**BROOKLYN SCHOOL OF LANGUAGES, LLC**

**ENROLLMENT FORM**

**SCHOOL GENERAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| **Brooklyn School of Languages** | | |
| Address: | 16 Court Street, 34th Floor  Brooklyn, New York 11241 | |
| E-mail: | [info@brooklynschooloflanguages.com](mailto:info@brooklynschooloflanguages.com) | |
| Phone: | +1 347 763 6905 | |
| Fax: | +1 718 395 1591 | |
| Website: | [www.brooklynschooloflanguages.com](http://www.brooklynschooloflanguages.com) | |
| Facebook: | <https://www.facebook.com/brooklynschooloflanguages/> | |
| Instagram: | [www.instagram.com/brooklynschooloflanguages](https://www.instagram.com/brooklynschooloflanguages/) | |
| **Key Personnel:** | | |
| Richard Ambler  *School Director*  [rich@brooklynschooloflanguages.com](mailto:rich@brooklynschooloflanguages.com) | | Stephanie Bon  *Sales and Marketing Manager*  [stephanie@brooklynschooloflanguages.com](mailto:stephanie@brooklynschooloflanguages.com) |
|  | |  |

**STUDENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: | ­­ | Date of Birth: *(mm/dd/yyyy)* | |  |
| Last Name: |  | Nationality: | |  |
| Gender: | Male Female | Native Language: | |  |
| Home Address: |  | | | |
| Home Phone: |  | Cell Phone: |  | |
| E-mail: |  | | | |

Do you have any special learning needs?  Yes (please explain below)  No

(e.g. dyslexia, dysgraphia, non-verbal learning disabilities…)

**EMERGENCY CONTACT**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Relationship: |  |
| Last Name: |  | Phone: |  |
| E-mail: |  | | |

**PROGRAM DETAILS**

|  |  |
| --- | --- |
| Type of Course: |  |
| Level in English: |  |
| Start Date:  *(mm/dd/yyyy)* |  |
| End Date:  *(mm/dd/yyyy)* |  |
| Number of Weeks: |  |

**ARRIVAL DETAILS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Airline: |  | | | Date of Arrival:  *(mm/dd/yyyy)* |  |
| Flight Number: |  | | | Time of Arrival: |  |
| Airport of Arrival: |  | | |  |  |
| Airport Transfer needed upon **arrival**? | | No | Yes:  *JFK Airport - $160 OR*  *Newark Airport - $180* | | | |

**DEPARTURE DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Airline: |  | | Date of Departure:  *(mm/dd/yyyy)* |  |
| Flight Number: |  | | Time of Departure: |  |
| Airport of Departure: |  | |  |  |
| Airport Transfer needed upon **departure**? | | No | Yes: *JFK Airport- $160* *Newark Airport- $180* | |

**HOUSING OPTION – HOMESTAY ACCOMMODATION (IF APPLICABLE)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Homestay: | |  | | Type of Room: | |  | |
| Housing Start Date:  *(mm/dd/yyyy)* | |  | | Housing End Date:  *(mm/dd/yyyy)* | |  | |
| *\*Standard housing dates start on the Sunday before your course starts and end on the Saturday after your course ends.*  *Any additional days will be charged as* ***extra nights*** | | | | | | | |
| **Personal Preferences:** | | | | | | | |
| Family with pets: | No Yes | | Smoking: | | Smoking Non-Smoking | | |
| Private Bathroom:  *$80/week supplement* | No Yes | | Family with children: | | | | No Yes |
| Food Allergies: |  | | | | | | |
| Personal Interests: |  | | | | | | |
| Additional Information: |  | | | | | | |

**HOUSING OPTION – RESIDENTIAL ACCOMMODATION (IF APPLICABLE)**

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Accommodation: |  | | |
| Housing Start Date:  *(mm/dd/yyyy)* |  | Housing End Date:  *(mm/dd/yyyy)* |  |
| *\*Standard housing dates start on the Sunday before your course starts and end on the Saturday after your course ends.*  *Any additional days will be charged as* ***extra nights*** | | | |

