



# 2009 Application for International Students

You must submit this form directly to the Kaplan center in which you wish to study.

**Please type or print in BLOCK LETTERS. ALL SECTIONS MUST BE COMPLETED.**

(For any section left incomplete, it will be assumed that the service is not being requested.)

## SECTION 1 – STUDENT INFORMATION

**A. Student Information** *Please write your name as it appears on your passport. Errors may cause delays in processing.*

Family Name	First Name(s)	Middle
Student's Home Country Address (P.O. Boxes are not permitted)		
City	State/Province/Country	Postal Code
<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: Day    Month    Year	Country of Birth
Country of Citizenship	E-mail	

**B. Mailing Address** (This is the address to which your acceptance package will be mailed.)

Please select one:  Same as student address above  Agent address

Name of agency

Contact Name	Street Address	
City	State/Province/Country	Postal Code
Telephone	Fax	Email

## C. Student Visa Assistance

(All students intending to study in Canada will receive a Certificate of Enrollment to assist with visa applications.

If you are already in the USA or Canada, I-20/Certificate of Enrollment issuance is subject to confirmation of the validity of your non-immigrant status.)

**For USA Enrollments:** I am currently: *Please check one.*

Outside the USA and need a student visa  Inside the USA   I don't need visa assistance

I am bringing dependents. *Please provide the following information for each dependent. Use additional pages if necessary.*

Family Name	First Name(s)	Relationship
Date of Birth: Day    Month    Year	Country of Birth	Country of Citizenship

## SECTION 2 – COURSE INFORMATION

**A. Course and Location** *If you are taking more than one course, please fill out (1) and (2) below.*

Location	(1)	(2)
Course	(1)	(2)
Start Date	(1)	(2)
Number of Weeks	(1)	(2)

## SECTION 3 – ADDITIONAL SERVICES

### A. University Placement Service (UPS)

Yes, I am interested in this service. Please send me a separate application for UPS.

**B. Health Insurance** (All students studying in the USA on an I-20 issued by Kaplan must have health insurance. Additional details are available on page 4 of this application.)

Yes, I require Kaplan health insurance. Students who do not require health insurance must bring proof of insurance to the first day of class.

## SECTION 4 – PAYMENT

### A. Payment Information

All tuition and fees must be paid before the start of the course.

	For studies in the USA	For studies in Canada
<b>Fees must be paid in:</b>	\$ - United States Dollar (USD)	\$ - Canadian Dollar (CAD)
<b>Non-refundable Application Fee<sup>1</sup>:</b>	\$110	\$110
<b>Check Payment Options (Made payable to Kaplan)</b>	<input type="checkbox"/> Money Order <input type="checkbox"/> Personal Check <sup>2</sup>	<input type="checkbox"/> Money Order <input type="checkbox"/> Personal Check <sup>2</sup> <input type="checkbox"/> Traveler's Check
<b>Credit Card Payment Options</b>	<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover	<input type="checkbox"/> American Express <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa

<sup>1</sup> Please enclose the Application Fee with your application. The Application Fee is non-refundable. <sup>2</sup> Personal checks must be drawn on the bank of the country in which you intend to study.

### Credit Card Authorization

Please charge my credit card (marked above) in the amount of:

	<input type="checkbox"/> \$USD <input type="checkbox"/> \$CAD
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Credit Card Number	Expiration Date
Name of Cardholder	Signature of Cardholder

### B. Required Signature

**ALL APPLICANTS:** I, the undersigned, certify that the information that I have provided in this application is true and correct to the best of my knowledge. In case of illness or injury, I give permission to any appropriate medical center to examine and treat me as necessary. Permission is also granted to release any and all information regarding my health to any individuals charged with my care and treatment. In submitting this application, I have read, understood, and accept all the terms and conditions of this contract as enumerated on page 4 of this application.

**I-20 APPLICANTS:** I understand that I am personally responsible for my compliance with all USCIS regulations listed on page 2 of the I-20 Certificate of Eligibility once I have been issued an I-20 by Kaplan. In submitting this application, I have read, understand, and accept all the terms and conditions of this contract as enumerated on page 4 of this application.

Signature of Applicant (or Guardian for applicants under 18)	Day   Month   Year
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Please submit this form directly to the Kaplan center at which you wish to study.

# 2009 Application Checklist

(If you are already in the US, you may be required to submit additional documentation and/or information. All documents are subject to review.)



## Kaplan Application for International Students

This application must be filled out in its entirety and signed at the bottom of page 2.



