Student Application

Requirements & Deposits

Please complete the attached application form and include the following:

(a) A non-refundable application fee of US $150 for all applicants.

(b) A non-refundable processing fee of US $200 (for Change of Status and Reinstatement applicants only).

(c) A non-refundable fee of US $65 for Express Mail (*if applicable, optional*).

OR: A non-refundable fee of US $20 for wire transfer processing (*if applicable, optional*).

(d) Non-refundable textbooks, $50-80 per level/course (*Price varies; due when class begins; students may purchase elsewhere*).

(d) A copy of your passport.

(e) A copy of your current U.S. visa (*if applicable – students currently in the U.S. only*).

(f) If you are applying from outside the United States, submit a completed [Web Entrance Test](#).

F-1 students/applicants should also submit the following:

(g) A bank statement, less than 6 months old, with a total balance that covers the minimum living expenses of $1200/month plus tuition. For example, if a student wants to register for 4 months, use this formula: $1200*4 + 4 months of tuition (*For F-1 students/applicants only*).

(h) A guarantee letter of financial support from the person, business, or organization providing you with financial support while studying in the United States (*if applicable*).

(i) Proof of health insurance (*Not required*).

Transfer F-1 students should also include:

(j) A copy of the I-20 form from your previous school and a completed transfer release form signed by your previous school's international advisor.

Submitting Application

Please send the completed application and required documents by mail, fax, or email to:

**Mailing Address:**
Admissions – Main Campus
Boston International Academy
1642 Commonwealth Ave.
Brighton, MA 02135 USA

**Fax:**
617-731-6391

**E-mail:**
info@bia.edu

Acceptance

After receiving all of the required documents and payments, BIA will review your application. Upon acceptance, BIA will send you an acceptance packet which includes:

- An acceptance letter
- A signed I-20 Form (*if applicable*)
- Instructions on how to apply for an F-1 visa in your country (*if applicable*)
- Housing Information
- Health Insurance Information
- Instructions on what to do upon arrival in Boston

*Please note: Full-time students who are enrolled in intensive English language study (*minimum 18 hours per week*) are required to be issued an I-20 form and apply for an F-1 visa, unless they hold a valid visa that permits full-time study.*
Registration

You must report to BIA and register before your session start date; we will contact you to schedule an appointment. Please be prepared to take the placement test (approximately 1 hour). You must bring the following with you:

- Passport and Visa
- Signed I-20 Form [if applicable]
- Tuition Payment

Health Insurance

Students are NOT required to have health insurance. However, we strongly encourage all students to purchase an insurance plan as most insurance plans purchased overseas are not valid in the United States. Refer to companies such as www.psiservice.com which specialize in international student insurance.

Tuition Payment

We accept: cash, personal US checks, traveler’s checks, credit cards (Visa, MasterCard) or wire transfers. Tuition payments received after the end of the first week of the session will be assessed a non-refundable $50 late fee. Please note that all wire transfer payments will be charged an additional non-refundable $20 service fee.

Refunds

For detailed information on refunds and cancellations, please consult Page 10 for our complete policy.

Housing

Although BIA does not offer housing, we can suggest Homestay providers and apartment options in the area, including: 4stay.com and Global Immersions. Please let us know if you are interested in receiving more information about Homestays or apartments. Please note that a separate housing agreement must be signed before enrolling if the student registers through the school; or, you may choose to work directly with the housing provider if you prefer.

F-1 Student Responsibilities

In order to lawfully maintain F-1 visa status, all students are required to maintain full-time course status, keep a minimum attendance rate of 80%, and hold a valid passport and I-20 at all times. Students must not except employment without valid authorization and are required to abide by the school’s transfer procedure. Students must meet the minimum requirements of satisfactory student progress or risk expulsion from the program. Students who completed their program of study (the period they registered for) have a grace period of 60 days to leave the country, or transfer, after their last date of attendance. Students who’ve taken a grace period may not return to studies at BIA upon completion of said grace period and are required to transfer, or leave the country; they can also obtain an initial I-20, repay the I-901 fee and re-enter the US if they choose to. Withdrawn students who do not complete their program will be terminated for one of the following reasons that best apply to their situation: an authorized early withdrawal in which the student must leave the country within 15 days, or an unauthorized early withdrawal which would require the student to file for reinstatement at a different school or leave the country as soon as possible. Transfer students must register for the next available session at the school of their choice, or start classes within 5 months of their last date of attendance, whichever is sooner. Students cannot sign up for a later session, and take vacation in the meantime.

