



GLOBAL MISSION THEOLOGICAL SCHOOL

1001 W. Cheltenham Avenue, Suite 100, Melrose Park, PA 19027

Phone: (215)782-1117 * Fax: (215)782-1166

Application Checklist for U.S. Residents

Applicant's Name (TYPED IN ENGLISH): _____
First Middle Last

Date Submitted: ____/____/____

Check if completed:

<input type="checkbox"/>	1. Enrollment Agreement Form A: Application Form (GMTS Doc.1A)
<input type="checkbox"/>	2. Enrollment Agreement: Form B: Tuition/Fees Payment Form (GMTS Doc. 1B)
<input type="checkbox"/>	3. ESL Refund Policy for GMTS IEP (GMTS Doc. 2)
<input type="checkbox"/>	4. Emergency Contact Form (GMTS Doc. 3)
<input type="checkbox"/>	5. Attendance System Acknowledgement (GMTS Doc. 4)
<input type="checkbox"/>	6. Publicity Release (GMTS Doc. 5)
<input type="checkbox"/>	7. Waiver of Liability for Educational Activities (GMTS Doc. 6)
<input type="checkbox"/>	8. Attestation of Understanding (GMTS Doc. 7)

You **MUST** also provide the following:

<input type="checkbox"/>	9. A copy of your High School Diploma AND a translation of it into English.
<input type="checkbox"/>	10. Official transcripts from <u>any and all</u> schools attended in the U.S.A.
<input type="checkbox"/>	11. One portrait photo (2" x 2")

If you have any questions, please contact the GMTS Admissions Office at:
(215) 782-1117 or gmtschooll@gmail.com

For GMTS office use ONLY:

<input type="checkbox"/>	12. CASAS Appraisal completed
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Enrollment Agreement Form 1A: U.S. Resident Application Form

Please TYPE all information in ENGLISH (except signature).

1. Title: Mr. Ms. Mrs.

2. Applicant's Name: _____
First Middle Last

3. Date of Birth: ____/____/____ 4. Country of Citizenship: _____
Month Day Year

4. Place of Birth: _____/_____
City Country

5. Address in U.S.A.:

Street: _____ City: _____

State: _____ Zip Code: _____

6. Telephone Numbers in U.S.A.

Home: _____ - _____ - _____ Cell: _____ - _____ - _____

7. E-Mail Address: _____

8. Have you attended any other IEP or ESL program in the U.S? No Yes

9. Have you attended GMTS before? No Yes (Give DATE: _____)

Certification: I certify that the above answers are true, correct and complete to the best of my knowledge. If any statement is not true, I understand I will be held responsible, which may result in immediate dismissal from Global Mission Theological School. Further, I agree to abide by the rules and regulations of Global Mission Theological School as outlined in the *Student Handbook* and other school publications that have been and/or will be provided to me from time to time.

Signature of Applicant _____ / ____ / ____
Month Day Year

Acceptance: I have reviewed and accepted the two-part Enrollment Form, all other application forms, and the supporting documentation.

Signature of President of GMTS _____ / ____ / ____
Month Day Year



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Enrollment Agreement Form 1B: Tuition/Fees Payment Form

Please TYPE all information in ENGLISH (except signature).

1. Semester and Year of registration:

Year: _____ Spring _____ Fall _____

2. Title: Mr. Ms. Mrs.

3. Applicant's Name:

First Middle Last

4. Date of Birth: _____/_____/_____
Month Day Year

5. Address in U.S.A.:

Street: _____

City: _____ State: _____ Zip: _____

6. Have you attended GMTS before?

No Yes If, YES, GIVE DATE:

Spring Fall 20_____

Payment Information—U.S. Resident Applicant

Tuition and Fees Per Semester (apply for only 1 semester at a time):

NON-REFUNDABLE CHARGES:

Registration Fee	\$50
Books/ Supplies	\$175

CHARGE THAT MAY BE REFUNDABLE IN WHOLE OR PART ACCORDING TO THE ESL REFUND POLICY FOR GMTS IEP:

GMTS Tuition	\$2,200
Total	\$2,425

Payment is by:

Check in U. S. dollars (drawn from a bank with a branch in the U.S.) * **Bounced Check/ credit fee is \$35.00.**

Cash in U. S. dollars (**IN-PERSON** applications **ONLY**; **DO NOT** send cash by mail or courier)

Credit Card: Charge \$_____ to my credit card Visa Master Card

Card Number: _____ Exp. Date: _____/_____/_____

Name on Card: _____

Billing Address: _____

Cardholder Signature: _____

Certification: I have read and understood this document. I understand that this Tuition Payment Form is part of my Enrollment Agreement. By signing below, I am enrolling for the semester and year indicated above. I agree to pay the full amount of Tuition and Fees by the Due Date, which is **with this application**.

