

APPLICATION FORM

Office Use Only

Business English Internship Class

File # _____
 Rec'd _____
 App. fee _____
 Financial _____
 I-20 sent _____

Please write clearly and accurately.

Family name _____ **First** _____ **Middle** _____

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth _____ Month Day Year	TOEFL score _____	TOEIC score _____
Country of birth _____	Country of citizenship _____	Circle one: <ul style="list-style-type: none"> I will take IBEP or BUSIP during the same quarter as the Internship Class I already took IBEP or BUSIP (Quarter: _____ Year _____) 	

- Circle one:**
- I do not have an I-20 yet. I will need one from UW English Language Programs.
 - I already have an I-20 from UW English Language Programs. It expires _____ (date).
 - I already have an I-20 from another school: _____ (school name). It expires _____ (date).

Current mailing address:
Street address _____

City _____ **State** _____ **Zip code** _____ **Country** _____

Daytime telephone number _____ **Evening telephone number** _____ **E-mail address:** _____
 () ()

Permanent address in home country, in case of emergency:
Street address _____ **Apartment number** _____

City _____ **State** _____ **Zip code** _____ **Country** _____

Name and telephone of closest relative _____

If you are now in the U.S., what kind of visa do you have?
 F-1 B-2 J-1 U.S. Resident Other

Health care is very expensive in the US. If you have an F-1 Visa, you are required to have medical insurance. You can show us proof of insurance from your country or purchase insurance from Lewer, the company we recommend.

Do you have medical insurance?
 Yes Name of insurance company: _____
 No Please ask about purchasing insurance from Lewer.

What quarter are you applying for?
 Winter Spring Summer Autumn Year: _____

Method of payment (check one): Money order or certified check ____ VISA ____ MasterCard ____

Tuition Quarter 1: **\$580** Credit card number: _____ Expiration date: _____
 Name as it appears on card _____ Signature _____

I certify that the information provided is accurate and complete. I understand that admission to this program does not constitute admission to the University of Washington.

Applicant's signature _____ **Date** _____

English Language Programs Downtown
 1325 4th Ave #400
 Seattle, WA 98101
 Telephone: (206) 685-0606 - Fax: (206) 685-0608 – Email: downtownelp@u.washington.edu

Business English Internship Class

Course Tuition

Tuition – Quarter 1 \$580
(Seminar 3 hours per week)

Tuition – Quarter 2 \$2700
(Internship 20 or more hours per week and Seminar 2 hours per week)

Payment Procedure and Refund Policy

Tuition payments for Quarter 1 and Quarter 2 are made separately. The tuition deadlines are the Friday before the quarter begins; however, the class will be closed as soon as there are enough students registered, so it is advantageous to register as early as possible.

Personal checks cannot be accepted. Cash, cashier's checks, bank checks, money orders, and VISA/MasterCard are accepted.

Quarter 1

Tuition is due **the last day of the previous quarter**. If you withdraw from class before the end of the first week of the quarter, 100% is refunded. If you withdraw during the second week, 50% is refunded. No refund is given after the second week of classes.

Quarter 2

Tuition is due **the last day of the previous quarter**. If you withdraw from class before the end of the first week of the quarter, 100% is refunded. If you withdraw during the second week, 50% is refunded. No refund is given after the second week of classes.

Accommodations for disabilities

The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process contact the department at 685-4260 or the Disability Services Office at least ten days in advance at: (206) 543-6450/V, (206) 543-6452/TTY, (206) 685-7264 (FAX), or e-mail at dso@u.washington.edu.

Disclosure of student information

As a general rule, the University will not release a student's education records to a third party without written consent of the student. The complete University policy on student education records and the location of such records may be found in the Washington Administrative Code under WAC 478-140. Manuals containing the code are available at reference stations on campus. The policy covers such items as accessibility, review and expunging of inaccurate records. It is University policy to release student directory information (name, address, telephone number, major field of study, dates of attendance) unless requested otherwise by the student.