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## How to apply:

### Application Steps

- Complete the Application Form (*Must be signed by you. Parent must fill out the Authorization for Minors if you are under the age of 18.*)
- Fill out the Evidence of Financial Support Form (*Must include a bank letter or scholarship letter stating the funds available for your studies.*)
- Fill out the Housing Reservation Form. (*Optional*)
- Pay the application fee and tuition.
- Q International School will process your application and send you the acceptance letter and I-20.

### Application Fee

In order for your application to be processed, you must include a non-refundable application fee of \$125.

### Evidence of Financial Support

Each student requires evidence of financial support if requesting an I-20. You must provide proof that you will have enough funds to meet your living and tuition expenses (\$2,000/month), as well as living expenses for dependents who might travel with you on student-dependent (F-2) visas.




#### Any ONE of the following is acceptable:

- a) A current personal bank statement
- b) A signed Evidence of Financial Support Form (section 6) from your parents or other source of support stating that they will be responsible for your expenses during your stay at Q International School, AND a bank statement verifying their financial ability to meet your expenses
- c) An original scholarship letter from your government or other organization

## What to send to Q International School:

- Completed and signed application form
- Evidence of Financial Support
- Current I-20 and SEVIS I-20 transfer request form (TRANSFER STUDENTS ONLY)
- Copy of US Visa (IF APPLICABLE)
- Application fee
- Copy of passport
- Copy of health insurance (IF APPLICABLE)

## Send everything to:

 info@qschool.edu  
 619-324-7771  
 1500 State St.  
 San Diego, CA 92101 USA

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## Personal Information:

Name

Yamada

Hanako

Last Name (as it appears on your passport)

First Name

Middle Name

Date of Birth 01/01/1995

Gender  Male  Female

*mm/dd/yyyy*

### Address in Home Country

1-1-101 Ryugaku, Gogaku-shi,

Tokyo

111-1111

Street Address

State/Province

Postal Code

Japan

81-3-1111-1111

hanakno@langpedia.com

Country

Phone

Email

### Address in the US (if known)

Street Address

State/Province

Postal Code

Phone

### Country Information

Japan

Japan

LP1111111

Country of Birth

Country of Citizenship

Passport Number

Your level of English  Basic  Beginner  Intermediate  Advanced

Do you have any physical or mental disability that might prevent you from completing the course work at Q International School?

No  Yes (If yes, please attach a separate piece of paper entitled Health Declaration)

How did you hear about us?

Fair  Web Search  Friend  Agent name: Langpedia  Other: \_\_\_\_\_

### 3 Choose your Program:

#### English Course

Fundamental

Academic

ESL 1-6

#### Test Prep

TOEFL

GMAT

IELTS

GRE

#### Business English

(check with school for start dates)

Business

### Choose your Start Date:

January 3

January 17\*

January 30

February 13\*

February 27

March 13\*

March 27

April 10\*

April 24

May 8\*

May 22

June 5\*

June 19

July 3\*

July 17

July 31\*

August 14

August 28\*

September 11

September 25\*

October 16

October 30\*

November 13

November 27\*

\* Not available for Test Prep or Business English

### 4 Tablet Agreement:

How Many Weeks?

4

Q International School curriculum is tablet-based; therefore every student is required to bring a tablet to class daily, starting on the first day of orientation. All of the textbooks are in the form of e-books and traditional paper books will not be issued. The tablet screen must be at least ten inches to be acceptable. Students may choose to either bring their own tablets, or have one issued to them by Q International School for a refundable deposit of \$200.

#### To use a Tablet at Q International School:

- Students must attend a tablet orientation before they may use any tablet in any classes.
- Students are responsible for their tablets. Q International School is not responsible for lost, stolen or damaged tablets.
- Students agree that any inappropriate use of the tablet will result in disciplinary actions that may include the loss of tablet use and expulsion from Q International School.
- Students agree that Q International School may review the contents of any tablet at any time. If a student has a pass code on their tablet, the pass code must be typed in at the request of any staff member.
- Students must not download offensive or adult content on the tablets.
- Students are responsible for bringing their charged tablet to school each day.
- Downloading non-school apps or streaming video on school property is prohibited as wireless access is a privilege shared among all members of the Q International community.
- All tablet wallpaper and backgrounds must be school-appropriate.
- All tablets must be in the case provided by Q International School.
- Students must not remove any of the labels on the tablet or the case.
- Tablets will be used in classes at the teachers' discretion, but must also be put away or turned off at teacher direction.
- Students are responsible for updating their apps and the tablet software on a regular basis.
- It is the responsibility of the student to back up his/her files.