Other School Policies

Please refer to our school website for the complete Student Handbook: http://bia.edu/student-life/handbook/
Programs/Courses and Tuition

Please Note: Students who are NOT eligible for full-time study (based on visa status) may not enroll at BIA.

<table>
<thead>
<tr>
<th>Full-Time</th>
<th>ESL</th>
<th>Premium ESL 24</th>
<th>18 hours per week, 16 weeks per level, 7 levels total [2016 clock hours total]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business English</td>
<td>Career Business English</td>
<td>18 hours per week, 16 weeks per level, 2 levels total [576 clock hours total]</td>
<td></td>
</tr>
<tr>
<td>TOEFL</td>
<td>Premium TOEFL 32</td>
<td>18 hours per week, 12 weeks per level, 2 levels total [432 clock hours total]</td>
<td></td>
</tr>
<tr>
<td>TEFL/TESOL</td>
<td>(Teaching English as a Foreign Language, Teachers of English to Speakers of Other Languages)</td>
<td>18 hours per week, 12 weeks total [216 clock hours total]</td>
<td></td>
</tr>
<tr>
<td>2-Week Courses</td>
<td>3 Options: 1. Speaking &amp; Pronunciation 2. Business English 3. Writing &amp; Composition</td>
<td>18 hours per week, 2 weeks per course [36 clock hours per course]</td>
<td></td>
</tr>
</tbody>
</table>

Offered to F-1 students, Green Card holders, or non-F1 visa holders eligible for full-time study.

Morning: Monday to Thursday, 9:00am – 12:45pm/Friday, 9:00am – 12:00pm
Afternoon: Monday to Thursday, 1:15 – 5:00pm/Friday, 12:30 – 3:30pm
Evening: Monday to Thursday, 5:30 – 10:00pm
Weekend: Friday, 4:00 – 9:00pm & Saturday/Sunday, 9:00am – 3:30pm

Regular Tuition Rates

<table>
<thead>
<tr>
<th>Course</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Business English</td>
<td>$850 per 4-week session</td>
</tr>
<tr>
<td>Premium ESL 24</td>
<td>$850 per 4-week session</td>
</tr>
<tr>
<td>Premium TOEFL 32</td>
<td>$850 per 4-week session</td>
</tr>
<tr>
<td>TEFL/TESOL</td>
<td>$975 per 4-week session</td>
</tr>
<tr>
<td>2-Week Courses (per course)</td>
<td>$425 per 4-week session</td>
</tr>
</tbody>
</table>

Bulk Discount Rates: Career Business English, Premium ESL 24, Premium TOEFL 32

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register and pay for 3-5 sessions</td>
<td>$765 per 4-week session</td>
</tr>
<tr>
<td>Register and pay for 6-11 sessions</td>
<td>$722 per 4-week session</td>
</tr>
<tr>
<td>Register and pay for 12 sessions</td>
<td>$680 per 4-week session</td>
</tr>
</tbody>
</table>

Bulk Discount Rates: TEFL/TESOL

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register and pay for all 3 sessions together</td>
<td>$876 per 4-week session</td>
</tr>
</tbody>
</table>

Tuition Payment and Bulk Discount Agreement
For students receiving a bulk discount (a discount for multiple session enrollments) that fail to attend all sessions listed in the bulk discount agreement, refunds will be subject to and calculated using the non-discounted regular pricing structure. However, if the student successfully completed enough sessions to qualify for a lower-tier bulk discount, the refund will be calculated using that lower-tier discounted rate. Refunds for any non-bulk discount given will be based on the discounted tuition amount charged. I acknowledge that tuition payments submitted after the first week of the session will be assessed a $50 late fee.