**ADDRESS WHILE IN NEW YORK (IF APPLICABLE)**

|  |  |
| --- | --- |
| Address while  in New York: |  |
| *\*If housing is* ***not*** *booked through the school* | |

**HOW DID YOU HEAR ABOUT US?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Internet | Friend - Who? |  | Agency – Which one? |  |
| Other - Please explain: |  | | | |

**YOUR LANGUAGE LEARNING GOALS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Check all that apply: | Personal | | Academic | Professional | Other - |
| What do you hope to achieve from this program? | |  | | | |

**PAYMENT DETAILS**

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| --- | --- | --- | --- | --- | --- | --- |
| **Payment Method** | | | | | | |
| Payments can be made using the following methods:  Bank Wire Transfer | | | | | | |
| *Brooklyn School of Languages, Account No. 660-902-281, with HSBC Bank USA, 452 Fifth Avenue, New York, NY 10018, USA, SWIFT Code MRMDUS33, Routing # 021001088*  *\*All banking fees (inbound and outbound) must be paid by the student*  Payment via our payment portal: [brooklynschool-edu.transfermate.com](http://brooklynschool-edu.transfermate.com/) | | | | | | |
| Credit Card:  *\*Please note that you will be charged a credit card fee if you pay with a credit card* | | | | | | |
| Name on Card: |  | | Type of Card: | |  | |
| Card Number: |  | | | | | |
| Expiration Date: |  | | Security Code: | |  | |
| Billing Address: |  | | | | | |
| I hereby authorize Brooklyn School of Languages to charge my credit card in the amount of: $ | | | | | | |
| Signature of Cardholder: | |  | | Date: | |  |

**HEALTH INSURANCE**

Brooklyn School of Languages does not require its students to obtain health insurance. However, it is highly recommended that all students have and maintain health insurance during their time in New York City. It is important for students to be aware of the risks and possible consequences for the failure to maintain health insurance. Please speak with a BSL staff member for more information about health insurance.

**Recommended Health Insurance Provider:**

BSL highly recommends booking health insurance via [International Student Insurance](https://www.internationalstudentinsurance.com/schools/brooklyn-school-of-languages.php) and choosing The Atlas Travel Plan.

**YOUR AGREEMENT**

|  |
| --- |
| The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated on the school’s website <https://brooklynschooloflanguages.com/2020-dates-and-prices/> as well as adhere to the school’s rules and regulations as set forth in the BSL student handbook.  The agent who enrolled me was:  Name: Rich Ambler  Certificate #: 1125  By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and terms and conditions. |

|  |  |
| --- | --- |
|  |  |
| *Signature of Student* | *Date* |

**TERMS AND CONDITIONS**

All registrations are subject to the following conditions, which become legally binding once the registration is confirmed by Brooklyn School of Languages.

**1. Registration and Booking**  
1.1. For Standard, Combined, Business, Part-Time Evening, 1-to-1, and Junior Program Courses:

All Standard, Combined, Business, Part-Time Evening, 1-to-1, and Junior Program course bookings submitted to Brooklyn School of Languages (BSL) are only accepted on receipt of written confirmation from BSL or its authorized representative. A $300 deposit per student is payable at the time of booking (individual or group bookings) for course only bookings, and $600 for course + accommodation bookings. Payment in full must be received a minimum of 28 days before the course start date, or immediately in the event of late booking (bookings made within 28 days of the start date). All payments must be in U.S. dollars.

1.2 For Intensive Course:

All bookings submitted to Brooklyn School of Languages (BSL) are only accepted on receipt of written confirmation from BSL or its authorized representative. A $300 deposit per student is payable at the time of booking for course only bookings, and $600 for course + accommodation bookings. For short-term courses of 1 – 7 weeks in length, payment in full must be received a minimum of 28 days before the course start date, or immediately in the event of late booking (bookings made within 28 days of the start date). For long-term bookings of 8+ weeks in length, payment for the student’s first 8-week session must be received a minimum of 28 days before the course start date, or immediately in the event of a late booking (bookings made within 28 days of the start date). For long-term students (8+ weeks), payment of each continued 8-week session must be received prior to the start of each session as a part of the registration process. All payments must be in U.S. dollars.

