

2008 ENROLLMENT CONTRACT

Personal Information

Family Name _____ First Name _____ Middle Name(s) _____
 ID # _____ Date of Birth Day _____ Month _____ Year _____
 Gender Male Female Nationality _____ Native Language _____

Mailing Address

Street Address or P.O. Box _____
 City _____ State/Province _____ Country _____ Postal Code _____
 Telephone _____ E-mail _____ Courier _____

Emergency Contact Information

Name _____ Telephone _____ Relationship _____

Where did you get this brochure? _____ How many weeks will you study? _____

Course selection

Intensive Semi-Intensive Super-Intensive Other _____

Please indicate the date you wish to commence study –regular session start dates

January February March April May June
 July August September October November December

Application Fee: US\$ _____

Tuition Fees (US dollars)

Semi-Intensive Program (15 lessons per week: 50 minute lesson)

# of sessions	1	2	3	4	5	6	7	8	9	0.5	0.75
Weeks	4	8	12	16	20	24	28	32	36	2	3
Tuition	\$600	\$1,200	\$1,800	\$2,400	\$3,000	\$3,600	\$4,200	\$4,800	\$5,400	\$300	\$450
Approx. Discount	0%	0%	\$1,710 5%	\$2,160 10%	\$2,700 10%	\$3,060 15%	\$3,570 15%	\$3,840 20%	\$4,320 20%	0%	0%
Schedule	Monday through Friday (3 hours per day)					from: 10:30 am to 1:30 pm					

Intensive Program (20 lessons per week: 50 minute lesson)

# of sessions	1	2	3	4	5	6	7	8	9	0.5	0.75
Weeks	4	8	12	16	20	24	28	32	36	2	3
Tuition	\$800	\$1,600	\$2,400	\$3,200	\$4,000	\$4,800	\$5,600	\$6,400	\$7,200	\$400	\$600
Approx. Discount	0%	0%	\$2,280 5%	\$2,880 10%	\$3,600 10%	\$4,080 15%	\$4,760 15%	\$5,120 20%	\$5,760 20%	0%	0%
Schedule	Monday through Friday (4 hours per day)					from 10:30 am to 1:30 pm and from 2:30 to 3:30 p.m.					

Super-Intensive Program (20 lessons per week: 50 minute lesson plus 10 private lessons per week).

# Of sessions	1	2	3	4	5	6	7	8	9	0.5	0.75
Weeks	4	8	12	16	20	24	28	32	36	2	3
Tuition	\$1,520	\$3,040	\$4,560	\$6,080	\$7,600	\$9,120	\$10,640	\$12,160	\$13,680	\$760	\$1,140
Approx. Discount	0%	0%	\$4,332 5%	\$5,472 10%	\$6,840 10%	\$7,752 15%	\$9,044 15%	\$9,728 20%	\$10,944 20%	0%	0%
Schedule	Monday through Friday (4 hours per day)					from: 10:30 am at 1:30 pm and 2:30pm at 3:30 pm,					

Health Insurance

I will require health insurance (arranged on Day 1 at the school \$_____ per day)

I will provide my owns helath insurance (proof must be shown on Day one at the school)

DESCRIPTION OF FEES & GENERAL INFORMATION

Accommodation placement fee

This charge covers the expense of finding a suitable host family for each student. It includes any necessary post-arrival counselling and re-placement to a new home if the student is not satisfied with the original placement, provided proper 2-week notice is given.

Meal Plan

Half board includes breakfast and dinner only. Again the host family will prepare dinner each night; students may be required to prepare their own breakfast.

Location

Our Homestays are located 10 to 30 minutes away from the Center.

Youth student Surcharge

As there is a greater degree of responsibility required in taking care of younger students, the above charge applies to any student 17 years old or younger. If a student turns 18 during their stay with us, the adult rate will apply from the first full session following their 18th birthday.

Private Bathroom

Students will have exclusive use of their own bathroom facilities, which will include a shower.

Guaranteed High-Speed Internet Access

Students will have non-dialup Internet access (i.e. cable or DSL). This service is only available for students bringing their own laptop. Any additional charges required due to non-compatibility issues are strictly the student's responsibility; however, if the student cannot make the connection work, then the charge will be refunded or they will be re-placed to a different homestay.