Student’s Signature: ____________________________
Boston International Academy Application

PERSONAL INFORMATION

LEGAL NAME IN FULL

LAST NAME
FIRST NAME
MIDDLE

HOME COUNTRY ADDRESS

STREET NUMBER, STREET NAME

CITY/TOWN
STATE/PROVINCE
ZIP CODE
COUNTRY

MAILING ADDRESS IN USA

STREET NUMBER, STREET NAME

CITY/TOWN
STATE
ZIP CODE

PHONE (             )
(AREA CODE) PHONE NO.

CELL PHONE (             )
(AREA CODE) PHONE NO.

EMAIL ADDRESS

EDUCATION LEVEL

GENDER

☐ MALE
☐ FEMALE

DATE OF BIRTH

MM / DD / YYYY

BIRTH PLACE

COUNTRY OF BIRTH
NATIONALITY

EMERGENCY CONTACT (**MUST LIVE IN THE USA**)

NAME OF PERSON
RELATION TO PERSON
PHONE NO.

KNOWN ALERGIES OR MEDICAL CONDITIONS?

HOW DID YOU HEAR ABOUT BIA? IF FROM A FRIEND, WHAT IS THEIR NAME?

IF ONLINE, WHAT WEBSITE?

WHAT DID YOU SEARCH (ex. “English School in Boston”):
APPLICATION TYPE

- [ ] Change of Status
- [ ] Initial (New F-1 Visa) Applying from Outside US
- [ ] Reinstatement
- [ ] Transfer F-1 from School in US
- [ ] In U.S. with Valid Visa or Green Card

PASSPORT AND VISA INFORMATION

PASSPORT NUMBER: ___________________________  EXPIRATION DATE: ___________________________

CURRENT VISA STATUS (IF APPLICABLE)  
- [ ] F-1  
- [ ] J-1  
- [ ] H-1B  
- [ ] B1  
- [ ] B2  
- [ ] OTHER ___________________________

EXPIRATION DATE OF CURRENT STATUS: ___________________________  

DURATION OF STAY

PLEASE STATE ANY DEPENDENTS – YOUR WIFE/HUSBAND AND/OR CHILD/CHILDREN

<table>
<thead>
<tr>
<th>NAME</th>
<th>DOB</th>
<th>Country of Birth</th>
<th>RELATIONSHIP</th>
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</thead>
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</tbody>
</table>

AGENT INFORMATION

I CERTIFY THAT I WAS RECRUITED TO BIA BY ____________________________________________  

AGENT COMPANY NAME

WEB SITE  CONTACT NAME  CONTACT NUMBER

INITIAL STUDENTS (NEW I-20 FORM, FIRST TIME F-1 VISA APPLICANTS)

MAIL ORDER REQUEST

- [ ] I would like my documents and I-20 form sent via express mail. I understand I will need to include a non-refundable $65 payment in my application for this option.
PROGRAM/COURSE AND SESSION INFORMATION

INDICATE YOUR LOCATION PREFERENCE:  □ Main Campus  □ Boston International Academy

- 1642 Commonwealth Avenue
- Brighton, MA 02135

- 320 Washington Street
- Brighton, MA 02135

Auxiliary Location

Please note that we can NOT guarantee your preferred location, but will do our best to accommodate you. You are expected to begin your studies on the next available session start date in the location we can accommodate you in; if your first choice is not available, you have the option of going on our waitlist. Waitlisted students transfer into their preferred location when a seat becomes available.

PLEASE RANK YOUR SCHEDULE PREFERENCES:  □ Morning  □ Afternoon  □ Evening  □ Weekend

Please note that we can NOT guarantee your first schedule preference, but will do our best to accommodate you. You are expected to begin your studies on the next available session start date in any schedule we can accommodate you in; if your first choice is not available, you have the option of going on our waitlist. Waitlisted students transfer into their preferred schedule when a seat becomes available.

