



# 2015 Registration Price List

[www.ihboston.com](http://www.ihboston.com)

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**International  
House**  
Boston



## Your Personal Information

First Name \_\_\_\_\_

Family Name \_\_\_\_\_

Nationality \_\_\_\_\_ Native Language \_\_\_\_\_

Date of Birth (dd/mm/yy) \_\_\_\_\_ Gender  Male  Female

Street Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

Emergency Contact Name \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

Approximate Level of English: (Check appropriate box)

1	2	3	4	5	6	7	8
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└─ Elementary ─┘ └─ Lower-Intermediate ─┘ └─ Upper-Intermediate ─┘ └─ Advanced ─┘

## Your Accommodation

Choose your housing  Constitution Inn residence (4 week minimum)

International Guest House with full board

Single  Shared

Homestay

Hotel

ESL Townhouse:  Shared room  Private room

Private apartment

Summer 2015 Residence

Start Date (dd/mm/yy) \_\_\_\_\_ End Date (dd/mm/yy) \_\_\_\_\_ # of Weeks \_\_\_\_\_

Answer these questions about yourself:

• Are you on any medication? If yes, specify:  Yes  No

• Do you have any allergies? If yes, specify:  Yes  No

• Any special dietary needs? If yes, specify:  Yes  No

• Anything else we should know? If yes, specify:  Yes  No

Note: There is a \$100 non-refundable accommodation arrangement fee for all accommodation reservations.

## Your Flight Information

Do you require airport transfer? On Arrival:  Yes  No

For Departure:  Yes  No

Arrival date (dd/mm/yy) \_\_\_\_\_ Arrival time (hh:mm) \_\_\_\_\_ Airline & Flight No. \_\_\_\_\_

Departure date (dd/mm/yy) \_\_\_\_\_ Departure time (hh:mm) \_\_\_\_\_ Airline & Flight No. \_\_\_\_\_

If you do not have the details of your arrival at the time of registration, please provide us with this information as soon as you can.  
Note: We are not responsible for flight changes and last-minute cancellations.

## Your Program Information

**Class type**

Intensive 20

TOEFL Intensive

TOEFL Evening

Executive English

Executive Evening

Business Lunch

American Business Experience

**Add a One-to-One package**

Silver Package (+5)

Gold Package (+10)

Platinum Package (+20)

**Teacher Training**

CELTA

TKT

**One-to-One Private Classes**

Total number of classes \_\_\_\_\_

Class Start Date (dd/mm/yy) \_\_\_\_\_ Class End Date (dd/mm/yy) \_\_\_\_\_

## Payment Details

Total course cost	<input type="text"/>	+	Registration fee	<input type="text" value="\$100"/>	+
Accommodation fees	<input type="text"/>	+	Materials fee	<input type="text" value="\$50"/>	+
Accommodation arrangement fee	<input type="text"/>	+	Other fee	<input type="text"/>	=
Airport transfer	<input type="text"/>	+	Total cost due	<input type="text"/>	
Health insurance	<input type="text"/>	+			

All payments must be made in US dollars. All payment documents must include: [1] Full name of student, [2] Course start date, [3] Invoice number.

\*No additional fees will be charged for bank transfers or credit card payments.

## Please select method of payment

### Bank Transfer

Recipient	International House	Address	260 Greenwich st
Bank Swift Code	BOFAUS3N	City	New York
Bank Name	Bank of America	State/Region	New York
Account Number	483037153521	Zip/Postal Code	10007
Routing Number/ABA	021000322	Country	USA

\*Upon submission of this form, you are required to transfer the \$100 non refundable registration fee to reserve your place.

### Credit / Debit card

Card number \_\_\_\_\_ Exp. \_\_\_\_\_ Name on card \_\_\_\_\_

Card billing address \_\_\_\_\_

C V V# \_\_\_\_\_

\*Upon submission of this form, you will be charged the \$100 non-refundable registration fee to reserve your place.

\*\*You will not automatically be charged the remainder of your payment by credit card – we will contact you three weeks before your course begins to request permission to charge your card.

