

MAIL SERVICE REQUEST

- Yes, I would like my I-20 form to be sent to my home address. I understand that a mailing fee must be paid before my documents can be sent.
- No, please hold my I-20 form, which will be claimed by my relative, representative or by me.
- Are you including your children and spouse as dependents for admission to the USA (F-2 status holders)? Yes No

If yes, please complete Dependents information below

SPONSOR INFORMATION

Last name: _____ First name: _____
Address: _____ City, State: _____
Country: _____ Telephone: _____
Email: _____ Relationship to the student: _____

DEPENDENT VISA REQUIREMENT DATA

DEPENDENT 1

Name: _____
(First Name) (Middle Name) (Family/Last Name)
English or Preferred Name: _____ Date of Birth: ___/___/___ Male Female
Mm/dd/year
Address: _____
City, State: _____ Country: _____ Telephone: _____
Relationship to the student: _____

DEPENDENT 2

Name: _____
(First Name) (Middle Name) (Family/Last Name)
English or Preferred Name: _____ Date of Birth: ___/___/___ Male Female
Mm/dd/year
Address: _____
City, State: _____ Country: _____ Telephone: _____
Relationship to the student: _____

APPLICATION AND FEES

Please select the options that best fit your criteria

- USD \$100 – Application fee for Initial Status
- USD \$200 – Application fee for Change of Status
- USD \$75 – Courier Fee for the following countries: Amricas, Austria, Belgium, France, Germany,Italy, Netherlands, Portugal, Spain, Scandinavia, UK
- USD \$125 – Courier Fee for all other coutries
- Student/his appointee will pick up the I-20 at Just>go-Languages
- USD \$200 SEVIS Fee
- Student will make SEVIS payment himself

FORM OF PAYMENT

Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us. This authorization will remain in effect until cancelled.

Credit Card Information			
Card Type:	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA	<input type="checkbox"/> Discover
	<input type="checkbox"/> Other _____		
Cardholder Name (as shown on card): _____			
Card Number: _____			
Expiration Date (mm/yy): _____			
Cardholder ZIP Code (from credit card billing address): _____			

I, _____, authorize _____ to charge my credit card above for agreed upon purchases. I understand that my information will be saved to file for future transactions on my account.

Customer Signature

Date

Wire Transfer

Bank Name:

Swift Code:

Bank Address:

Bank Telephone Number:

REFUND POLICY

1. All tuition payments must be paid in full before starting classes. However, at the student's request refundable fees can be applied to future courses/classes. After a student chooses his/her tuition payments, s/he cannot revert to the previous number of weeks paid.
2. If a student is denied admission or enrollment by the institution, the student will receive a full refund of all monies paid, except for non-refundable charges.
3. Registration fee is non-refundable and non-transferable
4. Mail and/or courier fees are refundable only if admissions/enrollment related documents were not mailed by the school.
5. If the institution cancels the student's program of study subsequent to a student's enrollment, the institution will refund all monies paid by the student.
6. Prorated tuition refunds will be calculated on a weekly basis.
7. If the student attends classes even for one day of the week, the school will count that week as whole week for the purpose of calculating tuition refunds.
8. All refunds will be made within 45 calendar days.
9. If a student never attends class (no-show) or cancels the enrollment prior to the class scheduled day of class or the date of cancellation, whichever is earlier.
10. If a student attends class, the refund due will be calculated using the last date of date of determination.
11. If a student provides advanced notice of withdrawal such that the 45-day window ends days from the last date of attendance (LDA).
12. JGL representative has the task to submit any refund request from the student to JGL Director. Written notification is not required.
13. Refunds will be made only to the person, company or agency that paid the school. If the student paid for a program through an agency, s/he must apply directly to that agency for a refund.
14. All refunds will be made in the form of a check. However, if school related fees were paid by credit card, then the school will remit refund funds to the original credit card used for payment. If school related fees were paid by wire transfer, then the school will remit funds to the bank account from which payment originated.
15. A student who applies for a change of status and starts classes while waiting for the Department of Homeland Security's approval on their petition may qualify for a tuition refund in accordance to number 20.
16. If a student would like the school to remit refund funds to a person other than the student, he/she must provide a letter authorizing JGL to make check payable to the person assigned by the student. A valid proof of identification must be presented by assignee when claiming check. This is only applicable to tuition payments made by cash or check
17. If a student who enters the United States on an I-20 form obtained through the school, and subsequently cancels prior to the start of scheduled classes or never attends class, the school will retain: a. the equivalent of four weeks of payment at the non-discounted rate for a payment of less than 12 weeks
18. If student has started classes, the tuition payment will be reimbursed according to the following criteria:
 - a. Tuition payments for four weeks or less: Tuition payment is not refundable, not transferable and student is no eligible to make up any lost class time.
 - b. Tuition payments for more than four weeks: I. classes, the school will retain the amount equivalent to four weeks:
 - I. if payment at the non-discounted rate and will refund remaining balance to student.
 - II. but before or at the midpoint of their payment, JGL will retain a prorated tuition amount at the non-discounted rate and will refund remaining balance to student.
 - III. If a student withdraws after the midpoint of their payment, he/she will not be eligible for any tuition
19. In the event that no notice of withdrawal (written or verbal) is provided, the school will automatically administratively withdraw the student after s/he has been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of the school) and complete a refund calculation, processing any refunds to or on behalf of the student.
20. For students who have completed the first period of financial obligation or extended their enrollment at the institution but whose last date of attendance occurs before or at the midpoint of any subsequent period of for that period.
21. For students whose last date of attendance occurs after the midpoint of of the tuition for that period. Any tuition paid for the balance of the program will be refunded in full.

I was explained the terms and conditions of this agreement and my signature indicates that I agree to these terms and conditions. I also acknowledge that I have read, understood and received a copy of the agreement and the student handbook.

SIGNATURE