PLEASE CHECK THE PROGRAM or COURSE YOU WANT:

Full-Time:  □ Premium ESL 24  □ Premium TOEFL 32  □ TEFL/TESOL  □ Career Business English

□ 2-Week Courses *(Offered in December during Winter Workshop session only)*:

- Speaking & Pronunciation
- Writing & Composition
- Business English

HOW MANY SESSIONS WILL YOU ATTEND?  ________________________________

❖ If you are applying from your home country, or for a change of status, it may take several months to receive your visa approval. Please take that into consideration when choosing the session you would like to begin.

PLEASE CHECK THE SESSIONS YOU WOULD LIKE TO ATTEND:

<table>
<thead>
<tr>
<th>2019</th>
<th>2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Jan 7 - Feb 3</td>
<td>□ June 24 - July 21</td>
</tr>
<tr>
<td>□ Feb 4 – Mar 3</td>
<td>□ July 22 - Aug 18</td>
</tr>
<tr>
<td>□ Mar 4 – Mar 31</td>
<td>□ Aug 19 - Sep 15</td>
</tr>
<tr>
<td>□ Apr 1 - Apr 28</td>
<td>□ Sep 16 - Oct 13</td>
</tr>
<tr>
<td>□ Apr 29 - May 26</td>
<td>□ Oct 15 - Nov 10</td>
</tr>
<tr>
<td>□ May 28 - June 23</td>
<td>□ Nov 12 – Dec 8</td>
</tr>
<tr>
<td></td>
<td>□ Dec 9 - Dec 22</td>
</tr>
<tr>
<td>□ Jan 6 - Feb 2</td>
<td>□ June 29 - July 26</td>
</tr>
<tr>
<td>□ Feb 3 – Mar 1</td>
<td>□ July 27 - Aug 23</td>
</tr>
<tr>
<td>□ Mar 2 – Mar 29</td>
<td>□ Aug 31 - Sep 27</td>
</tr>
<tr>
<td>□ Mar 30 – Apr 26</td>
<td>□ Sep 28 - Oct 25</td>
</tr>
<tr>
<td>□ May 4 - May 31</td>
<td>□ Oct 26 - Nov 22</td>
</tr>
<tr>
<td>□ June 1 - June 28</td>
<td>□ Nov 23 – Dec 20</td>
</tr>
</tbody>
</table>
DEPOSIT & FEES PAYMENT METHOD

I would like to make payment by:

1) □ CHECK □ MONEY ORDER

   Note: All checks must be drawn from a United States bank and must have the bank name imprinted on the check.

2) Credit / Debit card (Select one) □ VISA □ MASTERCARD

   CARDHOLDER NAME (PLEASE PRINT): ________________________________

   SIGNATURE: ________________________________

   CARD NUMBER: ________________________________

   EXPIRATION DATE: ________________________________

3) Wire transfer (BIA bank account information is as follows):

   ACCOUNT NAME: Boston International Academy (BIA)

   ACCOUNT #: 004601370203

   BANK NAME AND ADDRESS: Bank of America, 100 Federal Street, Boston, MA 02110

   BANK OF AMERICA Swift Code: BOFAUS3N, CHIP #: 0959

   *Please note that you must pay an additional non-refundable $20 service fee if you use a wire transfer.
Letter of Financial Support

I, ________________________ will be providing _______________________ with financial support during his/her study at Boston International Academy. I understand the cost of attending Boston International Academy is approximately $2200 per month for full tuition and estimated cost of living. I have adequate funds to support his/her academic endeavors. A bank statement is being provided for your review.

Signature: __________________________________

Relation to student: _______________________________

Date: ________________

Please attach a bank statement in English, less than 6 months old, that shows total USD amount in available funds.
Refund Policy [revised 6/13/2019]

**Refund Request**
All refund and withdrawal requests may be submitted verbally or in writing by mail, in person (using a withdrawal request form), or by electronic mail at info@bia.edu. Written or verbal notice of withdrawal or cancellation is requested, although not required, in order to receive a refund. The student may pick up the check in person or request delivery by mail, in which case the applicable mailing fee would apply.

