



2005 Application for International Students

Please type or print block letters when you complete this form.
Please mail or fax the completed application to: _____

Kaplan International Admissions
700 South Flower Street, Suite 2900
Los Angeles, CA 90017 USA
Fax: 213-892-1360

ITEMS 1 TO 11 MUST BE COMPLETED

1 Student Information *Please write your name as it appears in your passport.*

Family Name _____ First Name(s) _____ Middle _____

E-mail Address _____ Date of Birth: Day _____ Month _____ Year _____ Male Female

Country of Birth _____ Country of Citizenship _____

*If you intend to bring dependent(s) with you, please provide the following information for each dependent.
Please use additional pages if necessary.*

Family Name _____ First Name(s) _____

Relationship _____ Date of Birth: Day _____ Month _____ Year _____

Country of Birth _____ Country of Citizenship _____

2 Mailing Address *Please check one: Student address Agent address* Name of agency _____

(This is the address to which your acceptance package will be mailed.)

Street Address _____

City _____ State/Province/Country _____

Postal Code _____ Telephone _____ Email _____

3 Student's Home Country Address *(This information is required for students requesting an I-20. P.O. Boxes are not permitted. If you are already in the U.S. you may be required to provide an additional address.)*

Street Address _____

City _____ State/Province/Country _____ Postal Code _____

4 Course and Location *If you are taking more than one course, please fill out (1) and (2) below. (Course offerings vary from center to center. Please see our brochure for courses and start dates.)*

Course (1) _____ (2) _____

Start Date (1) _____ (2) _____

Number of weeks (1) _____ (2) _____

Location (1) _____ (2) _____

(A student's transfer eligibility is subject to the regulations as laid out by USCIS and Kaplan policy.)

5 University Placement Service (UPS) *(Please see our brochure for more detailed information regarding this service.)*

Yes, I am interested in applying for this service. *(If you are enrolled in Kaplan's program for less than 16 weeks, you must include a fee of \$175 for your first university program application; requests for more than one school will require an additional fee of \$50 per school.)*

No, I am not interested in this service.

6 Student Visa *(This information is required for applicants requesting an I-20 or Letter of Acceptance.)*

Do you require an I-20 (USA) or Letter of Acceptance (Canada) from Kaplan to obtain a student visa? Yes No

Are you currently in the USA or Canada or other ?

If you are in the USA or Canada, what type of visa do you currently have? _____

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

7 Health Insurance *(All students studying on an I-20 from Kaplan must have health insurance. Additional details are available on page 4 of this application.)*

I do not require Kaplan health insurance. I will bring proof of my health insurance coverage with me on the first day of class.

8 Airport Transportation

Do you require Kaplan to provide transportation from the airport to your accommodation? Yes No

Flight arrival information Date: Day _____ Month _____ Year _____ Time: _____ AM PM

Arrival Airport: _____ Airline: _____

Flight Number: _____ Departure City: _____

9 Accommodation (Not all options are available at all centers. Please see our brochure for details. Placement is dependent on availability and is not guaranteed. Students must arrive prior to 10:00PM in order to stay in their arranged housing the same night.)

Will you require housing arranged by Kaplan? Yes No Number of weeks in housing _____

Arrival Information: Day _____ Month _____ Year _____ Time _____ Date of Departure: Day _____ Month _____ Year _____

First choice (please circle one) Option 1 Option 2 Option 3 Option 4 Option 5

Second choice (please circle one) Option 1 Option 2 Option 3 Option 4 Option 5

Do you smoke? Yes No If yes, are you willing to smoke outdoors only? Yes No

Personal Information *If you are requesting homestay, please respond to the following questions.*

Would you be comfortable living with children? Yes No Special Requirements: _____

Would you be comfortable living with pets? Yes No Special Requirements: _____

Do you have any allergies? Yes No If Yes, please explain: _____

Is there anything else you would like us to know? _____

10 Payment Information

All tuition and fees must be paid before the start of the course. When submitting your application, please enclose the non-refundable application fee of USD \$110 for USA locations, CAD \$110 for Canadian locations. Tuition and fees must be paid in US dollars for USA locations and Canadian dollars for Canadian locations.

Please check one of the following payment options:

Money Order **Personal Check** *(Checks must be drawn on US or Canadian banks only.)*

*If either of these options are selected, checks and/or money orders must be made payable to **Kaplan**.*

Wire Transfer

If this option is selected please provide the following information: Bank Name _____ Amount \$ _____

Credit Card

If this option is selected please complete the Credit Card Authorization section below.

