP:

- Complete a \*Student Admission Application with the Recommendation Questionnaires (Academic and Personal)
- Complete \*Statement of Support\* Document
- Submit a Bank Statement or Letter-confirmation of scholarship
- Submit transcripts from the most current educational institution
- Complete a \*Student Homestay Application (optional)
- Submit a copy of your passport information page
- Submit a copy of the current visa page (for transfer students)
- Submit a transfer form signed by your current school in the US (for transfer students)
- Submit the most recent I-94 form (for transfer students)
- Submit the current I-20 form (for transfer students)
- Submit application fee of \$250.00 unless it is arranged for the application fee to be waived.

*\*forms can be downloaded from [www.eciprograms.com](http://www.eciprograms.com)*

If any of this information is not submitted, an application cannot be processed.

## Acceptance Packet

After the application process is completed, the ECI ELP will send the I-20, Acceptance letter, and Student Handbook to the student. The applicant will need to take the I-20, financial statement, passport, and acceptance letter to the nearest American Embassy or Consulate in order to apply for F-1 student visa. The applicant has to pay the I-901 fee in the amount of \$200.00. Please go to [www.fmjfee.com](http://www.fmjfee.com) to accomplish the payment. The applicant also needs to pay the visa application fee (the instructions for it will be given by the Embassy of the USA in your country. Please call the Embassy or Consulate to inquire about additional information that they may require to apply for F-1 student visa.

The applicant with dependants will receive the I-20 documents for obtaining the F-2 visas for dependents. Please note that you do not need to pay I-901 fee for the dependents. However, you may need to pay the visa application fee for each of the dependents. Please consult with the Embassy in the USA in your area.

## Registration:

Upon arrival in the United States, students must report to ECI office in order to register for the program. Transfer students must register once their transfer form is complete by the school that they last attended. At the time of the registration, students will be asked to complete the following forms and submit the following documents:

- Read and sign the Student Agreement
- Complete Request to Withhold Information
- Complete Enrollment Agreement
- Complete a Residence Form if homestay is not requested
- For initial students: Submit a copy of the current F1 visa and I-94.

Students have to pay the tuition fee and take the placement test prior to the beginning of the session. Students will receive an orientation on the first day of classes. Registered students have to receive a photo ID card from ECI.

**Accommodations**

The ECI ELP offers various housing options to its students: Homestay (homestay fee usually ranges from \$650-700 per month). This fee includes room, breakfast and dinner. ECI ELP also assists the students in finding apartments that are located near the school either furnished or not (depending on the student’s request). Students may request university housing. When available, the students may have the option of staying in the dormitories of the University of Dallas (Irving, TX) or Randall University (Moore, OK).

**ECI ELP Payment Policy:**

Tuition fee and fees are due at the end of the current session and before or upon the beginning of the new session. New students will pay the tuition fee prior or upon the arrival at the school which is before or upon the beginning of the session. If all tuition fees are not paid by the third day of the new session, the student may not be admitted in class. ECI reserves the right to charge a late fee of \$50-\$100 if the payment is made after the third day of the new session.

If a student opts to pay for a semester at a discounted rate, payment has to be made in the full amount in the beginning of the first session of the semester.

**ECI ELP TUITION:**

A non-refundable application fee of \$250 has to be paid at the time of the enrollment for all students. The tuition fees apply as follows:

1. For students coming directly from abroad: The tuition fee for **one session (4 weeks)** is **\$1,200**.  
After a student has studied with ECI for **4 consecutive sessions**, a **discounted fee of \$950 per session** (4 weeks) will apply.
2. For students transferring from another institution in the US: The tuition fee **for one session (4 weeks)** is **\$1,200**.  
If a student signs up for **two (2) or more sessions**, a **discounted fee of \$950 per session** will apply starting with the **second session**.  
If a transfer student opts to pay **for a full semester (4 consecutive sessions) in advance**, a special discounted rate of **\$3550 (for one semester)** will apply.

*N.B.: The tuition does not include the costs of textbooks.*

By signing this document, I confirm that I understand and accept the tuition fee terms.

\_\_\_\_\_

\_\_\_\_\_

**Student Signature**

**Date**

Student’s Initials \_\_\_\_\_



## ECI ELP REFUND POLICY:

### **Cancellation:**

Educational and Cultural Interactions, Inc. (ECI) requires **written notification** of a student's cancellation **before** the start of a new session to receive a full refund, minus any non-refundable fees (non-refundable fees include, but are not limited to: SEVIS fee, application fee, homestay application fee).

1. **Rejection of Application:** If a student's application to ECI is rejected or is not granted a student visa a full refund, minus any non-refundable fees, will be issued.
2. **Program Cancellations:** If the Program is cancelled for any reason **after** a student's enrollment, a full refund will be issued.
3. **Cancellation Prior to the Start of Class or No Show:** If a student cancels their attendance in the program **prior** to the start of a new session or never enters the country on ECI's I-20 (no show) a student will receive a full refund minus any non-refundable fees.

However, if a student enters the United States on ECI's I-20 and then cancels their enrollment or is a no show, no refund for the first session's tuition or any non-refundable fees will be given.

### **Withdrawal or Termination After the Start of Class:**

**Educational and Cultural Interactions, Inc. (ECI) requires written notification of a student's withdrawal before the start of a new session to receive a full refund, minus any non-refundable fees (non-refundable fees include, but are not limited to: SEVIS fee, application fee, homestay application fee).**

**1. Termination due to Student Misconduct:** No refund will be given if a student violates any of ECI's rules and regulations, or state or federal laws. N.B. In case of paying a discounted rate of \$3,550 for a semester (4 sessions) and being terminated, the refund will be applied following the same policy as for non-terminated students who paid a discounted semester rate (see point 4b).

