



CTM Education
7232 Calidris Lane
Carlsbad
California 92011
USA

Private High School Program

Application for Admission

Please print clearly in English and return it to your agent.

School Year: _____ Agent: _____

Grade Applying for: _____ Current Grade: _____

First Name Middle Name Surname/Family Name

English Name Date of Birth Gender

Country of Birth Country of Residence Passport Number

Address

City State/Province Postal Code

Country Home Phone Student Cell Phone

Student Email Address

1. _____ 2. _____ 3. _____
School Preference

Please submit completed and signed application with the following documents to be considered for admission:

- English Teacher Recommendation Letter
- Math Teacher Recommendation Letter
- Transcripts for previous 3 years with English translation
- English proficiency score (such as TOEFL or IELTS)
- Copy of passport and visa (if applicable)
- Family financial/bank statement



Parent One

Parent Two

Full Name

Full Name

Gender

Relationship

Gender

Relationship

Email Address

Email Address

Cell Phone

Cell Phone

Work Phone

Work Phone

Occupation

Occupation

Employer

Employer

Marital Status

Marital Status

Financial Responsibility: Yes No

Financial Responsibility: Yes No

Receive Correspondence: Yes No

Receive Correspondence: Yes No

Emergency Contact: Yes No

Emergency Contact: Yes No

Siblings

Name

Date of Birth

Grade

Name

Date of Birth

Grade

Name

Date of Birth

Grade

Other Emergency Contact (if applicable)

Name

Phone Number

Email Address



Current School

<input type="text"/> School Name	<input type="text"/> Grades Completed	<input type="text"/> Years Attended
<input type="text"/> City	<input type="text"/> Country	<input type="text"/> Phone Number

Previous School

<input type="text"/> School Name	<input type="text"/> Grades Completed	<input type="text"/> Years Attended
<input type="text"/> City	<input type="text"/> Country	<input type="text"/> Phone Number

English Scores

Please enclose copies of your test score reports.

<input type="text"/> Test	<input type="text"/> Score	<input type="text"/> Date Taken
<input type="text"/> Test	<input type="text"/> Score	<input type="text"/> Date Taken

Parent Questionnaire

To help us better know your child, do any of the following pertain to your child: physical or mental health conditions, regular medications, chronic illness, learning difference/learning style needs, or family circumstances that might affect attendance?

If yes, please describe and send documentation:

Has your child ever been suspended, expelled, asked to withdraw, or denied readmission to any school? If yes, please explain:



Applicant Questionnaire

Please list your involvement, if any, in the following areas:

Community Service

Fine Arts/Performing Arts

Sports

Leadership/Extracurricular Activities

Please complete these sentences:

The thing that I like the best about myself is . . .

My teachers think that I am. . .

Please answer this question:

Do you plan to attend College or University? In the U.S. or another country?



Personal Essay

In your own words, please tell us something about yourself, and why you would like to study in the United States.

Agreements

My signature below affirms that all of the information contained in the application is correct, complete, and honestly presented. I understand that withholding or misrepresenting information in this application may jeopardize my admission.

Student Signature Date

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 and 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 school representatives to seek medical, dental and optical treatment when required. I am the parent or legal guardian named.

Parent name Signature Date



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 schools provide a policy for international students and in some cases, students must purchase the policy provided. Where a school 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 school 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 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 school 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 school 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, in cases where the school requires an application fee, and is non-refundable.
- An enrollment deposit is due at the time of acceptance. The amount of this deposit varies by school and is required by the school's noted deadline. With this enrollment deposit and confirmation, the deposit is non-refundable. The I-20 will not be released without the deposit.
- 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 school. The I-20 form will be sent after the first payment has been received.

Cancellations

CTM Education will act in accordance with the policy of the school to which the student has applied in regards to cancellations after enrollment. 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.

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 applicants 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 school 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 after a student has confirmed enrollment at a school are not eligible for a refund. If the student is unable to obtain a visa, a refund, in accordance with the policy of the school, 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 page 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.
 - 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.
 - 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.
 - An official copy of English proficiency test scores.
 - Recommendation letters from English and Math teachers at current school.

Transcript of grades

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 school.

7232 Calidris Lane, Carlsbad, CA 92011 USA.

T: +1 914 512 1340

E: valerie.manzino@ctmeducation.com

www.ctmeducation.com

Applicant printed name: _____

Applicant signature: _____ Date: _____

Parent/Guardian printed name: _____

Parent/Guardian signature: _____ Date: _____