

## Application for enrollment

Please print clearly in English and in BLOCK letters and return it to your agent or send it directly to CTM Education at the address shown above. Please check boxes where appropriate.

### Student details (Not agent details)

Family name: _____	Home address: _____
Given name(s): _____	_____
Date of birth (mm/dd/year): ____ / ____ / ____	City: _____
Age: _____ Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Postal Code/Zip: _____
Nationality: _____	Country: _____
Passport number: _____	Home telephone: _____
Expiration date: _____	Mobile/Cell: _____

### University preference

Indicate your preference by listing university name 1st: \_\_\_\_\_ 2nd: \_\_\_\_\_ 3rd: \_\_\_\_\_

Academic year beginning  Fall 20  Spring 20

Do you require English language instruction?  Yes, I do  No, I don't

Do you currently hold a valid I-20 from another US school?  Yes, I do  No, I don't

Major/Course of study  
\_\_\_\_\_

### Parent/Guardian

Name: _____	Home address: _____
Relationship to student: _____	_____
Email: _____	City: _____
Mobile/Cell: _____	Postal Code/Zip: _____
Home telephone: _____	Country: _____

### Agreement - by the parent, legal guardian or sponsor

I apply to enroll the person named as a student of CTM Education. I agree to pay all tuition and accommodation fees incurred by the student as they become due in accordance with the Terms & Conditions and either to give the required notice of cancellation or to pay the required fees in lieu of notice. I give permission for the administration of first aid and appropriate non-prescription medication to my child, and give permission to CTM Education and designated college representatives to seek medical, dental or optical treatment when required. I am the parent or legal guardian named.

Full name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



Applicant's full name \_\_\_\_\_

**Financial information and sponsor waiver**

What is the maximum amount of funds that will be available to you, per year, for your studies and all living expenses?

Amount in \$U.S. \_\_\_\_\_

Person or organization responsible for your financial support \_\_\_\_\_

Address of sponsor \_\_\_\_\_

I do certify that I will provide the student named above with \_\_\_\_\_ \$U.S. yearly for his/her study at a U.S. institution. This amount does not include round-trip air fare.

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

**Criminal and disciplinary record**

Other than traffic violations, have you ever been convicted of a misdemeanor, felony or other crime?  Yes  No

If yes, please submit a full statement of relevant facts (including the approximate date of the incident) on a separate sheet of paper.

Have you ever been charged, suspended, removed, dismissed or expelled from any educational institution for academic or disciplinary reasons?  Yes  No

If yes, please submit a full statement of relevant facts (including the approximate date of the incident) on a separate sheet of paper.

**Emergency contact details**

Full name: \_\_\_\_\_ Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

Mobile/Cell: \_\_\_\_\_

**Previous Education**

List the names and dates of each school you attended, beginning with high school and including College/University if any. Undergraduate applicants - Please send Secondary School Transcript for final 3 years

From: Month \_\_\_\_\_ Year \_\_\_\_\_ To: Month \_\_\_\_\_ Year \_\_\_\_\_ Name of school \_\_\_\_\_ Location \_\_\_\_\_

From: Month \_\_\_\_\_ Year \_\_\_\_\_ To: Month \_\_\_\_\_ Year \_\_\_\_\_ Name of school \_\_\_\_\_ Location \_\_\_\_\_

From: Month \_\_\_\_\_ Year \_\_\_\_\_ To: Month \_\_\_\_\_ Year \_\_\_\_\_ Name of school \_\_\_\_\_ Location \_\_\_\_\_

From: Month \_\_\_\_\_ Year \_\_\_\_\_ To: Month \_\_\_\_\_ Year \_\_\_\_\_ Name of school \_\_\_\_\_ Location \_\_\_\_\_

Date of graduation if applicable (Month/Year) \_\_\_\_\_

**English test results**

Please enclose copies of your test score reports.

Test type: \_\_\_\_\_ Date taken: \_\_\_\_\_ Score: \_\_\_\_\_







## Terms and Conditions

### Participant responsibility

The CTM Education program price does not include the following expenses:

1. Insurance. Students must have adequate health insurance for the entire duration of their stay in the US. Most colleges and universities provide a policy for international students and in some cases, students must purchase the policy provided. Where a college or university doesn't have a policy, one can be provided by CTM Education at an additional cost.
2. Personal spending money.
3. Housing and meal costs during the time when the university is officially closed. This will usually be: The Thanksgiving holiday in late November, the Christmas holiday (usually about 4 weeks) and Spring vacation (about 10 days).
4. Textbooks and other necessary school supplies.
5. Extra ESL tuition that may be required by a student whose English language level is inadequate.
6. Air fare to & from the U.S. domestic airport closest to the university campus (student is responsible for return trip air travel).

### Special needs

Students should make any special requirements or needs known at the time of application. The program may be able to accommodate such requests.

### Rules

Students applying through CTM Education are subject to the rules of the university/college in which they enroll. Rules governing alcohol, controlled drugs, honors offenses, and other serious matters will be strictly enforced. Applicants are reminded that international students in the United States must comply with US state or federal law and university rules in order to retain a valid student visa. Students violating such laws risk immediate dismissal from the program and repatriation to the home country, as well as legal prosecution for violation of the laws of the state or federal jurisdictions. No refund of fees will be made in the event of dismissal or withdrawal.

