

# 2014 Application Form



Family Name \_\_\_\_\_ as on your passport First and Middle Name \_\_\_\_\_ as on your passport

Male  Female Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_  
mm dd yyyy

Student E-mail \_\_\_\_\_ Student Phone \_\_\_\_\_

Address in your Country \_\_\_\_\_  
street  
\_\_\_\_\_  
city province/state postal code country

Address in the U.S.A. \_\_\_\_\_  
(if applicable) street city state postal code

Program Choices	Travel Information
<p><b>City</b> <input type="checkbox"/> San Francisco <input type="checkbox"/> San Diego <input type="checkbox"/> Chicago</p> <p><b>Program Dates</b> Start Date ____/____/____ Total Program Duration ____ weeks mm dd yyyy</p> <p><b>Unlimited Package</b> (any program, any schedule) <input type="checkbox"/> 12 weeks <input type="checkbox"/> 24 weeks <input type="checkbox"/> 36 weeks <input type="checkbox"/> 48 weeks</p> <p><b>Schedule</b> <input type="checkbox"/> Standard (20 lessons/week) <input type="checkbox"/> Intensive (25 lessons/week) <input type="checkbox"/> Super (30 lessons/week)</p> <p><b>Program</b> <b>English Programs</b> <input type="checkbox"/> General English <input type="checkbox"/> Business English <input type="checkbox"/> TOEFL Preparation <input type="checkbox"/> Cambridge FCE &amp; CAE Preparation (San Diego only) ____ Jan 6 ____ Mar 10 ____ May 12 ____ July 7 ____ Sept 8 ____ Nov 10</p> <p><b>Professional Certificates</b> <input type="checkbox"/> Marketing &amp; Advertising ____ Jan 6 ____ April 7 ____ July 7 ____ Oct 6 <input type="checkbox"/> Project Management ____ Feb 10 ____ May 12 ____ Aug 11 ____ Nov 10 <input type="checkbox"/> Business Management ____ Mar 10 ____ June 9 ____ Sept 8 ____ Dec 8</p> <p><b>Supplements</b> Career Preparation Activity (10+ hours per week) ____ # weeks placement at U.S. host company Private lessons (45 minutes each). Choose number of lessons per week: <input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 5 <input type="checkbox"/> 10</p>	<p><b>Please select your preferred insurance option:</b> <input type="checkbox"/> I want to buy Intrax medical and travel insurance <input type="checkbox"/> I will provide proof of my own insurance</p> <p><b>Do you want to buy airport transfer service?</b> On arrival: <input type="checkbox"/> Yes <input type="checkbox"/> No On departure: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>What will be your visa type?</b> <input type="checkbox"/> Visa Waiver (no visa) <input type="checkbox"/> Tourist Visa (B1, B2) <input type="checkbox"/> J-1 visa <input type="checkbox"/> F-1 Student Visa <input type="checkbox"/> F-1 Transfer (current school) _____ <input type="checkbox"/> Other _____</p> <p><b>Do you want to buy FedEx Express Delivery for your I-20 Form?</b> (F-1 Visa students only) <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Below, list special instructions to admissions advisor and partner agency, if applicable.</b></p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>

