

# Enrollment Agreement



## Student Information

Student Name : \_\_\_\_\_ Gender : Male \_\_\_\_\_ Female \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Last Four Digits of SSN \_\_\_\_\_

Address : \_\_\_\_\_

Telephone : \_\_\_\_\_ Emergency Tel : \_\_\_\_\_

Email Address : \_\_\_\_\_

*The above listed school and student enter into this agreement under which the student will pay tuition and fees as indicated below as well as adhere to the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with the Education Law and Commissioner's Regulation.*

## Enrollment Information

Program	<input type="checkbox"/> Basic I	<input type="checkbox"/> Basic II	<input type="checkbox"/> Intermediate I	<input type="checkbox"/> Intermediate II	<input type="checkbox"/> Advanced I	<input type="checkbox"/> Advanced II	<input type="checkbox"/> TOEFL
Hours	270	270	270	270	270	270	270
Tuition	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,180
Books	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120	\$ 120
Reg. Fee (Non-Refundable)	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
Total	\$ 2.220	\$ 2.220	\$ 2.220	\$ 2.220	\$ 2.220	\$ 2.220	\$ 2.400
Refund Policy	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks	1 term of 15 weeks

- Schedule :  9:30 a.m. – 2:00 p.m. Monday-Thursday  
 2:00 p.m. – 6:30 p.m. Monday-Thursday  
 8:30 a.m. – 6:00 p.m. Friday  
 8:30 a.m. – 6:00 p.m. Saturday

Hours of School Operation: 9:00 a.m. – 9:00 p.m. Mon-Thurs / 8:30 a.m. – 6:00 p.m. Friday-Sat

Program Start Date: \_\_\_\_\_

## Instructional Hours

LIC/LISMA Language Center's program requires 18 hours of study per week, each semester, for full time students.

Days	Times	Course	Hours
<i>Morning Classes</i>			
Mon / Wed	9:30-11:45 a.m. (2.25 hrs/day)	Conversation	4.5 hrs/wk x 15wks = 67.5 hrs/semester
	11:45-2:00 p.m. (2.25 hrs/day)	Listening	4.5 hrs/wk x 15wks = 67.5 hrs/semester
Tues / Thurs	9:30-11:45 a.m. (2.25 hrs/day)	Writing	4.5 hrs/wk x 15wks = 67.5 hrs/semester
	11:45-2:00 p.m. (2.25 hrs/day)	Reading	4.5 hrs/wk x 15wks = 67.5 hrs/semester
			<i>Total Hours : 270 hrs/semester</i>
<i>Weekend Classes</i>			
Fri / Sat	8:30 a.m.-10:45 p.m. (2.25 hrs)	Speaking	4.5 hrs/wk x 15wks = 67.5 hrs/semester
	10:55 p.m.-1:10 p.m. (2.25 hrs)	Listening	4.5 hrs/wk x 15wks = 67.5 hrs/semester
	1:20 p.m.-3:35 p.m. (2.25 hrs)	Reading	4.5 hrs/wk x 15wks = 67.5 hrs/semester
	3:45 p.m.-6:00 p.m. (2.25 hrs)	Writing	4.5 hrs/wk x 15wks = 67.5 hrs/semester
			<i>Total Hours : 270 hrs/semester</i>
<i>Evening Classes</i>			
Mon / Wed	4:30-6:45 p.m. (2.25 hrs/day)	Conversation	4.5 hrs/wk x 15wks = 67.5 hrs/semester
	6:45-9:00 p.m (2.25 hrs/day)	Listening	4.5 hrs/wk x 15wks = 67.5 hrs/semester
Tues / Thurs	4:30-6:45 p.m (2.25 hrs/day)	Writing & Grammar	4.5 hrs/wk x 15wks = 67.5 hrs/semester
	6:45-9:00 p.m (2.25 hrs/day)	Reading	4.5 hrs/wk x 15wks = 67.5 hrs/semester
			<i>Total Hours : 270 hrs/semester</i>

### Long Island Conservatory Policy

#### 1. Address Validation

The student must notify the International Student Office when he/she changes contact information address / telephone numbers / e-mail address, etc)

#### 2. Academic Attendance

All students must have a 80% attendance to be eligible to pass each course. Students are expected to be in class for the prescribed number of hours for which they have enrolled.

#### 3. Leave of Absence

Leave of Absence should be granted only under extenuating circumstances and no more than 30 days.

Student will be evaluated for retention upon return for proper placement in the program. Leave of absence should be requested in writing.

#### 4. Academic Assessment/Evaluation

\* Academic Evaluation Scale:

A+	97-100	B+	87-89	C+	77-79	D+	67-69	F	Below 60
A	93-96	B	83-86	C	73-76	D	63-66	I	Incomplete
A-	90-91	B-	80-82	C-	70-72	D-	60-62	W	Withdrawal

- Students are required to complete all in-class activities and homework assignments.

- **Report Card**

Students receive progress report in the middle of the semester and at the end of the semester. Report card provides Academic Grade, Proficiency Level Evaluation and Teacher Comments

All students have the right to appeal the grade and explain his/her ESL needs and receive support from their teachers or the academic director.

- **Grade Appeals**

If a student feels that a grade they have been given in a particular course is unfair, they are first advised to speak directly with the teacher of the class in question. If a discussion with the faculty member does not resolve the issue, the student should write a written appeal stating the course, grade, and the grade they feel they have earned; this document should be given to the Director of ESL, who will arrange a meeting with the faculty member, Student Advisor, and student to resolve the issue.

- **Academic Evaluation**

Advancement into the next level is based on the following two criteria:

- A passing final grade of C- or higher
- Recommendation from the instructor derived from student evaluations and educational progress recorded throughout the semester.

The final grade is accumulated by the following:

- 40% final exam, 40% midterm exam, 10% quizzes, 10% homework assignment

## **6. Graduation**

A student must have completed all required courses, passed each level of proficiency and attended at least seventy (80%) percent of the class hours offered and satisfied all financial obligations before he/she is eligible to graduate. The school awards a certificate of completion for all courses.

**Application Statement**

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 the school catalog.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

The agent who enrolled me was:

\_\_\_\_\_ Cert.#: \_\_\_\_\_

Student Signature \_\_\_\_\_

Date : \_\_\_\_\_

I have received a copy of the Student Disclosure Material.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Accepted for the school by \_\_\_\_\_ Date \_\_\_\_\_