Credit Card Authorization

Please charge my payment of \$ _____ to: American Express Master Card Visa Discover

Credit Card Number _____ Expiration Date _____

Name of Cardholder _____ Signature of Cardholder _____

11 Emergency Information and Student Statement (A signature is **required** below.)

In the case of an emergency who should we contact? Name: _____

Relationship: _____ Phone: _____ Email: _____

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, understand, and accept all the terms and conditions of this contract as enumerated on page 4 of this application.

HOUSING APPLICANTS: I agree to hold Kaplan and its housing providers harmless from any liability, loss, injury, damage, accident, delay or expense resulting from events beyond their control (without limitation). I understand that by signing this application, I am waiving any right I may have against Kaplan and its housing providers for personal injuries and/or property damage arising from Kaplan or its housing provider's actions or omissions in connection with obtaining housing for me. I acknowledge acceptance of the terms of the refund policy as stated in 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 if I have been issued an I-20 by Kaplan.

_____/_____/_____
Signature of Applicant (or Guardian for applicants under 21) Day Month Year

For agent use only *Please specify payment arrangement:*

Student to pay gross _____ Student to pay net _____ Agent to pay gross _____ Agent to pay net _____

2005 Application: Information & Instructions

Student Visa Information

For students planning to study in the USA

In support of a student's application for F-1 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 (if applicable)

+ **Tuition fees**

+ **\$85 per month** (Insurance fees, if applicable)

+ **\$800 per month** (national average living expenses if Kaplan is not providing housing)

+ **\$400 per month for each dependent**

= **Total cost of study***

It is the applicant's responsibility to determine whether the \$100 SEVIS Fee applies to his/her Visa application. For more information, go to 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.

For students who intend to apply for a Study Permit, Kaplan recommends that the student be prepared to demonstrate to the Canadian Embassy that he/she has sufficient funds for the duration of the enrollment period.

*Actual cost of study will vary by center and enrollment details.

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.

Wire Transfer Information:

Payments made by wire transfer **must include** the following information:

- | | |
|---------------------|-------------------|
| ① Student Name | ③ Center of Study |
| ② Student ID Number | ④ Course of Study |

Wire payments must be directed as follows:

SWIFT Code: CHASUS33

For students planning to study in the USA:

JP Morgan Chase Bank

4 MetroTech Center, 22nd Floor, Brooklyn, NY 11245

Account #05 206 0064

Account Name: Kaplan Chase Control

Account Bank Routing #021 0000 21

For students planning to study in Canada:

TD Canada Trust

77 Bloor St. West & Bay Branch, Toronto, ONT M5S 1M2

Bank # 004 Branch # 11042

Account #0512 0881804

Swift code: TDOMCATTOR (if Canadian funds)

or ABA # 026009593 (if US funds)

Wire Transfer Information for Agents:

When sending a wire transfer for multiple students please make sure to itemize the names of each student as well as the amount you are allocating to each one. Once the transfer has been completed, please send a confirmation email to wires@kaplan.com or send a fax confirmation to:

1-213-892-1360 for USA locations

1-604-738-7893 for Canadian locations

Health Insurance

For students planning to study in the USA

Students studying on an I-20 from Kaplan are required to have adequate coverage for the entire enrollment period. If a student elects Kaplan insurance, coverage will begin on the first day of class. Kaplan insurance cost \$85 per month. There are additional fees for each dependent. If an I-20 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. **Insurance fees are non-refundable.**

For students planning to study in Canada

The Canadian government highly recommends having health insurance while studying in Canada. Students are welcome to purchase health insurance at the center upon arrival.

Changes, Curtailments, Cancellations and Refunds

The **Application fee is non-refundable** regardless of the success of the student's Visa application process. If the applicant postpones or otherwise changes his/her start date, the student will be charged a **\$50 Express Mail Fee** for the mailing of each additional I-20/Letter of Acceptance.

A student's transfer eligibility is subject to the regulations as laid out by USCIS and Kaplan policy.

When applicable and regardless of when a student requests housing, any student who cancels the housing request less than 21 days prior to the start date of housing will be charged a \$200 US/\$210 CAD Cancellation Fee. The Cancellation Fee will be waived if the student can provide proof that the Visa was denied.

For students in the USA

Students receive a 100% tuition refund if students cancel prior to or on 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. Overseas students must return the original I-20 issued by Kaplan. 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's enrollment is terminated, Kaplan does offer the following refunds.

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 English language programs is defined as one full day of class at the center. 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 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.