Accommodation Choices												
<p><b>Do you need Intrax to arrange housing?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please choose: <input type="checkbox"/> Homestay OR <input type="checkbox"/> Residence club*:</p> <table border="0"><tr><td><input type="checkbox"/> Regular Private Room/Private Bath</td><td><input type="checkbox"/> Regular Private Room/Shared Bath</td></tr><tr><td><input type="checkbox"/> Small Private Room/Private Bath</td><td><input type="checkbox"/> Small Private Room/Shared Bath</td></tr><tr><td><input type="checkbox"/> Shared Room /Private Bath</td><td><input type="checkbox"/> Shared Room/Shared Bath</td></tr><tr><td><input type="checkbox"/> Shared Room/Priv. Bath/In-Room Kitchenette</td><td><input type="checkbox"/> Private Room/Priv. Bath/In-Room Kitchenette</td></tr><tr><td><input type="checkbox"/> Shared Room/Priv. Bath/Semi-Priv. Full Kitchen</td><td><input type="checkbox"/> Private Room/Priv. Bath/Semi-Priv. Full Kitchen</td></tr><tr><td><input type="checkbox"/> Full Apartment (can accommodate up to 4 people)</td><td></td></tr></table> <p>Check-in (within 5 days of program start) ____/____/____ Check-out (within 5 days of program end) ____/____/____ mm dd yyyy mm dd yyyy</p> <p>*See Intrax 2014 Accommodations Rates for rooms available in each city.</p>	<input type="checkbox"/> Regular Private Room/Private Bath	<input type="checkbox"/> Regular Private Room/Shared Bath	<input type="checkbox"/> Small Private Room/Private Bath	<input type="checkbox"/> Small Private Room/Shared Bath	<input type="checkbox"/> Shared Room /Private Bath	<input type="checkbox"/> Shared Room/Shared Bath	<input type="checkbox"/> Shared Room/Priv. Bath/In-Room Kitchenette	<input type="checkbox"/> Private Room/Priv. Bath/In-Room Kitchenette	<input type="checkbox"/> Shared Room/Priv. Bath/Semi-Priv. Full Kitchen	<input type="checkbox"/> Private Room/Priv. Bath/Semi-Priv. Full Kitchen	<input type="checkbox"/> Full Apartment (can accommodate up to 4 people)	
<input type="checkbox"/> Regular Private Room/Private Bath	<input type="checkbox"/> Regular Private Room/Shared Bath											
<input type="checkbox"/> Small Private Room/Private Bath	<input type="checkbox"/> Small Private Room/Shared Bath											
<input type="checkbox"/> Shared Room /Private Bath	<input type="checkbox"/> Shared Room/Shared Bath											
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<input type="checkbox"/> Shared Room/Priv. Bath/Semi-Priv. Full Kitchen	<input type="checkbox"/> Private Room/Priv. Bath/Semi-Priv. Full Kitchen											
<input type="checkbox"/> Full Apartment (can accommodate up to 4 people)												

Terms and Deposit
<p><input type="checkbox"/> I understand that by sending in this application, I agree to the Intrax Terms and Conditions.</p> <p><input type="checkbox"/> I will pay all tuition and fees for the initial period of enrollment in full on or before the day of orientation.</p>

**Send your completed form to [admissions@intrax.edu](mailto:admissions@intrax.edu)**

Within 1 business day, you will receive an email to confirm that Intrax has received your booking. If you need help with your booking, please contact us:

600 California Street, 10th Floor, San Francisco | CA 94108 | 415.434.5586 | [www.intrax.edu](http://www.intrax.edu)

We look forward to welcoming you to Intrax.

# 2014 Enrollment Agreement

## 2014 Tuition and Fees

### Choose The Easy Option...

Unlimited Package	12 weeks	24 weeks	36 weeks	48 weeks
This package includes any Intrax program, electives, Application Fee, Materials Fee, and the option to participate in the Career Preparation Activity. Choose between General English, Business English, Test Preparation or Professional Certificates and change your course without any change fees. Add an extra week for \$370 per week. (Accommodation fees are not included.)	\$4395	\$8200	\$11875	\$15000

### ...Or Design Your Own Program:

Practical English (price per week)	1-12 weeks	13-23 weeks	24+ weeks	
<b>Choose your Program: Standard Schedule (20 Lessons)</b> General English, Business English, TOEFL Preparation, Cambridge Preparation	\$320	\$290	\$275	
<b>Add ONE Elective: Intensive Schedule (25 Lessons)</b>	\$370	\$340	\$325	
<b>Add TWO Electives: Super Schedule (30 Lessons)</b>	\$420	\$390	\$375	
Professional Certificates (price per certificate)	1 Certificate	2 Certificates	3 Certificates	
<b>Choose your Program: Standard Schedule (20 Lessons)</b> Marketing & Advertising (5 weeks) Business Management (4 weeks) Project Management (4 weeks)	\$1750	\$3150	\$4100	
<b>Add ONE Elective: Intensive Schedule (25 Lessons)</b>	\$2000	\$3600	\$4750	
<b>Add TWO Electives: Super Schedule (30 Lessons)</b>	\$2250	\$4050	\$5400	
Career Preparation Activity (placement)	Per week of placement at host company			
Placement at host company for 10+ hours per week, 8 week minimum placement. (Requires completion of 4 week Career Preparation Elective)	\$100			
Private Lessons (one lesson is 45 minutes)	1 per week	2 per week	5 per week	10 per week
Sign up for 1, 2, 5 or 10 private lessons/week. Save more by signing up for more lessons per week.	\$90/week	\$175/week	\$425/week	\$800/week