Signature of Applicant

_____/_____/_____
Month Day Year

Acceptance: I have reviewed and accepted the two-part Enrollment Form, all other application forms, and the supporting documentation.

Signature of President of GMTS

_____/_____/_____
Month Day Year

A signed copy of the Enrollment Agreement (Parts A & B) will be given to you in person or e-mailed to you before GMTS deposits your check or money order or charges your credit card for tuition and fees.



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ESL Refund Policy for GMTS IEP

Refunds for Cancellations Prior to the Start of Class:

Rejection of Applicant: If an applicant is rejected for enrollment by GMTS, or if a prospective student has his/her visa application rejected, a full refund of all monies paid, less non-refundable charges, will be made.

Course Cancellation by GMTS: If GMTS cancels a course subsequent to an applicant's enrollment in it, GMTS will refund all monies paid by the student.

Cancellation by Applicant Prior to the Start of Class or Applicant No-Show: Except under the circumstance identified in the next paragraph below, if an applicant accepted by GMTS cancels prior to the start of scheduled classes or never attends class (no-show), GMTS will refund all monies paid, less a maximum total of \$500 identified as non-refundable charges, including any application/registration fee, courier fees, and travel cancellation insurance. These non-refundable charges are clearly noted in the GMTS enrollment agreement.

Cancellation Prior to the Start of Class or No-Show: If an applicant accepted by GMTS enters the United States on an I-20 obtained through GMTS and subsequently cancels prior to the start of scheduled classes or never attends class (no-show), GMTS may retain all the tuition charges for up to six weeks of the semester and a maximum total of \$500 for non-refundable charges, including any application/registration fee, courier fees, and travel cancellation insurance, if such charges are clearly noted in the enrollment agreement as being non-refundable.

GMTS may make a decision on course cancellation as late as the day before the course is scheduled to begin. It is very important that we have an accurate daytime phone number where we can reach students to ensure prompt notification concerning course cancellations.

Termination or Withdrawal After the Start of Class:

GMTS is not obligated to make refunds to students who are terminated due to violation of GMTS's written disciplinary and/or attendance policies or local, state, or federal law.

For students who withdraw at any time during the first 4 weeks of their first semester at GMTS, GMTS will retain the charges applicable to the first 4 weeks. For students who withdraw after the first 4 weeks but before or at the midpoint of their first semester at GMTS, GMTS will retain a prorated amount of tuition. For students who withdraw after the midpoint of their first semester, GMTS will retain all of the charges for that semester.

Prorated refunds for the first semester will be calculated on a weekly basis. When determining the number of weeks, GMTS will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.



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For students who withdraw after completing their first semester but before or at the midpoint of any subsequent semester, GMTS will retain a prorated amount of tuition up to the midpoint. For students who withdraw after the midpoint of any subsequent semester after their first semester, GMTS will retain all of the tuition for that semester.

Charges Other Than Tuition:

All extra costs, such as books, supplies, equipment, laboratory fees, rentals, and any similar charges not included in the tuition are clearly stated in GMTS's enrollment/application documents. Such charges are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the semester in which the student is enrolled. These non-refundable charges are explicitly identified on GMTS's enrollment/application documents.

Refund Due Dates:

If an applicant never attends the course for which he/she applied (no-show) or cancels the contract prior to the course start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

For an enrolled student who has attended class, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to GMTS or the date GMTS terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policies.

How to Request Withdrawal from GMTS and a Tuition Refund:

Any student who wishes to withdraw from GMTS must send a written notification of withdrawal and a request for the applicable refund to the President of GMTS, Charlie S. Kim, at gmtschooll@gmail.com.

Form of Refund:

GMTS issues all refunds as checks and will mail refund checks to the requesting student's current mailing address. Refunds take approximately 2-3 weeks to be processed. Refund checks will be made payable to the student, regardless of who paid for the course. This is GMTS policy, and no exceptions can be made.

Attestation of Understanding:

I have read and understood this document or this document has been translated for me into my first language and I understand the translation. I understand that this Refund Policy shall attach to and become part of my Enrollment Agreement.