Yes, I will use a Q International School tablet and pay the deposit of \$200.

No, I will use my own compatible tablet. *(Windows tablets and smartphones are not compatible)*

## Choose your Services:

- Housing**  
 **No Housing**



### Housing Options:

- Homestay  
 (Private Room)  
 Homestay Minor  
 (Students under 18)

### Residence Club Options:

- Vantaggio State Street  
 (Small Single Room)  
 (Large Single Room)  
 (Double Shared Room)  
 (Matching Shared Room)

- Vantaggio Gaslamp  
 (Loft - 1 person or a couple)  
 (Matching - 2 people max)  
 (Eco - 4 people max)



## Personal Information for Housing Placement

Do you smoke?  No  Yes Are you allergic to any pets?  No  Yes

Do you drink alcohol?  No  Yes Are you going to be driving?  No  Yes

Do you require a special diet?  No  Yes (explain): \_\_\_\_\_

Do you have any special requests?  No  Yes (explain): \_\_\_\_\_

Tell us a little about yourself: I like to play tennis and read books.

Do you have a medical condition that may require special arrangements?  No  Yes (explain on separate sheet of paper)

Will you be required to take any medications during your homestay?  No  Yes (explain on separate sheet of paper)

⚠ Homestay/Residence Check in Date: 13 / Aug / 2017 Check Out Date: 9 / Sep / 2017 \*Please be sure to indicate final check-in/ check-out dates. Last minute changes cannot be guaranteed.

## Choose your Services:

- Airport Pickup**  
 **No Airport Pickup**



## Airport Pickup Options:

- San Diego Airport pickup (\$75)  Los Angeles Airport Pickup (\$350)

Flight Details: \_\_\_\_\_



## Choose your Services:

- Health Insurance**  
 **I have my own insurance**



## Health Insurance Options: (\$35 per week)

Start Date (mm/dd/yyyy) \_\_\_\_\_

End Date (mm/dd/yyyy) \_\_\_\_\_



## Choose your Services:

- College Advising**  
 **No College Advising**



## What are your goals?

- High School Diploma  Career Advancement  
 Undergraduate Degree  Conversational Skills  
 Graduate Degree  Vacation / Sightseeing  
 Other: \_\_\_\_\_



## Personal Information for College Advising:

Do you plan on attending a US university or college after studying English at Q School?  No  Yes

If your answer is yes, have you already been accepted to a US institution?  No  Yes

Do you have a conditional acceptance?  No  Yes

What universities or colleges have you been accepted to? \_\_\_\_\_

What exams are you interested in taking? \_\_\_\_\_

Desired Major? \_\_\_\_\_

## Evidence of Financial Support:



Complete all applicable sections below in FULL. Signatures of applicant and sponsor (if applicable) must be included. Attach an original bank statement/letter or scholarship award letter to this form showing at least \$2,000.00 USD (or equivalent) for each month you plan to study at Q International School.

### Personal Information

#### Name

\_\_\_\_\_  
Last Name First Name Middle Name

#### Date of Birth

\_\_\_\_\_  
*mm/dd/yyyy*

#### Gender

Male

Female

#### Address in Home Country

\_\_\_\_\_  
Street Address State/Province Postal Code

\_\_\_\_\_  
Country Phone Email

#### Address in the US (if known)

\_\_\_\_\_  
Street Address State/Province Postal Code Phone

#### Country Information:

\_\_\_\_\_  
Country of Birth Country of Citizenship Passport Number

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)

### Source of Financial Support

Your own funds

Funds from sponsor (parent, relative or private)

Government or private scholarship

### Financial Certification by Sponsor

*If government or private scholarship, leave this section blank and attach official award letter. Sponsor name must match name on bank statement.*

#### Name

\_\_\_\_\_  
Last Name First Name Relationship to Student

#### Address of Sponsor

\_\_\_\_\_  
Street Address State/Province Postal Code

\_\_\_\_\_  
Country Phone Email

### Sponsor's Guarantee

I, \_\_\_\_\_ guarantee that I will provide the funds to the above named student to cover the academic and living expenses while attending Q International School in the USA.

\_\_\_\_\_  
Sponsor's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)



## Visa Information:

Do you need an I-20?