### General Fees

<b>Application</b>	\$100 (Age 18+) / \$200 (Age 16-17)
<b>Materials</b> (e.g. books, Wi-Fi, computer lab access, handouts, Sakai online student system, academic printing)	\$8/week
<b>Pre-Arrival Change Fee</b> (any change made before orientation date at Intrax) <b>applies to:</b> <ul style="list-style-type: none"> <li>any change to confirmed accommodations (room type, host family, residence club, or dates)</li> <li>cancellation of accommodations with less than 4 weeks' notice</li> <li>any change to confirmed program dates or a reduction in schedule selection or program choice</li> <li>any change to confirmed airport transfer requests</li> </ul>	\$100
<b>Post-Arrival Change Fee</b> (any change made on or after orientation date at Intrax) <b>applies to:</b> <ul style="list-style-type: none"> <li>any reduction in confirmed enrollment (schedule, program, dates, Career Preparation Activity duration)</li> <li>an early program withdrawal or cancellation</li> <li>any change to accommodation placement (room type, host family, residence club, or dates - with the exception of an extension of the initial placement)</li> </ul>	\$100
<b>Late or Insufficient Funds</b> <ul style="list-style-type: none"> <li>(Fee per payment for tuition and/or accommodation fees. For current students, payment is due on the Friday before current program or accommodation placement ends. For new students, payment is due on Orientation Day.)</li> </ul>	\$25

### Accommodations Fees \*Pre-arrival and post-arrival change fees apply. Please see general fees for details.

Accommodation Placement	\$100 (for arrival Feb-May, Oct-Nov); \$150 (for arrival June- Sept, Dec-Jan)
Homestay for age 18+ (per night)	\$43 (Feb-May, Oct-Nov); \$48 (June- Sept, Dec-Jan)
Homestay for age 16-17 (per night)	\$48 (Feb-May, Oct-Nov); \$52 (June- Sept, Dec-Jan)
Residence club (per week)	Variable fee. See www.intrax.edu for details.

### Services Fees

<b>Express Package Delivery</b>	\$75	<b>Airport Transfer</b> (one way)	\$130	<b>Medical &amp; Travel Insurance</b> (per week) \$25 (Required or show proof of your own insurance)
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# 2014 Enrollment Agreement

## 2014 Terms and Conditions

### Payment of Fees

All Prices are in \$USD. Intrax reserves the right to change prices due to unforeseen cost increases and/or exchange rate fluctuations. Application, Materials and Accommodation Placement fees are due at the time of booking. All tuition and fees for the initial period of enrollment must be paid **in full on or before the day of orientation**. Intrax accepts payment via check or money order in U.S. dollars, by credit card (Visa, DiscoverCard, MasterCard), by wire transfer, or cash in US dollars. Full payment details are printed on your invoice. Please contact Intrax to make payment. If your enrollment extends into a future calendar year, you may lock in current year tuition pricing by paying tuition and fees in full at time of booking. Tuition and fees due are based on pricing current as of the date of payment. Accommodations and class enrollment are not reserved until payment is made and Intrax will place the student in accommodations and/or classes available as of date of payment. Intrax does not guarantee availability to any students paying monthly.

### Admission Requirements

Intrax accepts students 16 years and older. All students must submit a completed Intrax Application. Minors under 18 years old must also submit a signed Minor Agreement Form. At Orientation, all students must sign an Enrollment Agreement specifying the final confirmed enrollment details, pricing, and agreement to Intrax Terms and Conditions. The following programs and activities have English Language and special admissions requirements. If you do not meet these requirements before your scheduled program start date, you will not be able to begin the program.

- Business English: Intrax level 5
- TOEFL: Intrax level 7
- Cambridge FCE: Intrax level 7
- Cambridge CAE: Intrax level 9
- Professional Certificates: Intrax level 7, 18+ years of age
- Career Preparation Activity: Intrax Level 6, 18+ years of age, F-1 student