Signature of Applicant

_____/_____/_____
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Emergency Contact Form

Please **TYPE** all information in **ENGLISH** (except signature).

Applicant's Name: _____
First Middle Last

An emergency contact is someone who lives near you and helps you in the U.S.A. once you arrive. If you are applying from overseas, you are required to have at least one local contact listed in your application. There is NO exception to this requirement.

Your Local Contact will be:

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ - _____ - _____

E-Mail Address: _____



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Attendance System Attestation

Please **TYPE** all information in **ENGLISH** (except signature).

Applicant's Name:

I, the undersigned applicant, certify that I have read, understood, and agree to the following description of the attendance system at GMTS and my responsibilities for complying with it:

- GMTS requires that I maintain a minimum of 85% attendance throughout the semester. Failure to do so will result in disciplinary action, up to and including expulsion from GMTS.
- GMTS takes attendance using an automated, electronic scanning system.
- I will receive a Student ID Card at the beginning of each semester for which I enroll.
- I must have the ID Card with me every day at school.
- I am required to scan in when I arrive for class and scan out when I leave class each day.
- I understand that scanning in and out is the only way my attendance can be recorded.
- The system requires that I scan out before it will record my scan-in time. Therefore, if I forget to scan out, the system will record me as absent for the entire day. There is no way that this result can be corrected in the system.
- There is a 5-minute grace period at the beginning of the class day. If I scan in after that time, I am officially late for class and this reduces my attendance percentage. The 5-minute period is measured according to the classroom clocks at GMTS and not by my own time-keeping devices.
- If I scan out before the scheduled class end time, I have left early, and this decreases my attendance percentage.
- Each class day at GMTS is divided into three equal periods of instruction. There is a 10-minute break between the successive periods. I am expected to be back in class on time after the break. It is disrespectful to the teacher and the other students to return late from break, and I will not behave in this way.
- It is disrespectful of the teacher and the other students in the class to disrupt the class by leaving any of the three instructional sessions before the teacher dismisses the class, and I will not behave in this way.
- Returning late from breaks and leaving the classroom before the teacher dismisses an instructional period, even if I later return, are called Casual Absenteeism. Casual Absenteeism not only disrupts the class, it also reduces my attendance percentage as recorded in the automated system. Teachers keep a record of this behavior and report it daily to the ESL Program Manager and the President of GMTS. I understand that I will be subject to disciplinary action for this type of behavior up to and including expulsion from GMTS even if my overall attendance meets the 85% minimum.

Signature of Applicant

Month

Day

Year



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Publicity Release Form

Please **TYPE** all information in **ENGLISH** (except signature).

Applicant's Name:

First

Middle

Last

- I, the undersigned applicant, agree that my name, photograph, and any audio and video recordings I make as a student at Global Mission Theological School (GMTS) may be used in GMTS's advertising and publications and for other educational purposes by GMTS and its staff.
- I, the undersigned, agree to this release with my full understanding that there will be NO payment for services or related expenses at this time or at any time in the future.

I have read and understood the above statements.

Signature of Applicant

_____/_____/_____
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Waiver of Liability for Educational Activities

Please **TYPE** all information in ENGLISH (except signature).

Applicant's Name:

First

Middle

Last

I, the undersigned applicant, for good and valuable consideration, including but not limited to the opportunity to participate in field trips, hereby release and forever discharge Global Mission Theological School, its officers, directors, successors, agents, employees, and heirs (released parties) of and from any and all manner of action, liability, course of action, suits, debts, claims, losses, judgments, and demands whatsoever, in law or in equity, including but not limited to any claim for personal injury or property damage whether foreseen or unforeseen, known or unknown, accrued or not accrued, arising from, out of, or relating to such field trips or other educational activities of the school, as may occur during the course of the classes for which I have registered, which above student has or may have against the released parties.

Signature of Applicant

_____/_____/_____
Month

Day

Year



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Attestation of Understanding

Applicant's Name: _____
First Middle Last
(TYPED IN ENGLISH)

English-language version of attestation:

I verify that I understand the content of all the admissions information translated for me. This information includes the Application for Admission/Enrollment Agreement, the Tuition Payment Form and Tuition Payment Agreement, all F-1 information documents, and all other enrollment documents that I have separately signed.

Applicant: Write the attestation paragraph given above in your native language in your own handwriting in the box below:

Signature of Applicant _____/_____/_____
Month Day Year