



APPLICATION FORM

HOW TO ENROLL

Please complete the application form and submit the following:

- Application form
- \$100 application fee (*do not send cash*)
- Statement of Financial Support
- Proof of financial responsibility (*see Statement of Financial Support*)
- A photocopy of the student's current passport
- Additional service fees if requested

Send by mail to:

UCEDA WORLDWIDE
Attn: ADMISSIONS
145 North University Avenue
Provo, UT 84601 USA
Telephone: (801) 356-6000
Fax: (801) 356-6007
Or E-mail to: info@ucedaworldwide.com

ADDITIONAL FEES

Housing Fee – \$100

Send the housing fee if you wish Uceda Worldwide to find housing for you.

Airport Transfer Fee (*Depends on City of Arrival*):

\$50-150 (*arrival*)

\$50-150 (*departure*)

Send the airport transfer fee if you wish Uceda Worldwide to meet you at the airport upon arrival and shuttle you to your accommodations.

Uceda Worldwide must receive your request at least 14 days prior to your arrival or departure date.

Express Mail Fee – \$75

Contact your representative for your country's pricing if you want your acceptance packet and I-20 form mailed by express courier service.

PAYMENT

Payment of tuition and fees must be made in full upon arrival to the U.S.

Uceda Worldwide accepts U.S. dollars, traveler's checks, Visa, MasterCard, and bank checks made payable to Uceda Worldwide, LLC. Please do not send cash through the mail.

HEALTH DECLARATION

I am aware that I must arrange for medical insurance for the total duration of my stay in the USA. In the event of a medical emergency during my stay in the USA, I authorize any licensed hospital or physician to initiate treatment, and to release medical information for diagnostic and insurance purposes for follow-up treatment in my home country at my cost. I absolve Uceda Worldwide and its representatives from any liability for such measures taken on my behalf. I am also aware that these declarations, required by the American government authorities are legally binding when Uceda Worldwide accepts my application.

PERSONAL INFORMATION

Family Name _____ First Name _____

Birthdate (*Month/Day/Year*) _____ Sex: Female Male

Home Address (*be sure to include postal code*) _____

Country _____

Home Telephone _____ Work Telephone _____

Fax _____ E-mail _____

City of Birth _____ Nationality _____

Occupation _____

Number of years of studying English _____

Visa Type: Student Tourist Other Passport Number _____

How did you learn about Uceda Worldwide programs?

- Friend/Family (*name*) _____ Internet Magazine
 Agent (*name*) _____ Newspaper Flyer

Person to notify in case of emergency: Full Name _____

Full Address _____

Telephone Number _____ Fax _____

E-mail _____

COURSE INFORMATION

Campus Name _____ Course Name _____

Start Date (*Month/Day/Year*) _____ Number of Weeks _____

For what purpose do you wish to learn English? _____

HEALTH INFORMATION

Do you have any special medical restrictions or conditions such as allergies, dietary restrictions or physical handicaps that we should be aware of and consider?

- No
 Yes, please specify: _____

HOUSING

Do you wish Uceda Worldwide to find accommodations for you? (*see additional fees at left*)

- No, I will find my own accommodations
 Yes, please contact me with more information about housing opportunities

AIRPORT TRANSFER

Do you wish Uceda Worldwide to provide you with Airport Transfer Service? (*see additional fees at left*)

- No, I will obtain my own transportation
 Yes, please contact me with more information about the airport transfer service

HEALTH INSURANCE INFORMATION

Health Insurance can be purchased either before leaving for or after arriving at Uceda Worldwide. All International students must have health insurance coverage during their entire stay in the United States.

SIGNATURE

I confirm that I have read and accepted Uceda Worldwide's General Terms and Conditions, including the cancellation and refund policies. I realize that I am fully responsible for my financial obligations and viability while studying at Uceda Worldwide and will be held accountable for maintaining the terms of this statement.

Signature _____ Date _____

Signature of Parent/Guardian _____ Date _____
(*if applicant is under 18 years of age*)



GENERAL TERMS AND CONDITIONS

- 1. Application.** Please complete the application form and send it to Admissions at Uceda Worldwide with the non-refundable application fee. We recommend early application since classes fill well in advance.
- 2. Housing.** Availability varies depending on the time of year. Requests will be honored where possible. Requests for Uceda Worldwide to assist you in finding accommodations must be made thirty (30) days prior to your arrival. Students may make their own housing arrangements if they desire.
- 3. Cancellation.** "Cancellation" refers to those cancellations made before you leave your own country. If cancelled four (4) or more weeks before the course start date, all tuition will be refunded. Uceda Worldwide will retain the application and health insurance fees. If cancelled less than four (4) weeks before the course start date, the cost of housing for the first four (4) weeks of the program will be deducted from the refund to cover the cost of prepaid housing.
- 4. Termination.** "Termination" means leaving the course once you have registered for classes and the course has begun. You have the right to cancel anytime. Upon termination, Uceda Worldwide offers refunds according to the following schedule:

Day 1	100% of tuition
Day 2	85% of tuition
Day 3	55% of tuition
Day 4	40% of tuition
Day 5	25% of tuition

No refund is offered after the fifth day of class for any reason.
- 5. Refunds.** No refunds are given for the following fees: application, housing, airport pick-up/drop-off, and express mail fee. An exception will be made for airport transport if the student notifies Uceda Worldwide at least 24 hours prior to the scheduled pick-up time.
- 6. Schedule.** All credit hours are fifty (50) minutes in duration.
- 7. Substitution Policy.** If a student, after taking a placement test, is found to be at a level lower than the minimum start level for the course, the school reserves the right to place the student in a more appropriate class. We also reserve the right to cancel courses at any time due to insufficient demand. In such cases, students will be transferred to a course of equivalent duration with no right to financial compensation.
- 8. Rules and Regulations.** Uceda Worldwide students are subject to the laws, rules and regulations of the country, state, county, city, and school they attend.
- 9. Course Certificates.** Students who meet course requirements and are in good standing receive a certificate or diploma.
- 10. Holidays.** Classes are normally not held and school facilities are closed on national holidays. You will receive information on these holidays in your student packet or handbook. Compensation will not be made for public holidays.
- 11. Failure to Appear.** Your course will be cancelled without refund if you fail to arrive within four (4) days of your program's start date. No refund will be granted if you fail to attend classes once your program has begun and no notice has been given.
- 12. Attendance.** Attendance is an integral part of your course and an important staple of the learning process. Neither refunds, nor class time will be given for classes not attended.
- 13. Prices.** Uceda Worldwide reserves the right to change prices at any time or for any reason.
- 14. Program Changes.** Uceda Worldwide reserves the right to change starting dates, course curriculum, and programs at any time.
- 15. Terms and Conditions.** These terms and conditions supersede all previous publications and are valid until such time that Uceda Worldwide issues new terms and conditions.
- 16. Force Majeure.** It is a basic stipulation of the agreement/contract between students and Uceda Worldwide or representatives, that neither Uceda Worldwide, nor any of its representatives, is liable to the students in cases where Uceda Worldwide is unable to fulfill any services to which they are contractually bound because of labor disputes or other reasons beyond their control.

I confirm that I have read and accepted Uceda International's General Terms and Conditions. I realize that I am fully responsible for my financial obligations and viability while studying at Uceda International and will be held accountable for maintaining the terms and conditions as contained in the General Terms and Conditions statement:

Applicant's Name _____

Applicant's Signature _____ Date _____