Hood English Language Institute (HELI) Application for Enrollment

Applicant’s Personal Information

Name: _____________________________ _____________________________
Family name (as it appears on passport) First name (as it appears on passport) Middle name
Date of birth: _____ / _____ / _____
Month Day Year
Male Female
Country of birth: _____________________________ Country of citizenship: _____________________________
Permanent mailing address: _____________________________
Street Address
City State/Province
Country Postal Code
Telephone

Emergency Contact Information (Please provide information for someone who may be contacted in the unlikely event of an emergency)
Name _____________________________ Phone Number _____________
Email _____________________________
Relationship to student _____________________________
Address _____________________________

Visa Information

Are you already in the USA? ☐ Yes ☐ No
If you are already in the USA, please indicate your visa type:
☐ F1 ☐ F2 ☐ J1 ☐ Permanent Resident ☐ US Citizen ☐ Other: _____________________________

Signatures

I certify that the information submitted via this application is correct and that I am registering for this program. I understand that I am responsible for meeting all costs associated with the program, including the price of housing that the HELI reserves for me. I have read the HELI terms and conditions included with this application. I give the HELI permission to report my progress updates and transcripts to my sponsor (if applicable).

Signature of Applicant (required) _____________________________ Date _____________

Application Fee

The HELI requires an application fee ($100). This fee is due with your application. You may also choose to pay the $35 express mail fee now by checking the box below. Please indicate which fees you will pay and enter payment information below. (For payment options, please see Terms and Conditions on page four.)

Please indicate which fees you are paying now: ☐ $100 application fee ☐ $35 express mail fee

Payment information:
I will pay by: ☐ Hood website (credit card only) ☐ Check or Money Order (made out to Hood College)
☐ Wire Transfer
English Language Assessment

Please submit your official TOEFL or IELTS score profile with your application.

Test Taken:  IELTS □  TOEFL □  Other exam □ _______________

Date: __________________  Score: __________________
Date: __________________  Score: __________________
Date: __________________  Score: __________________

Please fill out the self assessment graph:

This is a self-assessment of your ability in four areas of English: reading, writing, speaking and listening.

<table>
<thead>
<tr>
<th>Reading</th>
<th>Introductory</th>
<th>Beginner</th>
<th>Intermediate</th>
<th>Semi-Advanced</th>
<th>Advanced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing</td>
<td>Introductory</td>
<td>Beginner</td>
<td>Intermediate</td>
<td>Semi-Advanced</td>
<td>Advanced</td>
</tr>
<tr>
<td>Speaking</td>
<td>Introductory</td>
<td>Beginner</td>
<td>Intermediate</td>
<td>Semi-Advanced</td>
<td>Advanced</td>
</tr>
<tr>
<td>Listening</td>
<td>Introductory</td>
<td>Beginner</td>
<td>Intermediate</td>
<td>Semi-Advanced</td>
<td>Advanced</td>
</tr>
</tbody>
</table>

**Introductory:** Applicant is familiar with basic greetings and conversation. Can write English alphabet.

**Beginner:** Applicant has mastered the elementary level of grammar; can read and write short simple sentences; demonstrates the ability to listen to and understand simple conversation.

**Intermediate:** Applicant has mastered basic grammar, and demonstrates the ability to listen to and understand everyday conversation. Able to read and understand some news articles. Able to write paragraphs.

**Semi-Advanced:** Applicant has mastered grammar and a relatively high level. Demonstrates the listening and reading comprehension ability about matters of a general nature. Can read and understand news articles and some academic articles. Able to write short papers.

**Advanced:** Fluent in English. Mastered grammar at a high level has an integrated command of English, can read academic articles and write multiple page papers.

Writing Sample

Please answer the following question. Write in English to the best of your ability.

Why do you wish to study in the United States of America?

___________________________________________________________

___________________________________________________________

___________________________________________________________

Visa Mailing Instructions (if applicable)

Where would you like us to send your visa sponsorship form?

All packages sent to international destinations will be sent via a secure express mail service. Packages sent to a US destination will be sent via regular mail using the US Postal Service. Please give the address where you reside, and can receive postal mail.

Street Address

___________________________________________________________

City  State/Province  Country  Postal Code

Telephone number  Email address where we should send the shipment tracking information

Study Dates  July 7 to August 8, 2014

Education Information

Please indicate the most recent education level completed:

☐ High School (secondary education)  ☐ Bachelor’s degree (BA/ BS)

☐ Master’s degree (MA, MFA, MBA)  ☐ Other

What is your current level:
Fees 2014

All prices are in US dollars

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$4,800</td>
</tr>
<tr>
<td>Room and Food</td>
<td>$2,700</td>
</tr>
<tr>
<td>Health Center Fee</td>
<td>$130</td>
</tr>
<tr>
<td>Books</td>
<td>$300</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7,930</strong></td>
</tr>
</tbody>
</table>

Payment is due on or before June 10, 2014  Application due: JUNE 1, 2014

Additional Costs

Health Insurance and Coverage

As part of the program fee, participants will have access to the Hood College Health Center. It is staffed by registered nurses. A physician or nurse practitioners are available by appointment various times Monday through Friday. The Health Center is used for non-emergency treatment.