## Proof of Financial Eligibility

Not required for applications to Canada

This includes a copy of the student's, student's parent's or sponsor's bank statement, or a bank letter on official bank stationery confirming that the required funds are available. The date, account holder's name, account balance and currency type must be clearly identified, and the letter or statement must be dated within 180 days of the application.



## Signed Letter of Support

Not required for applications to Canada

If the bank statement or bank letter provided is not in the student's name, the signed letter of support (below) from the person whose name appears on the bank documentation is required:

I certify the financial information and documentation submitted with this application for admission accurately reflects the financial support for the named student to study with Kaplan. My signature certifies that I accept responsibility for the payment of all fees and expenses associated with this student's enrollment with Kaplan. I make this statement for the purpose of assuring Kaplan International that the student named will not become a public charge in the U.S.

Name of sponsor (please print)

Signature of sponsor

Name of student (please print)

Day

Month

Year

**If you are applying for an iGMAT or iGRE\* preparation course you will also need to provide the following additional documents.**



## Proof of English Proficiency

Not required for applications to Canada

An applicant may submit any one of the following:

- A) A minimum TOEFL PBT score of 550<sup>†</sup>
- B) A minimum TOEFL CBT score of 213<sup>†</sup>
- C) A minimum TOEFL iBT score of 79<sup>†</sup>
- D) A minimum TOEIC score of 785<sup>†</sup>
- E) A minimum IELTS score of 5.5<sup>†</sup>
- F) A degree from an American high school, college, or university
- G) A letter from a foreign college or university attended stating that English is the primary mode of instruction.



## Proof of Scholastic Preparation

Not required for applications to Canada

An applicant may provide either a transcript or diploma from a high school, college or university showing that a course of study normally required for enrollment is in progress or has been completed.

\* Test names are registered trademarks of their respective owners. †Only official score reports will be accepted. Test scores must be dated within 24 months of the application.

# 2009 Information & Instructions

## Student Visa Information

### For students planning to study in the USA

It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport. In support of a student's application for an F-1 visa status, Kaplan is authorized to issue a Form I-20 A-B, Certificate of Eligibility for Non-immigrant (F-1) Students. Submission of the Kaplan Application for International Students and/or payment for course enrollment does not guarantee that Kaplan will issue a Form I-20 A-B, Certificate of Eligibility for Non-immigrant (F-1) Students.

As stated on page 3 of this application, students planning to apply for an I-20 for study in the USA are required to demonstrate adequate financial support for the entire enrollment period. Kaplan estimates a student's cost of study as follows:

\$110 Application Fee  
+ Tuition fees  
+ \$85 per month (Insurance fees, if applicable)  
+ Housing expenses, if applicable  
= Total cost of study\*  
\*Actual cost of study will vary by center and per enrollment details.

It is the applicant's responsibility to determine whether the \$100 SEVIS I-901 Fee applies to his/her Visa application. For more information, go to [www.FMjfee.com](http://www.FMjfee.com). Please note that this fee is independent of Kaplan enrollment costs and must be paid directly to the SEVIS administrator.

### For students planning to study in Canada

Students who are planning to study with Kaplan for more than six months should apply for a Study Permit. A Study Permit is typically not required for students who intend to study short-term (less than six months). If a student believes that he/she may extend his/her study time with Kaplan past six months, Kaplan recommends that the student apply for a Study Permit prior to coming to Canada to avoid having to leave the country in order to obtain a Study Permit at a later time.

## Health Insurance

Students in the USA on a Kaplan I-20 are required to have adequate coverage for the entire enrollment period. If a Kaplan student is not able to show proof of adequate coverage on the first day of class, he/she will be required to purchase Kaplan insurance. Proof of adequate coverage includes an insurance membership ID card that is valid through the length of the enrollment. If a student elects Kaplan insurance, coverage will begin on the first day of class. Kaplan insurance costs \$85 per month (CAD\$85 per month in Canada).

**There are additional fees for each dependent. Insurance fees are non-refundable after the course start date has passed.**

## Payment Information

All tuition and fees must be paid before the start of the course. A non-refundable application fee is required for all applicants. The fee is \$110 payable in US dollars for USA locations and Canadian dollars for Canadian locations. Fees can be paid by credit card, money order, traveler's check (domestic only), personal check (domestic only), or wire transfer. Check payments are subject to a \$20 Processing Fee if the check is returned. If paying by check, please allow 10 business days for the check to clear. This may result in delays in I-20 issuance.