\*\*Maximum credit card payment \$3,000.

## Medical Insurance

Do you need medical insurance?  Yes  No, thanks (I have my own insurance)

Insurance Start Date (dd/mm/yy) \_\_\_\_\_ Insurance End Date (dd/mm/yy) \_\_\_\_\_

Note: Insurance Cost - \$2/day, minimum 2 weeks.

## How did you hear about us?

Friend  Facebook  Agency  Search engine  Website

Others \_\_\_\_\_

## Agent's Information

Agent's signature or stamp



## General English - Intensive 20

A 20 lesson per week intensive American English Program with a focus on communicative learning, language development and language skills.

Maximum students per group	16 students
Price of books and course materials	\$50
Course start dates	Every Monday
Minimum level	Elementary (A2)

Prices per week

Program	1-4 weeks	5-11 weeks	12-24 weeks	25+ weeks
Intensive 20	\$300	\$260	\$240	\$230

## Executive English

A 20-lesson-per-week program of Business English, focusing on English for specific professional needs. Guaranteed small class size for rapid learning.

Maximum students per group	6 students
Price of books and course materials	\$50
Course start dates	Every Monday
Minimum level	Intermediate (B1)

Prices per week

Program	1 week	2 weeks +
Executive 20	\$510	\$450

## English for Exams

Language skills and activities are combined with exam-taking practice and insightful test-taking tips. The course covers all the sections of the exam to ensure you're fully prepared to get the test score you need.

### TOEFL Intensive

A 20-lesson-per-week TOEFL exam preparation course.

Maximum students per group	16 students
Price of books and course materials	\$50
Course start dates	Every Monday
Exam dates*	Weekly - Friday and Saturday
Exam fee	\$180**
Minimum level	Intermediate (B1)

\*Students register themselves for the exam at [www.ets.org/toefl](http://www.ets.org/toefl)

\*\*Exam fee subject to change by ETS

Prices per week

Program	1-4 weeks	5-11 weeks	12-24 weeks	25+ weeks
TOEFL Intensive	\$320	\$280	\$260	\$250

### Evening Classes

Designed for the local professional or student we offer small group classes two evenings per week.

4 lessons per week

Program	1 week	2 weeks +
TOEFL Evening	\$88	\$84
Executive Evening	\$108	\$100

### American Business Experience - \$350 / week

5 teacher-guided afternoon or evening activities designed to introduce you to the Boston's business, education and historic highlights.

### Business Lunch - \$150 / lunch

75 minute lunch and conversation practice with a teacher with feedback.

## Combination Packages

Ensure you get the most out of your stay in Boston by combining your group classes with a package of private one-to-one lessons, allowing your teacher to focus on your specific needs.

**Silver Package** - Group course plus 5 private one-to-one lessons per week.

**Gold Package** - Group course plus 10 private one-to-one lessons per week.

**Platinum Package** - Group course plus 20 private one-to-one lessons per week.

### Intensive 20 & TOEFL Intensive

Prices per week

Program	1-4 weeks	5-11 weeks	12-24 weeks	25+ weeks
Silver Package	\$625	\$585	\$565	\$555
Gold Package	\$940	\$900	\$880	\$870
Platinum Package	\$1,560	\$1,520	\$1,500	\$1,490

### Executive English Classes

Prices per week

Program	1 week	2 weeks +
Silver Package	\$835	\$785
Gold Package	\$1,150	\$1,100
Platinum Package	\$1,780	\$1,720

## Teacher Training

IH Boston specializes in Teacher Training for pre-service and in-service teachers. Places are limited and subject to an application procedure. Please contact us for more information on how to enrol [info@ihboston.com](mailto:info@ihboston.com)

**CELTA** - the most popular and internationally recognized pre-service ESL/EFL teacher training course in the world.

**TKT** - popular for non-native speaker teachers.

Program	Price
CELTA	\$2,495 + \$200 Deposit
TKT Modules 1-3 & TKT Practical	\$2,295 + \$200 Deposit

## Private One-to-One Classes

Ensure that your course is completely focused on your own personal needs by studying a course of private lessons with one of our experienced teachers.