Participants are required to have health insurance coverage for the entirety of the HELI program. Participants who currently have health coverage in the United States can submit the “Health Insurance Waiver Form” with information on their insurance plan. Participants who do not have Health Insurance Coverage in the United States will be automatically enrolled in Academic Health Plans summer program health coverage, for an additional cost of $1005.00. This cost is not part of the HELI Program fee. All participants must provide details on their health insurance coverage.

Transportation to and from Hood College

Airfare to the United States is not covered by the program fee. Airport pick-up can be arranged for participants who fly into the United States on July 6th.

Visa and SEVIS processing fees

If applying for a non-immigrant visa, participants should be aware of the SEVIS fee and Visa fees. A one-time fee to register in SEVIS, the system used to track and monitor schools; exchange visitor programs; and F, M and J nonimmigrants while they visit the United States and participate in the U.S. education system.

As of October 2013, the SEVIS I-901 fee was $200.00

In additional to the SEVIS fee, participants may have to pay a Visa fee to receive their student visa for the United States. For more information, including up-to-date fees, please visit http://travel.state.gov/visa/temp/types/types_1263.html

As of October 2013, F and J visa fee was: $160.00

<table>
<thead>
<tr>
<th>Estimated additional costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Health insurance coverage</td>
<td>$1005</td>
</tr>
<tr>
<td>SEVIS fee</td>
<td>$180</td>
</tr>
<tr>
<td>Visa fee</td>
<td>$160</td>
</tr>
<tr>
<td>Round-trip airfare</td>
<td>$1200</td>
</tr>
<tr>
<td>Personal Spending*</td>
<td>estimated $400/ month</td>
</tr>
</tbody>
</table>

*personal spending money depends on each individual’s spending habits. While on HELI, room and board, excursions, and tuition is covered by the program fee; souvenirs, cell phone usage, and personal travel is not.
Application Terms and Conditions

By submitting an application to the HELI, the applicant certifies that he/she understands and agrees to the terms and conditions listed on this page. The application is due no later than June 1, 2014. Applications received after this date will not be considered.

Refund Policy

1. **Application fee:** The application fee ($100) is not refundable.
2. **Express mail:** If the applicant is not presently in the United States, his/her I-20 (or DS-2019) form will be sent to him/her by express mail.
   a. Express mail fees are non-refundable.
3. **The Program cost** totals $7930 per person. Included in that cost is: tuition for 6 college-level credits from Hood College for successful completion of the program; Room and Board on campus; Books and supplies; Hood Health Center; and local excursions and events.

Refunds of program fees can be claimed prior to the start of the program. For a full refund, the applicant will submit a withdrawal form to the HELI program offices by June 10th. After that date, but before the start of the program, only applicants with documented and communicated emergency situations (i.e. - illness, inability to receive visa, family emergencies, etc...) can apply for and receive a refund of 80% of the program fees.

After the start of the program, no refunds can be issued.

Payment Options:

**Paying by Check or Money Order**

If the application fee is paid by check or money order, the application will not be processed until the check or money order has been received. Checks and Money Order must be issued in United States Dollars (USD). Checks and Money Orders should be made out to “Hood College.”

**Paying by Credit Card**

Hood College accepts most major credit cards, including: Visa, MasterCard, and Discover. Fees can be paid via credit card online at [https://secure.hood.edu/online_payments/](https://secure.hood.edu/online_payments/).

**Paying by Wire Transfer**

If planning to pay via wire transfer, please contact the HELI offices for account information. You can also contact the Hood College accounting department at accounting@hood.edu or 301-696-3607. Please specify you are a HELI applicant. Wire Transfers may take a few business days to clear, and the application will be process as soon as the payment has been received.

Application Checklist

The following documents should be submitted to the Hood College Admissions Office at the same time as the application by fax (+1.301.696.3819) or as an attachment to an e-mail directed to admissions@hood.edu. Applications are due on June 1, 2014.

- A photo copy of the applicant’s passport
- Bank statement; if applicable (see below)
- Sponsorship letter; if applicable (see below)
- Test Score profile
- Optional: Letter of recommendation from an English teacher/tutor
- Health Insurance Waiver; if applicable.

Transfer Students

If the applicant is currently in the US on an F-1 visa, submit the following documents:

- A copy of the first I-20 form and the most recent I-20 form that the student has been issued
- A copy of the F-1 student visa
- Nomination to HELI program from Professor, or ESL teacher
**Bank Statements**
The applicant must submit his/her own bank statement or the bank statement of the person who will pay for the applicant’s studies. It must reflect the ability to pay for the student for the entirety of the HELI Program.

**Sponsorship Letters**
A letter of sponsorship is required if a person or a company/organization will help the student to pay for his/her studies.

*Note:* If the sponsor lives in the USA, the letter of sponsorship must be *notarized.*

**US Permanent Residents or Citizens**

- Submit copy of the **permanent resident card** ("green card") or proof of US Citizenship (ex: a US passport)

**Application Processing Time**
Once all documents have been submitted, the application will be processed within 1 to 2 business days.