**2. Cancellations and Refunds**  
All cancellations must be made in writing and will be confirmed in writing by BSL.

2.1 For the Standard, Combined, Business, Part-Time Evening, 1-to-1, and Junior Program Courses, cancellations are subject to the following charges:

● More than 28 days before course start date: A full refund will be made.

● Between 14 and 28 days before course start date: $300 administration fee.

● Less than 14 days before course start date: $300 administration fee and $300 accommodation fee (if applicable).

● After course start date, no refund will be applicable for courses of 4 weeks or less.

● For courses longer than 4 weeks, students who terminate their course after 4 weeks but before or at the mid-point of the course, a pro-rated amount of tuition will be refunded.

● No refunds apply for courses cancelled after the mid-point.

2.2 For the Intensive Course, cancellations are subject to the following charges:

● More than 28 days before course start date: A full refund will be made.

● Between 14 and 28 days before course start date: $300 administration fee.

● Less than 14 days before course start date: $300 administration fee and $300 accommodation fee (if applicable).

● After course start date, no refund will be given

● $75 express mailing fee is nonrefundable in all circumstances

Please note: refunds are calculated from the end of the last week the student attended classes at the non-discounted rate. Pro-rated refunds will be calculated on a weekly basis.

2.3 For the Shared Student House (Lefferts Gardens) and the co-living houses, cancellations are subject to the following charges:

● More than 28 days before accommodation start date: A full refund will be made.

● Between 14 and 28 days before accommodation start date: 50% of accommodation fee.

● Less than 14 days before accommodation start date: 75% of accommodation fee.

● After accommodation start date, no refund will be given

**3. Visa Support**  
Our adult courses (except the Intensive Course) and our junior summer camp courses can be followed on a tourist visa, or ESTA if applicable. The Intensive Course option (30 lessons, 22.5 clock hours per week) requires an F1 Student Visa, or proof of U.S. citizenship or residency. BSL is an SEVP-certified school and is authorized to issue I-20 forms for prospective F1 students. Where relevant, the school will supply supporting documentation to enable students to secure tourist visas and/or student visas for the U.S. pending eligibility requirements.

**4. Alterations by the Student**  
Any alterations by the student must be confirmed in writing and BSL will respond in writing. BSL recommend students arrange full insurance cover against possible cancellation charges.

**5. Reduction in Lessons**  
In the event that there are insufficient students to form a class, BSL reserves the right to offer the student individual classes as an alternative. The lessons maybe reduced as follows:

● Standard and Business courses (22 lessons): reduced to 17 individual lessons (of 45 minutes in duration)

● Part-Time Evening course (20 lessons, 20 clock hours): For 2 students only, reduced to 4 weeks, eight-hour classes (16 clock hours). Evening courses are not available for 1 student only.

● Intensive course (30 lessons): reduced to 24 individual lessons (of 45 minutes in duration).

**6. Maximum Lessons for Business Course**

For the Business English Course, students are permitted to take a maximum of 8 weeks (184 lessons) of this course. For students wanting to study for longer, they will need to switch to a different course after their eighth week.

**7. Lessons Lost on Bank Holidays**  
When the holiday falls on a Monday, classes will begin on Tuesday. Lessons falling on school holidays will not be made up.

**8. Level of English**  
8.1 If a student does not have the minimum level of English required to follow a specific course, as determined by the BSL placement test, BSL reserves the right to move the student to an appropriate course for their level.

8.2 For the Business English Course, students must score a minimum of Upper Intermediate on all 3 sections of the placement test (grammar/vocabulary/reading comprehension, speaking, and writing) to be eligible to take the Business English Course. If students do not receive the score of Upper Intermediate on all of the sections, yet score Upper Intermediate when all sections are averaged together, they will be placed in the Upper Intermediate level in the Standard English Course until they are ready to be moved to the Business English Course.