Whether your need is English for business, English for exams, English for your children or maybe you just need classes that fit around your busy schedule - we have the right teacher for you.

We can also offer lessons over Skype. Please ask for availability.

Program	price per lesson
General English, Exam English & Business English	\$68
English for Specific Topics	\$88
Off-Site, In-Company or Home Tuition	Rates vary depending on location and duration. Please contact us for rates.

For morning one-to-one classes, students must book a minimum of 20 private lessons a week. Otherwise, private classes are in the afternoon.

## IH Boston Accommodation

### Residence

The Constitution Inn - pool, gym and small kitchen in room	
4 weeks, November - April	\$1,945
4 weeks, May - October	\$2,590

\*Check with info@ihboston.com for share availability

International Guest House - including breakfast and dinner	
Single Room (1 person)	\$700 per week
Shared Room (2,3 or 4 people)	\$420 per week

\*Security key deposit \$200 cash upon arrival

### Home-stay

If you are looking to have a more authentic living experience in Boston, you may want to stay in an English-speaking household. Homestays are 30-50 minutes commute from the school and include wifi and shared bathroom.

Shared bathroom	
Single room with breakfast and dinner	\$300

### Private apartments

#### Back Bay Suites

Furnished all inclusive apartments available from \$2,500 - \$3,500 per month, including internet, Cable TV, Linen and kitchenware, A/C and all utilities, unlimited local phone and laundry facilities.

#### Amenities for Each Room Include:

- Free high speed internet
- Digital cable TV, HBO, DVD
- Linens and kitchenware provided
- A/C and all utilities included
- Unlimited local phone
- Laundry facilities

### Hotels

Let us provide you with a series of different options to suit your budget.

### Summer 2015

We are pleased to announce a university campus dorm option from June to mid-August at Mass Art.

Single Room with kitchen access	\$360-\$390 per week
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### ESL Townhouse

Apartment style living in shared or private rooms with shared kitchens and bathrooms including linens, wifi and cable TV, self-catering (no meals)

Single Room (1 person)	\$440 per week
Shared Room (2 people)	\$295 per week
Private Studio (1-2 people)	\$670 per week

\*Security key deposit \$200 cash upon arrival

## IH Boston Quality Assurances

IH Boston is accredited by and affiliated with the following world leaders in language education, training and quality standards



### Additional Services & Fees

- Registration fee: \$100
- Materials fee: \$50
- Accommodation arrangement fee: \$100
- Airport transfer service: \$150 each way
- Student insurance: \$2/day, minimum of two weeks
- Express mail fee (documents): \$80

### 2015 Holidays - Boston, USA

Holiday	Date
New Year's Day	January 1 <sup>st</sup>
Memorial Day	May 25 <sup>th</sup>
Independence Day	July 3 <sup>rd</sup>
Labor Day	September 7 <sup>th</sup>
Thanksgiving	November 26 <sup>th</sup>
Christmas	December 25 <sup>th</sup>

\*Please note that if your course runs over one of these days, there is no compensation for the group lessons lost. Private classes will be rescheduled on an agreed date.

## International House Boston

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International House Boston is a member of the International House World Organization



## Terms and Conditions

### 1. Payment of Fees

All students must have paid in full at least 15 days before arrival. Tuition, accommodation and/or airport transfer details will not be confirmed until all fees have been paid in full.

### 2. Insurance

Every student must have appropriate medical insurance. IHB recommends using Global Guard Insurance ([www.guard.me](http://www.guard.me)) and offers their insurance for \$2/day, minimum of 2 weeks. Students not wishing to take Global Guard Insurance must present an insurance certificate on arrival.

### 3. Registration Fee and Accommodation Arrangement Fee

The \$100 Registration Fee and the Accommodation Arrangement Fee are non-refundable.

### 4. Cancellation and Refund Policy

4.1 All cancellation requests must be received in writing.

4.2 For cancellation requests received before the first day of class, or for students who never attend their course (no show), students will be charged only the non-refundable registration and accommodation arrangement fees, plus the fees related to any services (such as couriers or insurance) that have already been provided by that date, the sum of which is not to exceed \$500. In addition, student may be liable for fees connected with accommodation cancellation (see section 5 for accommodation cancellation and refund information).

