



**STUDENT PERSONAL DATA**

Family Name \_\_\_\_\_

First Name(s) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ | Country \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

How did you hear about EF Academy?  
 \_\_\_\_\_

**PARENT / LEGAL GUARDIAN**

Name of Parent / Legal Guardian \_\_\_\_\_

Address (if other than above) \_\_\_\_\_

Postal Code \_\_\_\_\_

City \_\_\_\_\_ | Country \_\_\_\_\_

Telephone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email \_\_\_\_\_

**CURRENT / PREVIOUS EDUCATION**

School Name \_\_\_\_\_

School Address \_\_\_\_\_

Class and Grade Point Average \_\_\_\_\_

University / Career Choice (if known) \_\_\_\_\_

**COURSES**

	New York	Oxford	Torbay	California						
<b>IB DIPLOMA</b>										
2015 September / 2016 September	<input type="checkbox"/>									
<b>A-LEVEL PROGRAM</b>										
2015 January / 2015 September		<input type="checkbox"/>								
2016 January / 2016 September		<input type="checkbox"/>								
<b>INTERNATIONAL GCSE</b>										
2015 September 1 year / 2 years	<input type="checkbox"/>									
2016 September 1 year / 2 years	<input type="checkbox"/>									
<b>GRADES 9-10 IN NORTH AMERICA</b>										
<b>Grade 9:</b>										
2015 January / 2015 September	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
2016 January / 2016 September	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
<b>Grade 10:</b>										
2015 January / 2015 September	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
2016 January / 2016 September	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	<input type="checkbox"/>
<b>GRADES 11-12 IN NORTH AMERICA</b>										
<b>Grade 11:</b>										
2015 September	<input type="checkbox"/>									
<b>Grade 12:</b>										
2015 September	<input type="checkbox"/>									
<b>HIGH SCHOOL PREPARATION</b>										
2015 Winter / 2016 Winter	<input type="checkbox"/>									
2015 Spring / 2016 Spring	<input type="checkbox"/>									
2015 Summer / 2016 Summer	<input type="checkbox"/>									
2015 Fall / 2016 Fall	<input type="checkbox"/>									

EF Academy campuses in New York, Torbay and Oxford are IB World Schools, offering the IB Diploma. Only schools authorized by the IB Organization can offer any of its three academic programs: the Primary Years Programme (PYP), the Middle Years Programme (MYP), or the Diploma Programme. Candidate status and interested school status give no guarantee that authorization will be granted.

— For further information about the IB and its programs, visit [www.ibo.org](http://www.ibo.org)

**ACCOMMODATION**

	New York	Oxford	Torbay	California	
<b>HOST FAMILY:</b>					
single* / twin*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RESIDENCE:</b>					
shared*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
twin*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

\* Host family twin accommodation is included in the course tuition for Oxford and Torbay campuses. Shared residence hall accommodation in triple rooms is included in the course tuition for New York campus.

For tuition pertaining to host family single accommodation and for tuition pertaining to shared residence hall accommodation in Oxford and Torbay, please refer to page 78 or contact your local admissions office.

Do you have special dietary requirements (halal, vegetarian, food allergies, etc.)?

Yes  No

If yes, please specify:  
 \_\_\_\_\_

Do you have any existing medical conditions/allergies?

Yes  No

If yes, please specify:  
 \_\_\_\_\_

**OPTIONAL EF TRAVEL SERVICES**

Do you wish to buy Erika's medical and accident coverage?

Yes  No

Do you wish us to arrange an airport greeting and transport to your school or host family?

Yes  No

Do you wish to talk to us about arranging your flight?

Yes  No

An additional fee will be charged for these services. For fees please refer to page 59 and Terms and Conditions or contact your local EF Admissions Office.

**REFER A FRIEND**

Name \_\_\_\_\_ | Email \_\_\_\_\_ | Telephone Number \_\_\_\_\_

**APPLICATION AGREEMENT**

I apply to enroll the person named as a student of EF Academy. I have read and agree to the conditions outlined on the overleaf. I undertake to pay all tuition, accommodation, and associated fees incurred by the student as they become due in accordance with the Terms and Conditions. I authorize EF Academy to take appropriate action in the event of a medical emergency. The signature below as a parent/legal guardian will also constitute my consent for the student to participate in all EF Academy programs, including any activities offered. I have read the information about EF's processing of my personal data and consent to such processing.

**DOCUMENT CHECKLIST**

- > All available high school transcripts, including English translation
- > Evidence of English Proficiency
- > Statement of Purpose
- > Copy of passport photo and information pages

SIGNATURE OF PARENT OR LEGAL GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_



Please complete the Application for Admission on the previous page and return it to your local EF Academy (EF) office. If the application is accepted, we will send a confirmation of your acceptance to the program, along with an invoice detailing the payments due. Please note that if you are enrolling in a program that begins within 30 days, we reserve the right to charge you for the courier service needed to receive your visa documents.

### ACADEMIC REQUIREMENTS

Students are required to have a certain level of English for admission to EF Academy. Students can either take a SLEP/IQPT test at an EF office or supply official TOEFL/IELTS scores. Please see specific English level requirements for each program on page 80. Admission to specific programs such as the IB Diploma and the A-Level Program is conditional on English testing upon arrival at the school. Should the test result not fulfill the admission requirements for the EF Academy program, the student will be offered an English language preparation course.

### ACADEMIC CRITERIA FOR EXAMINATION ENTRY

Students who do not perform satisfactorily in their course work will not be entered for external public examinations by EF Academy. Students will be formally assessed at least twice a year. The assessment will take into account:

- Course work
- Internal examination results
- Attendance
- Effort in class and homework
- Public examination potential

Students who do not meet the criteria of the program will not be allowed to proceed with their original course but will be offered an alternative course or invited to withdraw without a refund.

### SCHOOL ORGANIZATIONAL POLICIES

The School has policies on Health and Safety, Student Conduct, Sanctions, Complaints and Exclusion. These are made known to students on arrival and are available on request from the Headmaster/Headmistress.

### EXPULSION

Students are admitted on condition of the terms and rules published by EF Academy. EF Academy reserves the right to expel any student who seriously breaches school rules. There will be no refund in the event of expulsion.

### HEALTH

Students are accepted on the basis that their health is adequate to participate in full time studies abroad. Parents or guardians are required to inform the school of any medical condition that may affect the student's performance, behavior or safety in the school. Any form of medical condition affecting the student together with information about any medication or regime required by the student must be made known in English to the school who will share this information, as appropriate, with the host family parents and school officials.

### ACCOMMODATION

Host family accommodation is included in the program fee in Oxford and Torbay. Residence (Multi room) accommodation is included in New York and California program fees. Subject to availability, students may elect to stay in residence accommodation for an additional supplement in Oxford (full board) and Torbay (half board). Residence accommodation is not included during the Christmas holiday period. Students wishing to stay on campus over the Christmas holidays may do so for an additional fee based on availability. Contact your local EF office or representative for details. Summer accommodation is not available unless enrolled in a summer course. On the application, students are requested to indicate accommodation preferences. Whilst EF Academy uses all reasonable endeavors to provide the accommodation requested, the school is not bound to provide a specific type of accommodation and if necessary an alternative arrangement may be provided. No change to the accommodation arrangements should be entered into without the prior written agreement of the EF Academy Headmaster/ Headmistress. In the case of an agreed change, the students will remain liable for the full accommodation payments invoiced or reserved at the time of application.

### HOLIDAYS

No holidays will be authorized outside of the school calendar holiday dates and students not in school will be marked as absent. Should you choose to return to your home country or take a holiday during your course, your accommodation and meals will not be refunded. EF Academy is following the calendar in the country of study. No classes will take place on national public holidays.

### AIRPORT TRANSFERS

Please indicate on your Application for Admission form if you would like an EF representative to meet you at the airport nearest to the school. The transfer fee covers the cost of administration, greeting services, and transportation. Please contact your local EF office or representative for details.

### MEDICAL INSURANCE COVERAGE

All participants are required to have adequate medical and accident insurance coverage. EF International Academy Ltd. has negotiated and entered into a tailor-made insurance group policy with the insurance provider Erika Insurance Ltd., under which EF Academy is the policyholder. Students may choose to be beneficiaries under the group policy, and will thereby be given the benefits of protection against expenses incurred by accident or illness and coverage for loss or theft of baggage and personal effects. Full details will be sent to you along with confirmation of acceptance. Students who do not wish to be beneficiaries under this policy are obliged to obtain alternative insurance coverage and provide EF with a copy of the insurance policy in English. Please contact your local EF office or representative for details.

### PERSONAL PROPERTY

Students are strongly recommended to arrange appropriate insurance coverage for their personal belongings. No responsibility can be accepted by EF Academy for any loss or damage which may occur while the student is living in a host family or in dorm / residence.

### METHODS OF PAYMENT / DEADLINES

The application fee and the program fee can be paid with bank transfers or international check (contact your local office for instructions). Please note that all transfers must reference the full name of the student, school and booking reference number to ensure quick and proper credit to his/her account. Bank charges and commissions for both the sending and receiving banks should be paid by the sender of funds or they will be applied to the student's account. To secure a place in EF Academy programs, payment of the first term's program fee is payable immediately upon admission. The balance is due 60 days before the program start date.

### CONTINUING STUDENTS

To secure a place for the following school year, continuing students – including students enrolled in the Preparation Program – must pay one term's program fee by March 15. The balance is due 60 days before start of the school year. If any fees become overdue, EF Academy reserves the right to suspend or cancel tuition and to charge 1.5% interest on the balance per month or part thereof.

### TUITION AND FEES

EF Academy reserves the right to make adjustments to the program content, program fees and other fees due to international currency fluctuations, increase in transportation costs or any other factors beyond its control (including but not limited to force majeure events). Fees are subject to change during the period of enrollment. Fees published in this catalogue are valid for the academic year 2015/2016 only. All Fees are reviewed in August each year. Notice of changes will be given in advance.

### INCLUDED IN THE PROGRAM FEE

All tuition, shared accommodation including breakfast and dinner during the week and brunch and dinner at weekends, regular tutorials and university placement advice, and external examination fees are included in the program fee. Please note that some fees such as the application fee, course materials and re-sit fees are not included in the program fee.

### ACADEMIC MATERIAL AND OTHER FEES (PER TERM)

	NY	OXF	TOR
	USD	GBP	GBP
Application fee	395	265	265
Academic field trips	295	190	190
Materials and books	235	145	145

### CANCELLATIONS, WITHDRAWALS, AND REFUND POLICY

All cancellations and terminations must be made in writing to your nearest EF office or local EF representative. In all cases the Application Fee and any incurred Courier Fee are non-refundable.

### CANCELLATION PRIOR TO SCHOOL START

- Students cancelling 60 days or more before the start of the program or continuing school year will be charged a cancellation fee equivalent to 7% of the program fee. The student will receive a full refund of any remaining course fee except for the application fee.
- Students cancelling less than 60 days before the start of the program or continuing school year will be charged a cancellation fee equivalent to 15% of the program fee. The student will receive a full refund of any remaining course fee except for the non-refundable fees mentioned above.

### WITHDRAWALS AFTER ARRIVAL AT THE SCHOOL

A student who wishes to withdraw during the school year must give EF Academy 4 weeks advanced notice before the end of the term. EF will retain all fees for the following term and refund any remaining paid fees whether or not the student continues to attend lessons. Please note that although students may leave the school after their examinations, no fees will be reduced or refunded.

### LATE ARRIVALS, ABSENCES, COURSE CHANGES

Late arriving students and/or students that are absent during the course will not be granted a refund. Periods of absence may not be made up with free extension of the courses. Accommodation changes after arrival at the school require approval of the Headmaster/Headmistress.

### RE-BOOKING FEE

Each time you request a change after your initial application, you will be charged a re-booking fee equivalent to USD 150 / GBP 100 payable immediately. This does not apply to students who are extending their course.

### BREAKAGES, LOSS OR DAMAGES

Students are responsible for any damage caused by them to school property and household property of their host family.

### PUBLICITY

Students and their parents or guardians agree that a student's name, photographs or achievement details may be used for promotional purposes without written consent or compensation.

### PERSONAL DATA

Your personal data will be processed by EF Academy both within and outside the EU/EEA/Switzerland, primarily for the purpose of completing your booking, providing you with the products and services that you have ordered (including travel insurance coverage), and for customer service. We may also inform you of new offers, products and services which may be of interest to you. We may share your personal data with our corporate affiliates, claims handlers and business partners both within and outside the EU/EEA/Switzerland. EF Academy processes your personal data in compliance with applicable privacy and data protection legislation. If you have questions about EF Academy's processing of your personal data, or would like to have a copy of the information EF Academy holds about you, or have inaccurate personal data rectified or erased, please contact EF International Academy Ltd., Admissions Office, Haldenstrasse 4, CH-6006 Lucerne, Switzerland.

### LIABILITY FOR THE STUDENT

Any liability for the student shall also infer liability on the parents or guardians of the students, and such liability is joint and several.

### CHANGES IN THE TERMS AND CONDITIONS

EF Academy reserves the right to make any addition, amendment or alteration to these Terms and Conditions in furtherance of our commitment to continuous improvement.

### LIABILITY

EF Academy will not be liable in any way to the student in the event of any service contracted to be supplied by EF Academy becoming impossible to supply, in part or in full, by reason of any cause outside the control of EF Academy (including but not limited to force majeure events). EF Academy will not be liable for loss, damage, or injury to persons or property howsoever caused, except where the liability is expressly imposed beyond exclusion by statute.

Student and his/her parent(s) or guardian hereby agree to release and indemnify and hold harmless EF Academy and its affiliates, which shall include related entities, officers, directors, shareholders, agents and/or employees of any EF entity or others to the extent acting or purporting on aforementioned persons/entities' behalf (all of said persons/entities hereinafter being referred to as "Released Parties"), and agree not to sue the Released Parties for any claims that student, parent(s) or guardian may have arising from, or in connection with, any personal injury, bodily injury, mental anguish, emotional distress, physical, property, or other damage they may suffer from any cause whatever related in any way to student's participation in any program or event related to the EF Academy program, including negligence other than from intentional or reckless acts by such parties. Student and his/her parent(s) or guardian hereby further agree to release, indemnify and hold harmless the Released Parties from any and all acts of God, war (whether declared or undeclared), terrorist activities, incidents of politically motivated violence, illness or quarantine, strikes or government restrictions or the acts or omissions of any other persons over which the Released Parties have no control, including without limitation, airlines, railways, bus companies, taxis, friends, and other students.

### ACCREDITATION

EF Academy in the U.S. and U.K. are IB World Schools, offering the IB Diploma. All EF Academy programs are organized by EF International Academy Ltd., Haldenstrasse 4, CH-6006 Lucerne, Switzerland. Please return a signed copy of this Application for Admission form to your local EF office. You will find the address on www.ef.com/academy. These Terms and Conditions apply to all admissions now made for courses commencing in 2015.