



The Academy
at Harvard Square

Full-time Intensive English Program

Application Form

TAHS English Institute Mission Statement

The Academy at Harvard Square (TAHS) English Institute (EI) provides high-quality English education to English-as-a-Second Language or English-as-a-Foreign Language learners at the postsecondary level.

THAS EI intends to use its English education as the main tool to transform individuals into prime human resources who have confidence and competence in an American university, and ultimately, in the global economy.

THAS EI intends to prepare and empower English language learners to build a better life in a better society, and inspire them to become global-minded leaders in their communities.

The Academy at Harvard Square English Institute is accredited by the Commission on English Language Program Accreditation and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, (703) 665-3400, www.cea-accredit.org

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1. Personal Information

Applicant's Information:

First Name: _____ Family Name: _____

Preferred Name: _____ Gender: Male Female Prefer not to say

Date of Birth: _____

Phone Number: _____ Email Address: _____

Country of Citizenship: _____ Native Language: _____

English Proficiency Level: Beginner Intermediate Advanced

TOEFL Score (if applicable): _____ IELTS Score (if applicable): _____

Other English Proficiency Test Scores (if applicable): _____

Please provide your mailing address in the United States:

Street Name & Apartment Number: _____

City, State/Province: _____ Zip Code: _____

Emergency Contact:

Name: _____

Relationship : _____

Phone Number: _____ Email Address: _____



2. Program Application

The TAHS English Institute's Intensive English Program aims to enhance students' opportunities for higher education in the United States. The program offers four levels of English placement: Levels 1 and 2 provide Foundational English, while Levels 3 and 4 offer Academic English. Placement is determined by the results of the student's placement/diagnostic test. The program's duration is typically 3 months, with students progressing to higher levels as they advance in their English proficiency. Students beginning at Level 1AB should anticipate remaining in the program for 15 months.

Desired Start Date (Please select the semester you want to start):

- Spring Semester: January 17, 2023 - April 7, 2023
- Summer Semester: April 10, 2023 - July 7, 2023
- Fall Semester: August 28, 2023 - November 17, 2023

Desired Program Level (Please select the level you want to start):

- Foundational English (Level 1 or Level 2)
- Academic English (Level 3 or Level 4)
- Advanced Test Prep English (TOEFL Prep)

Program Fees:

1. Application Fee: \$150 (non-refundable)
2. Tuition Deposit Fee: \$250 (non-refundable, applied towards tuition)
3. Tuition Fee (per semester): \$4800

Please note that the tuition deposit fee is non-refundable unless the student cannot attend the program due to a visa rejection. However, to be eligible for this exception, students must provide valid evidence of their visa rejection.

To initiate the processing of your application, please submit a payment of \$400, which includes a non-refundable application fee of \$150 and a non-refundable tuition deposit of \$250. Please enclose this form with your payment and wire it to us.

If you require additional payment options, please feel free to contact us, and we will be happy to assist you.



3. I-20 Form Application

Additional Personal Information Requested:

- Country of Birth: _____
- Country of Citizenship: _____
- Street Name & Apartment Number: _____
- City/State/Province: _____
- Postal/Zip Code: _____
- Passport Number: _____

Dependents (if any, such as child, spouse):

- Relationship with the Applicant: _____
- First Name: _____
- Family Name: _____
- Gender: Male Female Prefer not to say
- Date of Birth: _____
- Country of Citizenship: _____
- Country of Birth: _____
- Country of Citizenship: _____



As part of the admission process, TAHS requires students to present evidence of sufficient funds to cover their expenses while studying in the United States.

For a 12-month study period, the minimum funds required are \$29,800.

Please note that financial aid is not available and married applicants who plan to bring their spouse and/or children must provide a financial statement of **an additional \$2,000 per dependent per quarter.**

Certification of Sufficient Funds:

I certify that I possess or have access to sufficient funds for each period of study to cover tuition, transportation, and living expenses for a total of \$29,800 for 12 months. I understand that no financial aid is available and that if I am a married applicant planning to bring my spouse and/or children, I must provide a financial statement of an additional \$2,000 per dependent per quarter.

Signed: _____ Date: _____

Please note that providing false or misleading information regarding your financial resources may result in the cancellation of your admission or enrollment in the program.

To complete your application, you will need to submit the following materials:

1. A filled application form.
2. An application fee of \$150. This fee is non-refundable and covers the cost of processing and reviewing your application and issuing I-20 form.
3. A tuition deposit of \$250, which is also non-refundable unless you are unable to attend the program due to a visa rejection.
4. A copy of your passport photo.
5. A bank statement that demonstrates your financial resources.



4. Additional Terms And Conditions

Refund Policy:

- Prior to program start, 90% of paid tuition refunded minus non-refundable deposit.
- After first day, 75% of paid tuition refunded minus non-refundable deposit.
- After third day, 50% of paid tuition refunded minus non-refundable deposit.
- After week 1, no refund issued for any paid tuition including non-refundable deposit.

All refunds for the TAHS program will be issued via company check only. Please allow up to 4 weeks for processing.

If tuition was paid with a credit card, the refund will be issued minus a bank credit card fee of 3.5%. The amount of the fee will be deducted from the total amount of the refund.

Attendance Policy:

To complete the program successfully, students must maintain a 90% attendance rate in each course, allowing for a maximum of 6 days or 11 classes missed per semester. Failure to meet this requirement may result in probation or suspension from the program. F-1 visa students should note that non-compliance with this attendance policy could result in revocation of their visa status.

Application Certification:

I certify that I understand and agree to the TAHS English Institute's application and tuition policies, and that all information provided in this application is accurate and complete. Any changes to the information will be immediately reported to the Office of Admissions. I understand that my admission is conditional upon the submission of a complete and signed application, along with the required fee. By signing this form, I acknowledge that I have read and understand the information contained herein.

Name in Print: _____

Signature: _____

Date: _____