**Basis for Refund**
Tuition refunds are based on all money received by the school from the student and the period of financial obligation, meaning the period for which the student is legally obligated to pay (capped at a maximum 12-month period). The school's refund policy will be applied equally and fairly to all students. For all refunds, a refund calculation form will be used to determine (in accordance with this policy) the refund amount owed to any student who cancels, withdraws, or is terminated from the school.

**Cancellations and No-Show**
A cancellation is defined as a student who never attends classes at the school after enrolling and informs the school in advance. A no-show is a student who never attends class at the school after enrolling and does not inform the school.

**Program Cancellation by the School:** If the school cancels a class prior to the student’s enrollment, the school will refund all money paid by the student including all non-refundable charges; this type of refund will be issued within 30 calendar days of the cancellation date.

**Cancellation by the Student Prior to Class Start-Date, or No-Show:** Except under the exception noted below, students accepted by the school who cancel their enrollment before the first day of class (or fail to attend any classes, i.e. no-show) will be issued a full refund of all tuition prepaid, minus any actual housing costs incurred by the school and minus the non-refundable charges stipulated in the enrollment agreement (capped at a maximum total of $500).

Exception: However, if an applicant accepted by the school enters the United States on an I-20 form obtained through the school and cancels their enrollment prior to the scheduled start date of classes (or never attends class, i.e. no show), portions of any prepaid tuition/fees will be retained by the school in the following ways:
- Students with an enrollment period of less than 12 weeks will be charged four weeks of tuition, any actual housing costs incurred by the school, and all non-refundable charges stipulated in the enrollment agreement (capped at a maximum total of $500).
- For an enrollment period of 12 weeks or more, the school will retain six weeks of tuition, any actual housing costs incurred by the school, and all non-refundable charges stipulated in the enrollment agreement (capped at a maximum total of $500).

**Determining No-Show Status:** In the event that no notice of cancellation (written or verbal) is provided, the school will consider the student a no-show after being absent for the following number of school days, excluding any scheduled school breaks: 7 consecutive school days for students enrolled in a morning or afternoon schedule, 6 consecutive school days for students enrolled in an evening schedule, or 5 consecutive school days for students enrolled in a weekend schedule. The school will complete a refund calculation on behalf of the student.

**Due Date of Refund:** In the event that a student fails to attend class (no-show) or cancels their enrollment prior to the class start date, a refund will be issued within 30 days of the first scheduled class date or the cancellation date (whichever is earlier) minus any applicable non-refundable fees stated in the enrollment agreement (capped at $500). If a class is cancelled by the school prior to enrollment, a full refund of all tuition and non-refundable fees will be made within 30 calendar days of the cancellation date.

**Rejections**
If you are a student applying for an F-1 visa outside the U.S. and your visa is denied, you may, within 30 days of the scheduled start date, defer your start date. Students whose visas are rejected are entitled to receive a full refund for any tuition prepaid, not including any non-refundable charges (capped at $500) stipulated in the enrollment agreement. Students who are rejected for enrollment by the school will be refunded any tuition paid, not including non-refundable charges (capped at $500) stipulated in the enrollment agreement.

**Withdrawals After Start of Class**
A withdrawal is defined as a student who has attended at least one class, but does not complete the program they’ve registered to take. An enrollment period is the period for which a student has registered for classes. In the event of a withdrawal, refunds are based on the student’s last date of attendance at the school, meaning the last date the student attended classes. When determining the number of weeks completed by the student, partial weeks are considered the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

**During First Period of Financial Obligation**
*Within First 4 Weeks:* For students whose last day of attendance occurs during any point within the first four weeks of the initial period of financial obligation, the school will retain all tuition charges applicable to the first four weeks.
*Before or at Midpoint:* If the last date of attendance occurs after the first four weeks but before or at the mid-point of the period of financial obligation, the school will retain a prorated amount of tuition.
After the Midpoint: If the last date of attendance occurs after the midpoint, the school will retain all of the charges for that period. Any tuition paid for the balance of the program will be refunded in full.