### Visas (U.S.)

Tourist and visa waiver applicants may enroll ONLY in the Standard schedule. All students who wish to study on Intensive or Super schedule must secure an F-1 Student Visa at their local U.S. Consulate before traveling to the U.S. Intrax is authorized to issue a Certificate of Eligibility (Form I-20) to qualifying students for full-time study. Students use the I-20 form to apply for an F-1 Student visa. Intrax issues the I-20 only for the number of weeks of your scheduled enrollment. If you extend your program, Intrax can extend your I-20 form. To do so, you must notify Intrax and submit a new financial statement at least 4 weeks prior to the end date of the current I-20. If you need Intrax to provide an I-20 Form for your F-1 student visa application, you must send the following documents to the Intrax Admissions Department: your financial certification, copy of your passport, Intrax Application, and Application and Materials fee. Please provide Intrax with one of the following documents to show financial certification that you have sufficient funds available to cover for both your tuition and living expenses while studying at Intrax. (You will need to show the same proof of financial certification to the U.S. Consulate at the time you apply for your F1-Student Visa.) Acceptable proof includes any one of the following:

- A current personal bank statement or letter from your bank (issued within the last 90 days).
- A letter of support from your parents/sponsor stating that they will be responsible for your expenses during your stay, and a bank statement or letter verifying their financial ability to meet your expenses.
- A letter guaranteeing financial support from a sponsoring organization.
- A scholarship letter from your government.

### Medical and Travel Insurance

Insurance is required for all students because medical care is very expensive in the U.S. At or before orientation, you must either 1) show proof of your **own** insurance coverage **that is effective in the United States** or 2) **purchase** insurance through Intrax for coverage during your program. Insurance coverage purchased through Intrax takes effect on your first day at Intrax or the Monday after your date of purchase. In the event of an early departure, unused insurance will not be refunded.

### Course Materials

Students are encouraged to bring a personal laptop if enrolling in the Professional Certificates or Career Preparation Activity. All students are encouraged to bring a USB flash drive. Materials fee can cover: book(s), handouts, electronic course materials, personal Sakai online account, printing for academic purposes, and Wi-Fi access and computer labs. Lost or damaged books must be replaced for a \$50 fee per book.

### Accommodation

Intrax offers accommodation in Residence Clubs and homestay. Accommodation placement requests must be received at least 4 weeks prior to arrival. Residence Club prices vary by season, city, room and bath options. Availability of residence clubs may be limited depending upon the season. See [www.intrax.edu](http://www.intrax.edu) for Residence Club details. Homestay students must arrive at the homestay by 8pm on the first night. Students arriving on a later flight are required to book alternative accommodations and arrive at the host family the next day. Intrax recommends that students book accommodations from the Sunday before their course start date through the Saturday morning after their course end date. Extra nights may be added as requested, pending availability. Students wishing to cancel or shorten their accommodation must give Intrax 4 weeks' notice. Intrax can confirm accommodations for the dates the student has paid for; Intrax cannot confirm initial or extension accommodations without receiving pre-payment for the dates booked.

**Note:** the Accommodation Placement Fee is an Intrax fee for handling the initial student booking only. Intrax is not responsible for any loss, costs, damage, or other expenses incurred during a student's stay in their accommodation. Intrax is not accountable for any non-working or defective items in residence clubs or homestay. Students are not allowed to book accommodation directly with homestay families. Students are allowed to book directly with residence clubs upon completion of their initial booking with Intrax.

## Course Start Dates, School Holidays and Scheduling

Intrax accepts new students every Monday for most programs. Note that new students may **not** start on Monday, December 22, 2014. A mandatory placement test is administered every Monday, followed by an orientation and a tour of the center and the surrounding neighborhood. The student's first class will begin on Tuesday, and the course week runs Tuesday through Monday. Electives vary by center. Students who are enrolled for 12+ weeks must stay in their course program (General English, Business English, Professional Certificates, Test Preparation) for at least four weeks before changing courses. Intrax reserves the right to offer our programs during both morning and afternoon schedules. Students will be assigned to either morning or afternoon schedule after their placement exam. Intrax reserves the right to use classrooms in alternative premises of a similar standard.