8.3 The Summer Junior Program has a minimum level requirement of pre-intermediate – students at beginner or elementary level cannot be guaranteed a class.

**9. Airport Transfers**  
Students must submit their flight details (airline name, arrival time, flight number and point of origin) and their contact cell phone number to the school at least 7 days before their departure/arrival. The student's cell phone is used only for airport transfers in case the driver cannot find the student and has to get in touch with him/her. BSL does not use students’ cell phone number for any other purpose.

The school cannot be held liable for any extra charges if the student has not provided his/her contact cell phone number for airport transfers (if the student cannot find the driver and has to make his/her own way to his/her accommodation for example).

If a flight is missed or delayed, the student must e-mail the school immediately on [info@brooklynschooloflanguages.com](mailto:info@brooklynschooloflanguages.com) to let us know (e-mails are picked up everyday). The school cannot be held responsible if the airport transfer provider charges the student again for a new transfer.

**10. Disciplinary and Behavior Issues**  
BSL reserves the right to refuse or exclude any person at any time prior to or during the operational dates of the center if in the opinion of BSL, that person is incompatible with the general well-being and safe running of the center. This includes, but isn't limited to criminal, abusive or violent behavior, putting themselves or others at risk, use of alcohol by minors, use of illegal drugs, and refusal to follow the rules of the center. In this instance, no refund will be given and any costs incurred, including damages, will be passed on to the student or their parents/guardians, including any repatriation costs.

**11. General**

11.1 Arrangements and courses outlines in BSL publicity materials are given in good faith. However, courses, activities and timetables may be subject to change for reasons of safety, or in the event of unsuitable weather conditions or other factors, which may arise beyond our control. BSL reserve the right to change the particularities of courses, including changes to course, venues, facilities or dates of programs where circumstances beyond our control necessitate such changes or where the level of bookings received does not reach the minimum number required to operate a course viably. In this event, BSL shall either provide comparable services or refund such part of that service which relates to the change. In either case, BSL’s liabilities shall cease and clients shall have no other or further claim against BSL.

11.2 BSL reserves the right, by giving notice to clients at any time before the start date, to increase the price of the service being provided to reflect any increase in costs to BSL, which is due to factors beyond BSL’s control, such as, without limitations, significant increase in accommodation costs, transport costs, labor costs etc. BSL does not accept liability for personal injury or the death of any student unless caused by the proven negligence of BSL or its servants.

11.3 Provision by BSL of the services outlined in this document and other promotional material, is dependent on receipt of a completed liability disclaimer form, health information sheet and the student's acceptance of the various rules imposed by BSL.

11.4 Any complaints against any aspect of the services provided by BSL should be addressed in the first instance to the local representative on site. In the event that the matter is not resolved, the client or his agent should make an immediate complaint in writing to BSL’s main office. All complaints will be investigated by the school and may be subject to an appropriate refund provided that the complaint is deemed to be valid, the complaint received within one month of the end of the course and that all fees and costs associated with the booking had been settled in full as laid out in the details above.

**12. Approval to Use Image, Video & and Printed Material**  
BSL may take photographs and/or videos during the stay for promotional purposes. By agreeing to appear in any photographs/videos, the student agrees that BSL may use these images to promote their products and surrenders any right to royalties. To request that a specific image be removed from the public domain because it is felt inappropriate, students must contact BSL in writing.

**13. Liability and Force Majeure**  
BSL does not accept any liability for the loss of damage of any property belonging to students. BSL accepts no responsibility for losses or additional expenses in the event of cancellation (whether whole or part) or change due to acts, omissions, or accidents beyond the reasonable control of BSL, including, without limitations, delays in travel services, obligatory compliance with any government order, rule, direction or regulation, an Act of God, riots and/or civil commotion, war or hostilities, acts of terrorism, invasion, explosion, accident, fire, flood, lightning, storm, illness, widespread disease or infection.