## Terms and Conditions

### Fees and Services

**The Application Fee is non-refundable under all circumstances.**

For USA and Canada enrollments, if the applicant postpones or otherwise changes his/her start date, or other enrollment details, there will be a \$50 Express Mail Fee charge for the mailing of each additional I-20/Letter of Acceptance.

Kaplan reserves the right to change details of its fees and services, including course programs, course fees, and housing options and prices at any time due to errors, omissions and other circumstances beyond our control.

Transfer eligibility is subject to the regulations as laid out by USCIS and Kaplan policy and the approval of the Designated School Official (DSO) at the center of study. The student must report to the Kaplan Center before a transfer can be completed.

### Liability

Kaplan and its representatives will not be liable for loss, damage, injury, illness and/or violations to people or property, except where liability is imposed by law.

### Rules and Regulations

Students are expected to follow government laws and all rules and regulations of the Kaplan center where they enroll. Kaplan reserves the right to expel any student, without refund, whose conduct is unacceptable. This may include termination of F-1 status. Students who cause damage will have to pay the full cost of replacement or repair.

## Transfers

## CANCELLATION POLICIES

### For students in the USA

#### For Kaplan Test Preparation Enrollments

Students receive a 100% tuition refund if students cancel prior to the first day of class. To be eligible for a refund, the Kaplan ID card and all home study materials must be returned in usable condition. All requests for refunds must be made prior to the course expiration date. If students are unable to start or to complete the course, or in the event that the student withdraws their enrollment, Kaplan does offer the following refunds through the third training session. Cancellation after course start date:

- 100% of tuition refunded before any training session\*
- 75% of tuition refunded after one training session but before two training sessions\*
- 50% of tuition refunded after two training sessions but before three training sessions\*
- After completing three training sessions, NO REFUND\*

\*Because of the wide selection of Kaplan training resources available, a training session for test preparation programs is defined as any of the following: (1) attending one class (teaching section or proctored exam) (2) one visit to the in-center training library (3) use of online training resources (workshops, quizzes, etc.) (4) one tutoring session or one consulting session or (5) use of the home study materials.

#### For Kaplan English Program Enrollments Tuition:

For all cancellations after arrival in the U.S., students are required to provide four weeks advanced notice of

cancellation and submit the request in writing via the Course Withdrawal form. (F-1 Students: The notice requirement affects your refund and will not affect release of your SEVIS record, if applicable, which will be released upon you providing proof of acceptance at another SEVIS certified school.) Upon receiving written notice, the following tuition refunds will apply:

- Students canceling anytime after the mid-point of the session will not receive a refund.
  - Students canceling anytime after the first four weeks of the session but before the mid-point of the session will receive a pro rata refund of tuition paid less non-refundable charges. (Please note that on any long-term enrollment discounts the refund will be calculated using the non-discounted tuition rates).
  - Students canceling anytime during the first four weeks of the session will receive tuition paid less four weeks of tuition charges and less non-refundable charges. (Please note that on any long-term enrollment discounts, the refund will be calculated using the non-discounted tuition rates).
  - Students canceling before arrival will receive the tuition paid less non-refundable charges.
- In the event tuition was paid for by a third party, any refund due will be issued to that third party. All withdrawing students must return course materials in good condition or be subject to a course material replacement fee of \$100. Students beginning their course late or who are absent during their course will not be given refunds for days missed. Periods of absence cannot be compensated with an extension of their course.

### For students in Canada

Cancellation shall be effective upon written notice by registered mail or in person by the student, the return of the homework materials, and the return of the student identification card. In the event cancellation is given prior to the commencement date of the course of instruction and issuance of homework materials but less than thirty (30) calendar days prior to such commencement date, all tuition paid by the student shall be refunded except 20% of the tuition fees. If cancellation is made after commencement of the course of study, all tuition paid by the student shall be refunded based upon the following:

- If 10% or less of the course study has been completed then 70% of the entire course of study tuition is refunded.
- If more than ten percent (11%) and up to and including 30% of course study has been completed, 50% of course tuition is refunded.
- If more than thirty percent (31%) of the course study has been completed, NO REFUND.

The pro rata calculations for courses offered by classroom instruction shall be based upon the tuition divided by the number of classroom sessions offered in the program as of the date of cancellation. Courses offered by tape instruction only shall have the pro rata calculations based upon the tuition divided by the number of sessions contained in the program. Utilization of any portion of the section will constitute completion of that section.