### 2014 Start Dates:

Start Date	Name	Duration
January 6	Professional Certificate – Marketing & Advertising Career Preparation Cambridge Test Preparation	5 weeks 4 weeks
February 10	Professional Certificate – Project Management Career Preparation	4 weeks 4 weeks
March 10	Professional Certificate – Business Management Career Preparation Cambridge Test Preparation	4 weeks 4 weeks
April 7	Professional Certificate – Marketing & Advertising Career Preparation	5 weeks 4 weeks
May 12	Professional Certificate – Project Management Career Preparation Cambridge Test Preparation	4 weeks 4 weeks
June 9	Professional Certificate – Business Management Career Preparation	4 weeks 4 weeks
July 7	Professional Certificate – Marketing & Advertising Career Preparation Cambridge Test Preparation	5 weeks 4 weeks
August 11	Professional Certificate – Project Management Career Preparation	4 weeks 4 weeks
September 8	Professional Certificate – Business Management Career Preparation Cambridge Test Preparation	4 weeks 4 weeks
October 6	Professional Certificate – Marketing & Advertising Career Preparation	5 weeks 4 weeks
November 10	Professional Certificate – Project Management Career Preparation Cambridge Test Preparation	4 weeks 4 weeks
December 8	Professional Certificate – Business Management Career Preparation	4 weeks 4 weeks

### 2014 School Holidays for Students (All Intrax Centers will be closed on these days):

Wednesday, January 1	New Year's Day
Monday, February 17	Presidents' Day
Monday, May 26	Memorial Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Thursday November 27	Thanksgiving Day
Friday, November 28	Thanksgiving Holiday
Wednesday, December 24	Christmas Eve
Thursday, December 25	Christmas Day
Wednesday, December 31	New Year's Eve (Centers are closed; Headquarters open)

## Enrollment Changes, Deferrals, Cancellations and Refunds – STUDENT’S/BUYER’S RIGHT TO CANCEL

Student has the right to cancel the enrollment agreement and obtain some refund of charges paid through attendance at the first day of class (ie. end of day on first Tuesday of class), or the seventh day after signing the Enrollment Agreement, whichever is later. All refund amounts are calculated using the minimum unit of 1 week and are based on recalculated weekly tuition rates or accommodation rates according to the total number of weeks actually studied or used. Intrax will pay or credit any refund within 45 days from the date of written notice of requested refund. Refunds are always returned to the original payer. Notice of cancellation or withdrawal must be made in writing using the Intrax Cancellation Request Form. All refund calculations will be based on the percentage of your total program completed, inclusive of the initial enrollment and all extensions.

Cancellation or Change <u>Before</u> Orientation Date at Intrax	Refundable	Not Refundable
Program cancellation or Visa Denial Prior to orientation date	<ul style="list-style-type: none"> <li>• 100% tuition</li> <li>• Materials fee</li> <li>• Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Application Fee</li> <li>• Accommodation Placement Fee</li> <li>• All services, excluding insurance</li> </ul>
Accommodation Cancellation More than 4 weeks’ prior to arrival date	<ul style="list-style-type: none"> <li>• 100% accommodation rent</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation Placement Fee</li> </ul>
Accommodation Cancellation Less than 4 weeks’ prior to arrival date	<ul style="list-style-type: none"> <li>• 100% accommodation rent</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation Placement Fee</li> <li>• Pre-Arrival Change Fee</li> </ul>
Airport Transfer Service Cancellation More than 2 weeks’ notice	<ul style="list-style-type: none"> <li>• Airport transfer service</li> </ul>	<ul style="list-style-type: none"> <li>• None</li> </ul>
Airport Transfer Service Cancellation Less than 2 weeks’ notice	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Airport transfer service</li> </ul>
Cancellation or Change <u>After</u> Orientation Date at Intrax	Refundable	Not Refundable
Early Program Withdrawal – If notice of cancellation is made through the later of: attendance at the first day of class OR the seventh day after enrollment	<ul style="list-style-type: none"> <li>• 100% of amount paid for tuition weeks</li> </ul>	<ul style="list-style-type: none"> <li>• All fees, including Private Lessons</li> <li>• All services, including insurance</li> </ul>
Early Program Withdrawal – If you have completed <b>60% or less</b> of your total program (+)	<ul style="list-style-type: none"> <li>• 100% of unused tuition weeks</li> </ul>	<ul style="list-style-type: none"> <li>• All fees, including Private Lessons</li> <li>• All services, including insurance</li> </ul>
Early Program Withdrawal - If you have completed <b>more than 60%</b> of your total program	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• All fees, including Private Lessons</li> <li>• All services, including insurance</li> <li>• 100% of unused Tuition</li> </ul>
Program Change – If you have completed 60% or less of your total program	<ul style="list-style-type: none"> <li>• 100% of unused tuition weeks</li> </ul>	<ul style="list-style-type: none"> <li>• All fees, including Private Lessons</li> <li>• All services, including insurance</li> </ul>
Program Change – If you have completed more than 60% of your total program (++)	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• All fees, including Private Lessons</li> <li>• All services, including insurance</li> <li>• 100% of unused Tuition</li> </ul>
Accommodation Cancellation or Change after check-in date with more than 4 weeks’ notice	<ul style="list-style-type: none"> <li>• 100% unused accommodation rent</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation Placement Fee</li> <li>• Post-arrival Change Fee</li> </ul>
Accommodation Cancellation or Change after check-in date with less than 4 weeks’ notice	<ul style="list-style-type: none"> <li>• 100% unused accommodation rent</li> </ul>	<ul style="list-style-type: none"> <li>• 4 weeks’ accommodation rent from date of notice</li> <li>• Post-arrival Change Fee</li> </ul>
Student dismissal or failure to appear at orientation	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• All fees, including Private Lessons</li> <li>• All services, including insurance</li> <li>• 100% tuition</li> <li>• Accommodation rent</li> </ul>