Airport Pickup Service

Students will be met at the airport by a representative of the Airport pickup service (holding a sign with their name on it), who will take them to their new home and introduce them to their homestay family.

Airport Return Service

Students will be picked up at their homestay and driven to the airport by our Airport Return Service. Typically, we plan for students to be at the airport 3 hours prior to their departure for international flights.

Homestay Period

Homestay fees are applied to a 4-week period. Students are welcome to arrive anytime on Friday evening; Saturday or Sunday before their program begins and depart anytime on Friday evening, Saturday or Sunday after their program finishes. Early arrivals (before-Friday) and late departures (after Sunday) will be subject to a rate of \$18.00.

Payment of Homestay Fees

A minimum of the first 4 weeks of Homestay rent must be prepaid in advance, along with the Placement Fee and Airport Pickup Fee (if requested). The remaining Homestay sessions' rent may also be prepaid in advance, or they can be paid every session, directly to the school, at least 2 weeks before the beginning of the next session.

Homestay Transfer & Cancellation Policies

1. The Accommodation Placement Fee is non-refundable.
2. If a student withdraws in writing from homestay at least one month prior to the Homestay commencement date, Homestay rent will be refunded in full.
3. If a student withdraws in writing from homestay within one month of commencement, all Homestay fees except for the first month rent will be refunded.
4. If a student withdraws from Homestay, in writing with less than two week's notice or is dismissed from Homestay, Homestay fees will be refunded except (A) fees for pro-rated used portion to date of withdrawal/dismissal; and (B) two weeks rent.
5. A student who violates Panama Law or EPA! Español en Panama Center Homestay rules and regulations will be dismissed from EPA! Español en Panama homestay program.
6. Refunds will be issued within thirty days of written notice and presentation of original receipts.

Changing Homestay

1. During a student's first month at the Center they may request to change to another homestay within the same location price range with no waiting period and no penalty. If a student wishes to change to a homestay in another location price range, there will be no waiting period, but there will be a US 50.00 Replacement Fee.

Leaving Homestay

If a student wishes to withdraw from the Homestay program, all unused fees will be refunded so long as full 2 weeks written notice is provided to the school.

2008 HOMESTAY APPLICATION

Personal Information

Family Name First Name Middle Name(s)
 ID # Date of Birth Day Month
 Year Gender Male Female Nationality
 Native Language

How many weeks would you like to reserve your homestay?

Starting date at:

Day Month Year

Place:

Panama City

Do you smoke?

Yes No

Do you prefer:

- A homestay family with children (under the age of 12)
- An adult home (no children under age of 12)

Do you have any medical conditions or allergies?

(Cigarettes, foods, medicines, pets, etc).

Do you have any dietary restrictions? (vegetarian, no pork, etc). _____

Can you live with indoor pets? Cats Yes No Dogs Yes No

Personal characteristics: Are you Outgoing Quiet/Shy Other _____

What are your favourite hobbies and interests?

Accommodation placement fee US\$ _____

Homestay fees

Meal Plan	Half Board	Panama			
		4weeks	3weeks	2weeks	Daily
		\$500.00	375.00	250.00	\$18.00
Add-On fees					
High-speed Internet Connection		\$25.00	19.00	13.00	\$0
Youth student Surcharge (For ages 17 and under)		\$25.00	19.00	13.00	\$0

Our homestay session is 28 days; the above homestay fees are all based on a per session basis.
 All homestay requests including add-on fees are subject to availability.

Airport pickup service (one-way) \$35.00

Airport pickup & return service (must be requested together at time of enrolment)

Flight Arrival Details: _____
 (Date, flight number, arrival time, from which city)

Flight Departure Details: _____
 (Date, flight number, arrival time, from which city)

Financial & Health statement / information release

I certify that the information contained herein is accurate and correct to the best of my knowledge. I have read and hereby accept all **EPA! Español en Panama** terms and conditions listed in the brochure, enrolment contract form and in the General Information and Student Withdrawal Policies sections on the following pages. I understand that my expenses (excluding personal miscellaneous expenses) per session while studying at **EPA! Español en Panama** will be as indicated on the chart above for the courses selected. I agree to accept full responsibility for these expenses. In case of illness and/or injury, permission is granted to any appropriate medical center to examine or treat me and make necessary referrals to outside physicians as indicated. Permission is also granted to release information regarding my health to other designated individuals. I authorize **EPA! Español en Panama** to release information regarding my studies to my sponsoring agency or my guardian whose signature appears below.

