



APPLICATION FORM

Please provide identification with this form.

Personal Information

FIRST NAME		MIDDLE NAME	LAST NAME
DATE OF BIRTH (mm/dd/yyyy)	NATIONALITY		COUNTRY OF BIRTH
GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	E-MAIL		MOBILE PHONE #
Foreign Address STREET NAME, NUMBER.			
CITY	STATE	ZIP	COUNTRY
PHONE #	FAX #		EMERGENCY CONTACT (NAME - NUMBER)
U.S. Address STREET NAME, NUMBER,...			
CITY	STATE	ZIP	PHONE #

Start Date & Housing

PROGRAM	
START DATE (dd/mm/yyyy)	DO YOU NEED HOUSING? <input type="checkbox"/> YES <input type="checkbox"/> NO
DO YOU NEED A STUDENT VISA? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> TRANSFER	
DO YOU NEED AIRPORT PICKUP? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Payment Information

TYPE OF PAYMENT <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> CHECK <input type="checkbox"/> CASH <input type="checkbox"/> TRANSFER
TOTAL AMOUNT <input type="checkbox"/> REGISTRATION FEE <input type="checkbox"/> TUITION \$
SPONSOR'S NAME

Medical Information

Do you have any special medical restriction or condition such as allergies, dietary restrictions or physical handicaps that we should be aware of and consider? YES NO

SPECIFY
DO YOU NEED HEALTH INSURANCE? YES NO <input type="checkbox"/> <input type="checkbox"/>

Checks, money orders and wire transfers must be payable to:
**Target International Student Center - 1105
 Commonwealth Ave. - Boston, MA - 02215**

Wire Transfer
 In order to wire transfer money to Target ISC's bank account the following information must be given to your financial institution.
 Address: Bank of America, NA
 555 California St. San Francisco, CA 94104
 Bank Account Name:
 Target International Student Center INC.
 Telephone: 617-779-0367
 Account Number: 004648147347
 Routing Number: 026009593
 SWIFT Code: BOFAUS3N (US), BOFAUS6S (FORGEIN)
 To: Target International Student Center
 Attention: TISC Admissions From: (Your Name)
 *please talk to our Admissions Department before transferring money.