- \* Non-refundable items not to exceed \$250 if you cancel or change your program through attendance on first day of class or seventh day after enrollment, whichever is later.
- \* “Total program duration” includes extensions and does not include vacation or leave of absence
- + Regardless of when you **request** Early Program Withdrawal, you must **complete** your program before the 60% mark to be eligible for a refund.
- ++ Regardless of when you request Program Change, the change **must take effect** before the 60% mark to be eligible for a refund.

### English Only

By enrolling at Intrax, student agrees to speak only English at all times while in the school and while interacting with Intrax students, staff and teachers at any Intrax-organized activity. Failure to abide by this policy may result in suspension from the program for one or more days without refund.

### Completion

Students who successfully complete their program and have paid all tuition and fees will receive an Intrax Certificate.

## Dismissal

Intrax reserves the right to dismiss any student for any reason at the discretion of the Center Director, whose decision is final. Intrax will immediately terminate or shorten the I-20 for any student who: 1) is dismissed from the program, or 2) does not report to the school within a week of program start date, or 3) withdraws during a period of attendance without pre-authorization from Intrax, 4) does not return from a scheduled leave of absence or vacation, or 5) violates the Student Code of Conduct. Intrax reserves the right to immediately dismiss a student from the Career Preparation Activity based on poor class attendance and performance, and will not refund any fees due for the full duration of the Career Preparation Activity. Students who are dismissed from their Career Preparation Activity by the host company or by Intrax will not receive a refund. Students will not receive a refund for any fees or tuition or an Intrax Certificate if they are dismissed.

## Student Activity Release

As a condition of participation in any Intrax program or event on or offsite ("Activity"), student agrees to release and hold Intrax harmless for injury, loss, delay, or any damage and expense incurred due to: (i) any incident beyond Intrax's reasonable control, including without limitation, acts of God, crimes of violence, acts of war, or government actions and restrictions; (ii) any events directly or indirectly caused by intentional or negligent acts or omissions by any third party, including but not limited to a member, guest, employee or agent of the Intrax or any other persons on involved in the Activity; (iii) any liability or expense, including court costs and attorney's fees, resulting from any injury, loss or any other damage or expense caused by the Participant during his/her participation in the Activity. I understand that it is strongly recommended that I am covered by personal medical/travel insurance, or purchase such coverage through Intrax. In the event of a medical emergency, I authorize any hospital or doctor to initiate treatment. I also authorize the release of medical information or diagnostic for insurance purposes. I release Intrax and its staff and representatives from any liability for taking such measures.

## Liability

The liability of Intrax, its group companies, their directors, officers, employees, affiliates, agents and partners with respect to losses arising from negligence (except where such liability cannot be excluded as a matter of law), breach of contract or otherwise will be limited in all circumstances to the full amount paid to Intrax by the relevant student for the particular program. Such companies and persons will in no circumstances have any liability for indirect or consequential losses or damages. Intrax will not be liable in cases where Intrax is unable to fulfill any services to which they are contractually bound because of fire, natural disaster, acts of government, failure of suppliers or subcontractors, labor disputes or other reasons which are beyond Intrax's control. Any question or problems concerning Intrax that have not been satisfactorily answered or resolved by Intrax should be directed to: Accrediting Council for Continuing Education and Training, 1722 N Street, NW Washington, DC 20036.

Students may also contact their local U.S. Consulate to resolve disputes or concerns regarding student visa issues.