X _____
Signature of Applicant

X _____
Signature of Parent or Guardian
(if applicant is under 18)

Enrollment

To enroll, complete the attached enrolment contract and send it by express mail, or e-mail. EPA! Español en Panama requires the minimum pre-payment of tuition fees as described in the chart below:

Length of Study	Minimum Pre-Payment
1-2 Sessions	1 Sessions
3-5 Sessions	3 Sessions
6+ Sessions	6 Sessions

The Application fee, Accommodation Placement fee (if required), first session's Homestay Rent (if required) and Airport Pickup fee (if required) must also be prepaid at the time of enrolment.

Please remember to specify if you would like to pre-pay more than the required minimum. An invoice will be sent to you, detailing the amount you are required to prepay and instructions for payment of fees.

Minimum Age

The minimum age to attend our regular programs is 16.

Registration and Payment of Fee

When you register at the Center, you will need to bring your passport, a receipt showing pre-payment of tuition/homestay fees, proof of medical insurance coverage, as well as two small (2cmx2cm) photographs. Visa, Master Card credit cards are all accepted for payment of fees.

Medical Insurance

All students attending EPA! Español en Panama must be covered by a medical insurance plan. Students who choose to purchase coverage in their own country must be covered by a medical insurance plan. Students have to bring a copy of their insurance policy with them to the Center on the First Day; otherwise they must purchase medical insurance at the Center on day one.

Placement Testing

All EPA! Español en Panama students will take a Placement Test to determine their level in Spanish on their first study day. The test consists of a written part and a face-to-face interview with one of the Center instructors. The orientation Day will, also include welcome speeches by Center staff, a new student welcome lunch and a walking tour of both the Center and the neighborhood. Students arriving on an irregular start date will still receive the placement test, and are welcome to join the next orientation tour.

Personal Expense Money

For miscellaneous personal expenses, such as shopping, transportation, entertainment and so forth, students can expect to spend approximately US \$400.00 per month. We recommend that you bring this amount to Panama in travel checks or cash.

Instructional Hours

EPA! Español en Panama Intensive Spanish Program consists of 20 lessons per week scheduled from Monday through Friday. Semi-Intensive Course students meet for 15 lessons per week. Each lesson is 50 minutes. Within each 4-week session, a maximum of 10 hours may be devoted to non-instructional activities related to registration, placement testing, orientation and student evaluation.

EPA! Español en Panama is open Monday through Friday from 8:00 am to 5:00 pm

Attendance

Because EPA! Español en Panama would like you to derive the maximum benefit from your course; you will be expected to attend classes full-time. If your total absences from class in any session exceed four study days, you will fail the level and will not receive a Certificate of Attendance unless you make up the work missed and are able to demonstrate mastery of the material.

VISA APPLICATION INFORMATION

All students will enter with tourist status. If they want to stay more time, visa paperwork will be dealt with in Panama.

Withdrawal Policy

1. The Application Fee is non-refundable.
2. All tuition, except an administration fee of 10% of funds due under contract, to a maximum of \$50 will be refunded to student if written notice of withdrawal is received 2 weeks prior to commencement of studies.
3. All tuition, except a 10% administration fee to a maximum of \$200, will be refunded to a student who withdraws in writing from a course less than 2 weeks prior to commencement studies.
4. Fifty percent (50%) of tuition will be refunded to a student who withdraws or is dismissed from a course that is up to 10% completed by the date of notice of withdrawal/dismissal.
5. Thirty percent (30%) of tuition will be refunded to a student when withdraws or is dismissed from a course that is up to 30% completed by the date of notice of withdrawal/dismissal.
6. No refund will be granted to a student who withdraws or is dismissed from a course that is more than 30% completed by the date of notice of withdrawal /dismissal.
7. Deferrals, postponements and mid-course breaks (maximum 12 weeks) will be granted provided EPA! Español en Panama receives a written request at least 30 days prior to commencement, and may be subject to a \$50 administration fee.
8. A student who violates Panamanian Law or EPA! Español en Panama rules and regulations will be dismissed from the program.

REMITTING PAYMENT

The charges listed above may be paid by wire payment, credit card, money order, bank draft of certified check. Please do not send cash through the mail. Express mail application form