Additional Fees

- Application Fee - \$150

- Change of Status Fee - \$120

- Housing Placement Fee - \$100

- Courier Fee - \$70

- Rush Fee - \$50

- Airport Service (2 ways) - \$150

- Airport Service (1 way) - \$90

Terms and Conditions

1. Non-refundable fees: Registration \$150 (valid for 12 months), Vacation \$50 and Housing Placement \$100, Freezing \$50, Change of Status \$120, Rush Fee \$50, Assistance Fee \$50
*TISC is prohibited by law to have non-refundable fees that exceed \$500.00
2. Payment Deadline: Full tuition must be paid in full at least 1 month prior to student's start date as stated on I-20 and Acceptance Letter and again before of every other session student attends. Payments can be made by credit or debit card, personal check, money order, wire transfer or cash.
3. Late Payment: Any payment made after the due date will have an additional charge of \$50. After 20 days without payment the student will not be granted permission to attend classes; students holding an F-1 visa will therefore be at risk of jeopardizing their legal F-1 status.
4. Dead Line: Students are expected to submit all requests at least 14 days before date of action is to take place. Failure to do so may result in denial of request. This clause is valid regarding cancellations, transfers, freezing, vacations, breaks, etc. All requests and exceptions will be dealt with at the discretion of TARGET ISC staff.
5. Vacation: Students in good standing with the school may be eligible to go on vacation after successfully completing each academic term (12-14 weeks). Students are required to pay \$200 tuition deposit and \$50 vacation fee. The \$200 deposit is non-refundable should the student fail to return to TARGET ISC. All requests will be dealt with at the discretion of TARGET ISC staff.
*See student handbook for more details regarding vacation
6. Traveling Outside the Country: Students traveling back home or anywhere outside the country for a maximum of 3 months can freeze their contracts after paying the equivalent of 1 month tuition (non-refundable) as well as a \$50 freezing fee.
7. Breaks: Short breaks must be requested and approved by DSO and Academic Director. Absences due to medical problems are NOT the same as breaks. Student must present an authentic doctor's note to be excused from classes. Students will be expected to pay a drop below course equivalent fee of \$375 per month. This amount is subject to change case pending.
8. Freezing: Students that do not hold F-1 visas may request to freeze their contract at any time (see clause 4. Dead Lines), a \$50 fee must be paid prior to intended date of leave.
9. Tuition Credit: Part-Time students may receive tuition credit in cases of contract freeze or as determined by Target ISC staff. Tuition credit is nontransferable and is valid to be used for 6 months after the contract freeze date.
10. Transfer: All students who transfer to Target ISC must register and attend for at least 1 term session (12 – 14 weeks) before transferring out to another educational program or taking a one-month break unless otherwise previously agreed.
11. Changes: Target ISC reserves all rights of changing tuition and fees as well as days and hours of operation without further notice.
12. Publicity Rights: Target ISC reserves the rights of publicity of names, texts, quotes and pictures of students in any media.
13. Assistance Fee: Students who require assistance obtaining or maintaining their international health insurance with ISI will be charged a \$50 assistance fee. TISC is not responsible for maintaining or obtaining student health insurance. Target ISC will not pay for the cost of health insurance, this payment must be made by the student and will not be included in the cost of tuition.
14. Student Handbook: All Target ISC students are required to review the student handbook and abide by all policies stated in said handbook. Failure to abide by policies determined by Target ISC as well as the Department of Homeland Security will result in a disciplinary action.
15. Change of Status Deposit: Upon application a \$1,300 change of status deposit will be made. Should the change of status application be denied by USCIC, the deposit will be refunded (Student must provide proof of denial). Should the student abandon the process, cancel or withdraw the application the deposit is non-refundable. Should the student's change of status application be approved the deposit will go toward tuition. Change of status deposit cannot be credited to another student.

Target ISC Refund Policy

Reason	Time	Refund
Rejection of applicant (by Target ISC or visa denial)	Prior to the start date	100% less non refundable charges
Program cancellation by school	Subsequent to a student's enrollment	All monies paid by the student expect application fee
No show or Cancel F-1 Student	Prior to the start date (with I-20 obtained from school with a program length of less than 12 weeks)	School retains up to 4 weeks of tuition (plus actual housing costs incurred)
No Show or Cancel F-1 student	Prior to start date (with I-20 obtained from school with a program length of greater than 12 weeks)	School retains up to 6 weeks of tuition (plus actual housing costs incurred)
Cancellation	With notice 15 days or more prior to class start date	100% less non refundable charges
Cancellation	With notice less than 15 days prior to class start date	No refund
Dismissal	After class start date	No refund
Withdrawal	After program start date of student's 1st term/session that is 4 weeks or less	No refund
Withdrawal	After program start date but at/before 50% of completion of a student's 1st term/session that is 4 weeks or greater	School retains prorated amount
Withdrawal	After program start date but after 50% of completion of a student's 1st term/session that is 4 weeks or greater	No refund
Withdrawal	After completing the first term session but before the midpoint of subsequent term/session	School retains prorated amount
Withdrawal	After the midpoint of any subsequent sessions	No refund

*A copy of US Embassy denial letter must be submitted in order for student to obtain refund. TARGET ISC will inform the student on how the student will obtain the refund TARGET ISC requires a written notification of withdrawal from the student as a condition for making refunds. TARGET ISC is not obligated to make refunds to students who are terminated due to violation of institution written disciplinary and/or attendance policies or local, state, federal or immigration law.

*Refunds may take up to 45 business days

Accommodation Refund Policy

Cancel 30 days or more before moving into Homestay	100% of Homestay fees*
Cancel less than 30 days before moving into Homestay	100% of Homestay fees less 4 weeks rent fee*
Cancel 30 days or more before vacating Homestay	100% of remaining Homestay rent fee*
Cancel less than 30 days before vacating	100% of remaining Homestay rent less 4 weeks rent fee*
Homestay fees for package prices are non-refundable/ Minimum number of students per course:4	

I confirm that I have read and accepted the terms and conditions of Target International Student Center.

SIGNATURE	DATE (mm/dd/yyyy)
SIGNATURE OF PARENT/GUARDIAN (student under 18 years old)	DATE (mm/dd/yyyy)