**2. If the student is expelled/suspended from the Program for irregular attendance or/and academic failure,** no re-fund will be given to the student.

**3. If the student withdraws from an ECI session prior to or during the first week of attendance,** a prorated refund will be issued for the current session and all prepaid sessions will be fully refunded. The refund will be calculated at a full tuition cost of \$1,200 per session. A \$50 cancellation fee will apply for shortening the contract.

**4. Withdrawal after the beginning of the session: If the student withdraws from the ECI Program on or after two weeks of attendance, the following policy will apply:**

a. No refund will be issued for the session which the student has attended.

b. For students who paid for more than one month in advance: A full refund will be issued for any remaining sessions. However, if a student paid a discounted rate of \$3,550 for a semester, or the discounted fee of \$950 per session (in case of the transfer students), the refund will be calculated at a full cost of the program (\$1,200 per session).

**5. Temporary Leave of Absence:** If a student must leave in the middle of a session due to a family emergency and must return to their home country, no refund will be given; however, if the student returns and resumes the studies, ECI will prorate the tuition fee of the next session for the days he/she missed in the previous one. The student must show proof of the emergency matter.

**6. Approved F-1 student's Change of Status:** If a student's F-1 Change of Status approval date occurs after the start of a current session, the student will be responsible for the entire session tuition.

**Arrival Information**

All students will be greeted by a staff member from the ECI ELP and taken to the host family or to the apartment (if it has been arranged before the student’s arrival).

Students that have completed the Homestay Application need to arrive no earlier than the Friday before classes begin. If a student arrives earlier, s/he should plan to stay in a hotel. ECI ELP staff will help with the hotel arrangements. Students who plan to stay in apartment or hotel should communicate with ECI ELP as to when they plan to arrive. ECI ELP staff will help with the arrangements and setting in to the students who plan to stay in campus dormitories.

Students who have not requested Homestay must report to ECI office within 48 hours after their arrival in the United States to register with the program.

During the registration, the student will be administered a placement test. The student will have orientation on the first day of classes. This day is also organized to help the students get to know the teachers, administrators, and other students.

**Banking and Payments**

A student that is going to be enrolled for more than one session might want to consider opening a bank account. A staff member will take students to open accounts during the first week of classes. It is a good idea for students to arrive with enough money in traveler’s checks for the expenses of the first month (spending money, book money, etc.).

Upon the beginning of the session, the student is responsible to pay the tuition fee for that session. The payment options can be: Cashier’s Check or Money Order or wire transfer. The students that are on scholarship need to secure their financial guarantees before or upon starting of the session of studies.

**I have read the information of this application and the Student Handbook and I agree to all of the regulations and policies thus I understand that breaking and violating the rules of the Program and/or Immigration Regulations can result in expulsion of the Program and in some cases deportation. I also agree to the other conditions listed on the applications as well as in the Student Handbook concerning responsibility, health, refunds, accommodations, courses, and billing. This agreement will be effective upon acceptance of my application.**

\_\_\_\_\_  
**Signature of Applicant** **Date**

\_\_\_\_\_  
**Signature of Parent(s) or Guardian(s)** **Date**

**(Signature only required if student is under 18 and has completed high school with intention to pursue his/her studies at universities in the USA)**

**School Official’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**E. C. I.**

# **ACADEMIC RECOMMENDATION FOR STUDENT**

**Educational and Cultural Interactions, Inc.  
English Language Program**

**For Student:**

**First and Last Name of Student:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**For Instructor or Academic Advisor:**

The above student is applying for Educational and Cultural Interactions English Language Program. We value your comments and request that you give a candid report so that fair consideration may be given to the applicant. You may attach a separate letter of recommendation if necessary.

1. How well do you know the applicant? <input type="checkbox"/> By name/sight <input type="checkbox"/> Casually <input type="checkbox"/> Numerous personal contacts	
2. What is your opinion regarding the student's aptitude for academic study? <input type="checkbox"/> Highly enthusiastic <input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Hesitant <input type="checkbox"/> Negative <input type="checkbox"/> No opinion	
3. What is your opinion of the student's adaptability to a new environment? <input type="checkbox"/> Highly enthusiastic <input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Hesitant <input type="checkbox"/> Negative <input type="checkbox"/> No opinion	
4. What is your opinion of the student's ethical standard and character? <input type="checkbox"/> Highly enthusiastic <input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Hesitant <input type="checkbox"/> Negative <input type="checkbox"/> No opinion	
5. What is your opinion of the student's social readiness? <input type="checkbox"/> Highly enthusiastic <input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Hesitant <input type="checkbox"/> Negative <input type="checkbox"/> No opinion	
6. Do you think the student is qualified to participate in the student abroad program? Circle one. Yes/no, please explain.	
7. Please explain how the overseas exchange program will benefit the student in his/her major field of study.	
9. Overall Recommendation <input type="checkbox"/> Highly enthusiastic <input type="checkbox"/> Strong <input type="checkbox"/> Moderate <input type="checkbox"/> Hesitant <input type="checkbox"/> Negative <input type="checkbox"/> No opinion	
Recommender's Name:	Institution:
Position and Department:	
Recommender's Signature:	Date:

Student's Initials \_\_\_\_\_



# PERSONAL RECOMMENDATION FOR STUDENT

**Educational and Cultural Interactions, Inc.  
English Language Program**

**For Student:**

**First and Last Name of Student:** \_\_\_\_\_

**Email:** \_\_\_\_\_

The above student is applying for Educational and Cultural Interactions English Language Program. We value your comments and request that you give a candid report so that fair consideration may be given to the applicant. You may attach a separate letter of recommendation if necessary.

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Recommender's Name:	Institution:
Position and Department:	
Recommender's Signature: <small>Student's initials</small> _____	Date: _____