## Required Disclosures

Before signing this enrollment agreement, student must be given access to a brochure for review (available at [www.intrax.edu](http://www.intrax.edu)). The brochure contains important policies for this institution. Intrax programs are not designed to lead to a particular career, occupation, vocation, trade, job or job title or prepare students to pass any license examinations. Therefore, Intrax does not have any statistics relating to completion rates, placement rates, license examination passage rates, and salaries or wages that would be otherwise reflected in a School Performance Fact Sheet.

Intrax does not participate in federal or state financial aid programs. If a student obtains a loan to pay for their Intrax educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. Intrax students do not qualify for financial aid from the U.S. federal government. Intrax has not entered into an articulation or credit transfer agreement with any other college or university and does not accept credits from other academic institutions nor does Intrax transfer credit units to other academic institutions. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400. Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (p) 916-431-6959, (f) 916-263-1897. A student enrolled in Intrax's California schools or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). A student enrolled in Intrax's Chicago school or any member of the public may file a complaint about this institution with the Illinois Board of Higher Education by calling (217) 557-7359 or visiting the Board at 431 East Adams, 2nd Floor, Springfield, Illinois, 62701-1404. Students can find more information about Illinois Board of Higher Education by visiting <http://www.ibhe.org>.

## Accommodations Agreement

1. I understand that I must inform the Intrax Housing Coordinator at least 8 weeks in advance if I want to extend my accommodations reservation.
  - During June-September and December- January, peak season rates will apply.
  - I understand that I may not be able to stay in the same room or the same room type for my extension period. I understand that my reservation is subject to room availability.
  - I understand that if I do not request to extend my accommodations reservation 8 weeks in advance, I may not be able to stay in the same accommodations.
  - I understand that it is my responsibility to find my own housing if there is no Intrax housing available.
2. I understand that I must inform the Intrax Housing Coordinator of my check-out date at least 30 days before my check-out date.
  - I understand that I am responsible for the accommodations rent if I do not inform Intrax Housing Coordinator at least 30 days before my check-out date.
3. I understand that a \$100 Change Fee will be applied to any accommodation change including dates, room type, accommodation type or cancellation.
4. I understand that a transfer fee must be paid directly to a residence club if I want to switch a room within the same residence club. I also understand that my transfer is subject to room availability.

## Student Code of Conduct Agreement

### Intrax Student Code Of Conduct

- 1. ENGLISH ONLY!** I will speak English at all times while in the limits of the school, including in my classroom, student lounge and public areas. If I am not speaking English, I will be asked to leave the school premises and will either comply immediately or switch to English.
- 2. Follow the Intrax Attendance Policy.** My attendance is extremely important to my academic success. Attendance will be taken for each class in which I am enrolled. Excessive absences may result in suspension or loss of F-1 status. In order to retain its standing with the Department of State, Intrax must enforce strict attendance policies without exceptions.
  - If I come to class more than 15 minutes late or leave more than 15 minutes early, I am considered "Absent". I will check in at the front desk if I am late.
  - Attendance below 80% will affect my course grade and may result in termination of F-1 student visa status. I will be given 2 warnings before being dismissed from the school. Failure to maintain status as a full-time student will result in notification to the U.S. Citizenship and Immigration Services (USCIS) and I will need to leave the United States immediately.
  - If I have less than 80% attendance, I will not receive a Certificate of Completion upon graduating from the school.
- 3. Participate in class at all times.** I will try not to be shy. I will volunteer to answer questions. I am here to practice my English. I cannot refuse to work with other students due to nationality, English level, or other prejudices.
- 4. Be Respectful.** Respect is an important part of cultural exchange. I will show respect to all staff members, teachers, student ambassadors and other students including but not limited to their: culture, English level, religion, age, gender, or sexual preference. I will use respectful language, physical gestures, and a respectful tone of voice at school, residence clubs, home stays and while participating in activities.
- 5. No Smoking.** Smoking is prohibited in front of buildings. I understand that there is strictly no smoking, consuming drugs or alcohol in the school.
- 6. Intrax Correspondence.** I will respond to all Intrax correspondence including but not limited to: e-mails, phone calls, signing warning letters, program or I-20 extensions. This is important to my safety and success at Intrax.
- 7. No Cell Phone in Class.** I will respect my fellow classmates and teachers by not using my cell phone in class (including answering the phone while class is in session, replying to text messages, checking Facebook or any other social media sites). Cell phones may only be used as dictionaries.
- 8. School Property.** I will keep school property clean, including the computers, computer lab, and lounge. I will not eat or drink in the classroom unless told otherwise by a staff member for a specific instance. I will properly use and return all school equipment, and understand that I will be responsible for the replacement cost of any audio-visual equipment that I do not return in working order.
- 9. No Violence or threatening language.** I understand that Intrax policy and United States law prohibits bullying, threatening language or violence against other students or staff.
- 10. No Illegal Activity.** I understand that Intrax will report any violent or illegal activity to police and the student will be expelled immediately.
- 11. No Illegal Substances and/or Weapons on School Campus.** Students who are found in possession of any illegal substances and/or weapons will be dismissed from school immediately. A weapon is defined as, but not limited to, a firearm, pistol replica, starter pistol, stun gun, BB gun or pellet gun, a knife of any size or type, a dirk, dagger, razor, slingshot, any explosives or fireworks. Any object used in a dangerous manner will also be considered a weapon.