4.3 From the first day of class, no refunds will apply to courses of 4 weeks or less.

4.4 For courses longer than 4 weeks, students who terminate their course within the first four weeks will be entitled to a refund of all tuition fees except for those relating to the first 4 weeks.

4.5 For courses longer than 4 weeks, students who terminate their course after 4 weeks but before or at the mid-point of their course will be entitled to a pro-rated amount of tuition.

4.6 No refunds apply for courses cancelled after the mid-point.

4.7 Refunds are calculated from the end of the last week the student attended classes at the non-discounted rate.

4.8 Pro-rated refunds will be calculated on a weekly basis. IHB considers a partial week to be the same as a whole week.

4.9 IHB will make all refunds within 28 days of receipt of both written refund request and the bank account or card details needed to be able to process the refund. IHB will only refund the person or agency that made the initial payment.

4.10 An administration fee of \$100 will be applied to any course changes made after the first day of class.

### 5. Accommodation

#### Weekly accommodation providers

5.1 Where cancellations are received in writing at least 15 days before the arrival date, the cost of accommodation will be refunded in full.

5.2 For cancellations received in writing less than 15 days before the first day of the accommodation reservation but before the

arrival date, IHB will withhold a cost equal to one week of accommodation.

5.3 After arrival, four weeks' notice is required to change or cancel accommodation. An administrative fee of \$100 may be applied to any changes.

### Monthly Accommodation Providers

5.4 Where reservations are made more than one month in advance, first two months' payment must be received at least one month in advance.

5.5 Where cancellations are received in writing at least one calendar month before the arrival date, the cost of accommodation will be refunded.

5.6 For cancellations received in writing less than one calendar month before the first day of the accommodation reservation but before the arrival date, IHB will withhold a cost equal to one calendar month.

5.7 After arrival, one calendar month's notice is required to change or cancel accommodation. An administrative fee of \$100 will be applied to any changes.

### 6. General

6.1 IHB reserves the right to terminate without refund the classes and accommodation of any student whose conduct is clearly inappropriate.

6.2 IHB makes every possible effort to ensure the best deal available for our students. However, if an accommodation provider subsequently publishes a discounted rate, IHB cannot be held responsible for the price difference.

6.3 Minimum age to attend our adult group programs is 17 years old.

### 7. Approval to Use Photos & Printed Material

I understand that IH Boston may take my photograph or ask me for written statements during studies which may be used for promotional or marketing purposes in the future. I grant IH Boston, and its affiliates, the world-wide right to use my first/given name, country of origin, photograph and written statements for any commercial use. Initial here if you do not wish to grant permission to IH Boston \_\_\_\_.

### 8. Loss / Damage

IH Boston is not responsible for the loss or damage of any personal belongings brought onto the premises or into accommodation; students are encouraged to have sufficient insurance coverage in the event of loss or damage and to ensure the safe-keeping of their belongings at all times.

### 9. Force Majeure

IH Boston is not liable in the event they are unable to fulfill any obligation to which it is contractually bound because of fire, natural disaster, acts of governments, failure of suppliers or subcontractors, labor disputes or other reasons outside our control.

## Signature

### Please read the following and sign beside:

- I have read, understood and accepted the IH Boston Enrollment Agreement, including the Terms and Conditions and the Cancellation and Refund policy.
- I have read and understood the International House Boston price lists and hereby affirm that I have sufficient funds to pay for all tuition costs, accommodation and all other personal expenses during the full period of my course at IH Boston.
- I authorize International House Boston to take appropriate action in the event of any medical emergency and I understand that I am responsible for all medical bills incurred.
- I certify that the information provided in this enrollment form is accurate and complete.

### Signature of applicant

*Please type your name here and sign in pen on your first day in school.*

Date:

Name in print:

Signature of school agent at IH Boston

Date:

Agent's Certificate Number: