



196 Paterson Avenue, Floor 3
 East Rutherford, NJ 07073
 (201) 438 - 4824 | www.nls.edu

NLS Manual Application Form

First Name:	Last Name:
Date of Birth (Month/Day/Year):	Gender: Male/Female/Other
Email:	Country:
Phone Number:	Native Language:
Foreign Address:	
U.S. Address (if available):	
Do you need I-20: Yes/No	Program: Intensive English Program
How did you hear about us? Google/Facebook/Instagram/Agent/Other:	Weeks:
	Start Date:
Enrollment Agreement	
<p>Payment Policy: There is a non-refundable registration fee of \$100. This fee is not a part of the tuition. The tuition will cover the entire program. Full tuition per course must be paid prior to the start of the classes. All students must make the tuition payment and register for a class by or on the last day of the registration period. Please also note that prompt payment means guaranteed placement in class. New students must pay tuition on the day of registration. In the Intensive English Program, students will not be allowed to enter or continue attending class until they have paid 100% of tuition before the end of the registration period.</p> <p>NLS offers payment plans for registrations of at least 2 sessions. Payment installments are due on on the first Monday of every 4 weeks. For students who are receiving a long-term discount, the payment installment will decrease gradually as shown on the payment plan.</p> <p>Forms of Payment: NLS accepts payments by cash, money order, traveler’s check, personal check, all major credit and debit cards (VISA, MasterCard, American Express, Discover).</p> <p>Cancellation and Refund Policy: Registration fee is non-refundable. No refund or credit is issued for transactions beyond 180 days. Funds/Credits are non-transferrable.</p> <p>Refunds are applied according to the NEW JERSEY ADMINISTRATIVE CODE TITLE 12. LABOR AND WORKFORCE DEVELOPMENT CHAPTER 41. PRIVATE CAREER SCHOOLS SUBCHAPTER 4. SCHOOL OPERATIONS REQUIREMENTS: For courses of 300 hours or less, NLS may retain the registration fee plus a pro-rata portion of the tuition calculated on a weekly basis. The school may require that the student retain all books, equipment and tools purchased from the school and issued to the student. The school may refund a portion of the monies paid if the books, equipment and tools are in proper condition for</p>	



resale. The school must be notified in writing within five business days of the date of withdrawal. For full-time attendance in courses exceeding 300 hours in length, but not exceeding 1,200 hours, the school may retain the registration fee plus: i. Ten percent of the total tuition, if withdrawal occurs in the first week; ii. Twenty percent of the total tuition, if withdrawal occurs in the second or third week; iii. Forty-five percent of the total tuition, if withdrawal occurs after the third week, but prior to the completion of 25 percent of the course; and iv. Seventy percent of the total tuition, if withdrawal occurs after 25 percent, but not more than 50 percent of the course; Refunds are based on the pro-rated weekly rate at full tuition for the entire course, not on the partial (discounted) tuition paid. All discounts and promotions offered or applied are subject to removal for pro-rata rate calculation. The refund is calculated from the week that the student starts classes and also will be calculated from the day that the student informs NLS of his/her cancellation of classes. Student's attendance of 1 day or more in any given week represents 1 full week.

The refunds will be made by check and will be issued to the person, company, government or private agency who made the payment on student's behalf. The check may be picked up from school or mailed on the second Friday following the date the refund was requested.

Refund for a prospective F-1 student:

The registration fee and mailing fees are non-refundable. If a visa application is denied, the full tuition will be refunded (if any tuition deposit was made). Refunds will be issued only upon presentation of the following:

- Proof of payment
- Refund Request Form
- The original I-20 (2 pages) and Letter of Rejection from the U.S. Consulate

Course Cancellations

If a student's scheduled course is cancelled by NLS subsequent to the student's enrollment, NLS will refund all tuition fees paid by the student for the cancelled class. For the purpose of cancellations described in this section, all refunds due will be made within thirty (30) calendar days of the first scheduled day of class.

Cancellations for "no-shows"

When a student cancels a scheduled course, the student will receive a full tuition refund provided the student: 1) has not entered classes; and 2) cancels by the end of the registration period. Students who enter the U.S. on an NLS I-20 and decide not to take any classes at NLS for any reason other than a medical excuse are subject to pay the early withdrawal fee which is 1 session tuition or the minimum required amount to study at NLS (whichever is greater). NLS will only issue refunds to the original payer on file. Payers who would like to designate another person to receive their refund must submit a request in writing to NLS upon applying for a refund. This letter must be attached to the NLS Refund Request form and submitted to the accounting department for processing. NLS reserves the right to change tuition and fees without notice. Please ask campus administrative staff about current prices and session program dates.

Attendance and School Policies:

The student agrees to maintain regular attendance and to abide by the rules and regulations of the school. The student understands that regular attendance is the obligation of the student and that the school's policy regarding attendance as stated in the school catalog will apply. Violation of school rules and regulations may subject the student to dismissal.

Grading:

The passing overall grade at NLS is 70%. ESL students must also demonstrate proficiency in reading, writing, listening and speaking at their current level.

The student acknowledges receiving a copy of this agreement and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract and understands the terms and conditions and agrees to the conditions outlined in this contract. Signing of this contract by the school is written confirmation by the school that the above-named student has been approved to enter the above-named program(s). This agreement is not binding until three business days after signing by both parties. The student and the school will retain a copy of this agreement.

Signature <small>Parent/Guardian signature if applicant is under 18 years of age</small>	Full Name <small>Parent/Guardian's Full Name if applicant is under 18 years of age</small>	Date
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