Subsequent Periods of Financial Obligation or Enrollment Periods

Before or at Midpoint: For students who have completed the first period of financial obligation (or extended their enrollment) but whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, the school will retain a prorated amount of tuition for that period.

After Midpoint: For students whose last date of attendance occurs after the midpoint of any subsequent period of financial obligation, the school will retain all of the tuition for that period. Any tuition paid for the balance of the program will be refunded in full. Any tuition paid for the balance of the program will be refunded in full.

Determining Administrative Withdrawals: In the event that no notice of withdrawal (written or verbal) is provided, the school will automatically administratively withdraw a student after they have been absent for the following number of school days, excluding any scheduled school breaks: 7 consecutive school days for students enrolled in a morning or afternoon schedule, 6 consecutive school days for students enrolled in an evening schedule, or 5 consecutive school days for students enrolled in a weekend schedule. The school will complete a refund calculation on behalf of the student.

Due Date of Refund: For enrolled students who withdraw from classes, refunds will be calculated using the last date of attendance and will be paid within 30 calendar days from the documented date of determination – meaning, the date the student gives notice of their withdrawal OR the date the student is administratively withdrawn by the school. Students who provide advance notice of withdrawal such that the 30-day window ends before the last date of attendance, the refund will be paid within 30 calendar days from the last date of attendance. Prorated refunds will be calculated on a weekly basis; partial weeks are the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

Discounts

For students receiving a bulk discount (a discount for multiple session enrollments) that fail to attend all sessions listed in the bulk discount agreement, refunds will be subject to and calculated using the non-discounted regular pricing structure. However, if the student successfully completed enough sessions to qualify for a lower-tier bulk discount, the refund will be calculated using that lower-tier discounted rate. Refunds for any non-bulk discount given will be based on the discounted tuition amount charged.

Terminations

For students who are terminated due to violation(s) of school policy, refunds will be issued to students in accordance with the withdrawal policy stated above. Refunds will be calculated using the last date of attendance and will be paid within 30 calendar days of the documented date of determination – meaning, the date the student was terminated due to violation of the school’s policies.

Unclaimed Balance

The school does not keep unclaimed balances; it makes every attempt to locate the student and make refund, or make the refund to the student’s agent if applicable (in the event that payments were initially issued to the agent directly).

Agents

Students who work with a recruiting agent will be subject to the rules outlined in this refund policy. If a student initially paid their tuition and enrollment fees directly to their agent, their refund will be made directly to the agent on behalf of the student; documentation of this type of refund will be sent to the student. If a student working with an agent originally submitted their tuition payment directly to BIA, the refund will be issued directly to the student.

Non-Refundable Charges

Non-refundable charges include the $150 application fee, $200 processing fee, and any other optional enrollment fee paid; these are explicitly stated as non-refundable in the enrollment agreement and are capped at a maximum of $500. For housing fee refund details, please see the Housing Agreement.
Acknowledgement of Terms

Enrollment Agreement

I, ___________________, have read and understood the policies and procedures outlined in this application.

By submitting this form for enrollment at Boston International Academy, I agree to comply with the registration, payment, and refund terms outlined throughout this application.

Your signature on this agreement acknowledges that you have been given reasonable time to read and understand its contents and that you have received information explaining the courses, policies, and procedures of the school. Immediately upon signing this agreement, you will be given a copy of it to keep.

No payments from the student will be accepted by the school until this agreement has been signed, dated, and submitted by the student.

MEDICAL EMERGENCY STATEMENT
In the event of illness or injury, I authorize medical treatment and release of medical information for medical treatment and insurance purposes. I accept responsibility for medical expenses outside the limits of my health insurance. I declare this statement to be true and understand I may be expelled if this statement is false.

FINANCIAL STATEMENT
I understand that I will need at least US $1,200 for living expenses each month in addition to the tuition cost at BIA. I agree to be responsible for these expenses. I declare this statement to be true and understand I may be expelled if this statement is false.

Date: ___________________ Signature: ______________________________

Please Note: If you need this application to be translated or clarified, we will provide you with a translator or translated copy.