### Student Code of Conduct

I have read and understand the Intrax Student Code of Conduct or it has been explained to me. As an Intrax student, I agree to make every effort possible to follow the above rules and I understand that I may be dismissed from the school if I do not follow this Code of Conduct.

Yes  No

### Student Handbook

I have received the Intrax Student Handbook, and will read and always follow the policies and rules of the school including the attendance policy, vacation policy and leave of absence policies as described in the Student Handbook.

Yes  No

### Refund Policy

I have reviewed and understand all fees and payment information in the Enrollment Agreement, including the refund policy.

Yes  No

### Intrax Schedule

I understand that Intrax has both morning and afternoon schedules and that I am not guaranteed a specific schedule or class.

Yes  No

# 2014 Enrollment Agreement



**Initial Enrollment Agreement:** At the time of signing this Enrollment Agreement on your first day of Intrax, the final selection of your initial program is as follows. *(Students and partners, please leave this area blank. This information will be filled out by Intrax staff on your first day at the center before you sign the agreement.)*

Personal Information	
Family Name _____	First and Middle Name _____
Date of Birth _____	Email _____
Country of Birth _____	Country of Citizenship _____

Program Information	Program Dates
City _____	Start Date _____
Program _____	End Date _____
Schedule _____	

Accommodation Information	Accommodation Dates
Intrax Housing _____	Check in _____
Notes _____	Check out _____

## Agreement

I agree and understand that this agreement is a legally binding instrument when I apply to Intrax and Intrax accepts my booking. The terms apply for my initial enrollment and all extension periods in this calendar year. My signature below certifies that I have read, I understand, and I agree to all Terms and Conditions and that the institution's cancellation and refund policies have been clearly explained to me and/or any questions I have asked regarding these policies have been answered. I hereby grant permission for Intrax to send me email offers, updates and newsletters, and may also use my likeness and work in any and all of its marketing unless I provide a separate written notice of opt-out, whether not known or hereafter existing, controlled by Intrax, in perpetuity, and for other use by Intrax. I confirm that I have sufficient funds to pay all costs of my courses and accommodations. In case of injury or illness, I authorize any hospital or doctor to initiate treatment and release medical information or diagnostic for insurance purpose. I have disclosed any disabilities during the application process in order for Intrax to assess whether they can be reasonably accommodated.

**You must sign this Enrollment Agreement before your first day of class.**  
I understand and agree to all terms and conditions described here - including the Student Code of Conduct and refund policies. I certify that I have received access to the brochure on [www.intrax.edu](http://www.intrax.edu) and understand that Intrax does not provide a School Performance Fact Sheet.

I AGREE THAT MY TOTAL CHARGES (INCLUDING FEES, SERVICES, TUITION, ACCOMMODATIONS) DUE AT TIME OF ENROLLMENT ARE  
\$ \_\_\_\_\_ .

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Guardian \_\_\_\_\_ Date \_\_\_\_\_  
*(If applicant is under 18 years of age)*

Signature of Intrax Staff \_\_\_\_\_ Date \_\_\_\_\_

## Administrative Contact at Intrax

Mail 600 California Street 10th Floor, San Francisco CA 94108 USA

For students:      Email [info@intrax.edu](mailto:info@intrax.edu)      Fax +1.415.434.5404      Phone +1.415.434.5643  
For partners:      Email [admissions@intrax.edu](mailto:admissions@intrax.edu)      Fax +1.415.434.5404      Phone +1.415.434.5586