### Payment of fees

Fees for the CTM Education program will be paid as follows:

- A \$500 deposit is due with the application. This deposit is refundable only if the applicant is not accepted to the university or is unable to obtain a student visa. The I-20 will not be released without the deposit.
- 1st year program/tuition fees are payable upon notification of acceptance.
- A 2-payment installment option includes a \$500 service fee. Payment for the fall semester is due by 1 July and payment for the spring semester is due by 1 November.
- A \$100 late fee will be charged on delayed payments.

### Note

Students will enter the US with the I-20 Form from the U.S. Immigration and Naturalization Service, which is provided by the participating university. The I-20 form will be sent after the first payment has been received.

### Cancellations

Cancellations received prior to July 1 for fall applicants or prior to November 1 for spring applicants will receive a full refund less a service fee of \$500. After these dates, but before the academic year begins, the application deposit and one-half of the year's tuition/fees will be nonrefundable. Where possible, students are encouraged to defer to the following semester rather than cancel. Students who defer or withdraw on or after the academic year begins will not be eligible for a refund. Refunds will not be given for cancellations requested after classes have begun.

Notes:

- 1) First year undergraduate students must enroll for an entire academic year (2 semesters) and will be required to live on the university campus.
- 2) Returning undergraduate students must enroll for an entire academic year and may live off campus if university policy permits.

### Medical release authorization

We, as parents/guardians of undersigned student, do hereby authorize CTM Education and its assigned agents, and any designated program representative, as agents of the undersigned parents, to consent to any X-ray examinations, anesthetic, medical or surgical diagnosis or treatment, or hospital care which is deemed advisable by, and is rendered under, the general supervision of any licensed physician or surgeon, whether such treatment or diagnosis is rendered at the office of said physician or surgeon or at a hospital. It is understood that this authorization is not given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of aforesaid agents to give specific consent to any and all such diagnoses, treatments, or hospital care which the aforementioned physician or surgeon, in the exercise of her/his best judgement, may deem advisable.

### Agreement and release

We, the undersigned, do waive and release all claims against CTM Education and its agents for any injury, loss, damage, accident, delay, or expense resulting from the applicant's participation in the program. We also release CTM Education and its agents and agree to indemnify them with regard to any financial obligations or liabilities that the applicant may personally incur or any damage or injury to the person or property of others that the applicant may cause while participating in this program. We understand that the program begins with the outbound flight to the United States and terminates when the return flight lands. We realize that any airline's liability for loss or damage to baggage or property, or for death or injury, is limited by the terms outlined by these airlines. We also understand that it is our responsibility to obtain a passport or any required visa. We understand that CTM Education is not responsible for any loss or injury suffered by the applicant during periods of independent travel or absence from the program. If the applicant becomes ill or incapacitated, CTM Education or its agents may take such actions as it considers necessary, including securing medical treatment and transporting the applicant home at her/his own expense. We release CTM Education from all liability related to such actions. We understand that the applicant's participation in the program may be terminated at the discretion of CTM Education without any refund of fees, and that the applicant may be sent home at his or her own expense if she or he does not adhere to U.S., State, and

local laws, and university rules. We agree to accept full responsibility for personal expenses, books, any required additional language training, and round trip air fare. In the event that CTM Education or its agents advance any monies to the applicant or incur special expenses on her or his behalf, we agree to make immediate repayment to CTM Education. We understand that this agreement with CTM Education cannot be modified or interpreted except in writing by CTM Education. We also understand that cancellations received prior to July 1 for entry beginning in the fall or prior to November 1 for entry beginning in the spring will receive a full refund minus a service fee of \$500. After these dates, but before the university entry date, the application deposit and one-half of the year's fees will be nonrefundable. Students who defer or withdraw on or after the university entry date will not be eligible for a refund. If the student does not receive an acceptance or is unable to obtain a visa, a full refund, including the \$500 deposit, will be issued.

## Application instructions

1. This application must be completed in English in block letters. The Student Letter and the writing sample must be handwritten.
2. The student's name must appear on each page.
3. Indicate clearly on the cover and in Part 1 how the name should appear on the I-20.
4. Original signatures must be provided where signatures are requested.
5. The following items must accompany the application:
  - An official copy of final transcript (in original language and English) showing entire secondary school record.
  - Transfer applicants send an official undergraduate record. If applying after year one or year two of university study in the home country, the secondary school transcript is also required.
  - Bank statement (in original language and English) indicating adequate funds to support at least one full year of academic study as well as personal expenses.
  - Three (3) photographs of at least passport size.
  - A photocopy of passport identification page
  - A photocopy of student's current I-20, if applicable.
  - Deposit of \$500, refundable only if an acceptance cannot be obtained or the visa is denied.

### Transcript of grades

1. Undergraduate applicants must submit official copies of their transcripts showing the final three years of secondary education.
  - A school's seal or principal's signature must appear on the copy. If necessary, the transcript must be translated into English. Translations must be authorized as a true copy by a notary or similar official. Originals will be required upon registration at the university.
2. Transfer applicants:
  - If transferring after one year of university, submit secondary school transcript in addition to first year university transcript.
  - If transferring after second or third year, submit university transcript only.
  - If student is seeking transfer credits, catalog course descriptions are required and must accompany the application.

Applicant printed name: \_\_\_\_\_

Applicant signature: \_\_\_\_\_

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

Parent/Guardian printed name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

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