Yes

No: What type of visa do you have? \_\_\_\_\_

## If you are transferring to Q International from another Institution:

What is the name of the institution? \_\_\_\_\_

What was the last day of attendance at that institution? \_\_\_\_\_

What is the current status of your I-20?  Active  Completed  Terminated

## Dependents

Please list any dependents who will travel with you to the US and require an F-2 visa. (If listing more than TWO, please include a separate page). Dependents can only be spouse or children. **Please include a copy of each dependent's passport.**

### Name of 1st Dependent

\_\_\_\_\_  
Last Name First Name Middle Name

Date of Birth \_\_\_\_\_  
mm/dd/yyyy

Gender  Male  Female

\_\_\_\_\_  
Country of Birth Country of Citizenship Relation to Student

### Name of 2nd Dependent

\_\_\_\_\_  
Last Name First Name Middle Name

Date of Birth \_\_\_\_\_  
mm/dd/yyyy

Gender  Male  Female

\_\_\_\_\_  
Country of Birth Country of Citizenship Relation to Student

## Emergency Contact

Please provide contact information for a person Q International can reach in case of an emergency:

### Name

Yamada Tarou Father  
Last Name First Name Relationship to Student

### Address of Contact

1-1-101 Ryugaku, Gogaku-shi, Tokyo 111-1111  
Street Address State/Province Postal Code  
Japan 81-3-1111-1111 tarou@langpedia.com  
Country Phone Email

## I-20 Transfer Request:

Complete this form only if: **1)** you are transferring from another institution in the US; **2)** you have received an admission letter from Q International School; and **3)** you want an I-20 from Q International School.



### Section A - Student Information

#### Name

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

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

*mm/dd/yyyy*

Gender

Male

Female

#### Country Information:

Country of Birth \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Passport Number \_\_\_\_\_

Program Start Date at Q International School: \_\_\_\_\_

Last Day at your Current School: \_\_\_\_\_

*mm/dd/yyyy*

*mm/dd/yyyy*

Will you be leaving the US before enrolling in Q International School?  No  Yes

Dates of travel: From \_\_\_\_\_ to \_\_\_\_\_ Destination: \_\_\_\_\_ Reason: \_\_\_\_\_

I request and authorize my current International Student Advisor (or equivalent school official) to provide the necessary information below as part of my application for admission to Q International School.

Student's Signature \_\_\_\_\_

Date (mm/dd/yyyy) \_\_\_\_\_

### Section B - School Official Please Complete, Sign and Return to the Address Below

Date first attended:	Last date of attendance:	SEVIS Release Date:	SEVIS ID:
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Enrolled full time?  Yes  No

Has maintained status?  Yes  No

Is student out of status?  Yes  No If yes, please state the reason: \_\_\_\_\_

Name of School: \_\_\_\_\_

Name of School Official: \_\_\_\_\_

Title: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

School address: \_\_\_\_\_

Signature of School Official \_\_\_\_\_

Date (mm/dd/yyyy): \_\_\_\_\_

### Q International School

SEVIS Code: SND214F00364000

Attention: Admissions Office

E-mail: info@qschool.edu || Phone: 619-450-2224 || Fax: 619-324-7771

9 **Payment Information:**



First Name

Last Name

**Please choose your method of payment:**

**Wire Transfer Payment**

This is the quickest and most reliable way to pay for your studies. It is very secure and has no holds or time delays once received by our bank. When paying by wire transfer, your bank in your country will charge you a fee; Q International School does not bill you for this fee.

Q International School also has to pay a fee to receive your wire transfer – by an international “interim” bank and our bank. If you pay by wire transfer, you need to add \$45 USD (international) or \$25 USD (domestic) to your total wire transfer amount whether or not the fees are on your estimate or invoice. Please be sure to pay these amounts when paying your initial invoice. If you do not pay, the fee will be invoiced to you and is payable upon arrival.

For detailed bank account information please contact our Admissions office.

Note: Make sure to include the student’s name. Wire Transfer Fee: \$45 USD (international) or \$25 USD (domestic) must be included.

**Credit Card Payment**

Card Type:   Card Number:

Expiration Date:  Security Code:

Cardholder’s Name:  Cardholder’s Signature

**Billing Address**

Street Address  State/Province  Country  Postal Code

**Cashier’s Check**  **Money Order**

Please include your check or money order when you submit your application to:

info@qschool.edu

619-324-7771

1500 State St., San Diego, CA 92101 USA

**Total Payment:**

Number of Weeks:

Program Fee	\$ 260	x	<input type="text" value="4"/>	weeks=	<input checked="" type="checkbox"/>	\$1040
Application Fee					<input checked="" type="checkbox"/>	\$125
<i>Please add any additional services</i>						
Tablet Deposit (refundable)					<input type="checkbox"/>	\$200
Express Mail - US					<input type="checkbox"/>	\$35
Express Mail - Int'l					<input type="checkbox"/>	\$75
Homestay Placement fee					<input checked="" type="checkbox"/>	\$220
Residence Club Placement fee					<input type="checkbox"/>	\$100
Housing security deposit (refundable)					<input type="checkbox"/>	\$250
Airport Pick-up San Diego					<input checked="" type="checkbox"/>	\$75
Airport Pick-up Los Angeles					<input type="checkbox"/>	\$350
Health Insurance	\$35	x	<input type="text"/>	weeks=	<input type="checkbox"/>	
Technology and materials Fee	\$35	x	<input type="text"/>	weeks=	<input type="checkbox"/>	
<b>TOTAL :</b>						<b>\$1460</b>



\$ 1460

Total

By signing this form I understand that I am committed to the requested program fees and that I am responsible for the payments associated with it.

Student Signature

01 / 07 / 2017

Date (mm/dd/yyyy)



# Terms and Conditions:

## APPLICATION PROCESS AND PAYMENT

To apply, you must submit an application form along with a \$125 non-refundable application fee to be paid immediately upon booking. Upon receipt of your application and application fee, Q International School will process your application and issue an official acceptance confirmation via email and/or mail.

All tuition and fees must be paid in full at least 30 days prior to the course start date. Payments may be made by bank transfer (wire transfer) or credit card (Mastercard or Visa only). Please note that payments must include all wire transfer charges. If the booking is made less than 30 days, payment is due immediately. Please note that if you apply less than 30 days before your course start date and require an I-20 Form, you will be invoiced an additional fee of \$75 (non-refundable) to cover express mail charges.

If payment is not made in full, you will not be able to start your courses.

## I-20 FORM/F-1 STUDENT VISA

Q International School is authorized under federal law to issue a Certificate of Eligibility for Non-Immigrant Student Status (I-20 Form) to qualifying students for full-time study. The I-20 Form is necessary to apply for an F-1 student visa at the US Embassy or Consulate in your home country.

To obtain an I-20 Form from Q International School, all students must provide an original certification showing sufficient funds to pay for all tuition and living expenses while studying at Q International School. Any of the following documents (in English) is an acceptable form of certification:

1. A current personal bank statement or letter from your bank.
2. A letter of support from your parent, legal guardian or sponsor stating that they will be responsible for your expenses during your stay, and a bank statement or bank letter verifying their financial ability to meet your expenses.
3. A letter from a sponsoring organization along with evidence of financial means.
4. A scholarship letter from your government.
5. The I-20 Form can only be issued after you have submitted your financial certification, a copy of your passport, your application form completed in full and the application fee of \$125 (non-refundable).

## AIRPORT PICK UP

If you request an airport pick up, Q International School will arrange for you to be greeted at the airport.

Airport Pick Up at San Diego International - \$75 (one way)

Airport Pick Up at Los Angeles International - \$350 (one way).

Q International School must receive your flight information at least 7 days prior to your arrival to arrange for an airport pick up. If we receive your flight information less than five days prior to your arrival, a \$50 late fee will be added. Pick up hours are from 7:00 a.m. to 11:00 p.m. Students arriving before or after these hours will need to pay an additional fee. Airport pick up fee will not be refunded if you fail to inform Q International School of any changes to your itinerary in writing at least 2 business days prior to your arrival.

## HOUSING

If requested, Q International School will arrange your housing in a homestay or a residence club. Prices will vary depending on the housing type and length of your stay. Students must be at least 18 years old to participate in the Residence Club Housing Program. A non-refundable fee of \$220 is required for homestay placement, and \$100 for residence club placement. Students must abide by the rules and policies of the Q International School Homestay Program.

## HEALTH INSURANCE

All students at Q International School must have health insurance coverage. If you wish to use your own insurance, you must show proof of coverage upon arrival. Where proof is not available, student must purchase health insurance offered by Q International School. Uninsured students may not attend class until proof of insurance is available.

## TUITION FEES AND PROGRAM LENGTH

Prior to signing this enrollment agreement the student must

review the "Tuition and Fee Schedule" included with this packet for detailed information of the cost of tuition for the academic program of choice.

## TECHNOLOGY AND MATERIALS FEE

A technology and materials fee is separate from tuition. Please refer to the fee schedule for more information.

## COURSE EXTENSION

Students can extend their courses after arrival at the school. All additional course fees must be paid in advance directly to Q International School or through your representative.

## CANCELLATIONS AND REFUNDS

A written notice of withdrawal must be provided to Q International School as an intent to withdraw from the program in which the student has enrolled. Application fee, express mail fee and bank fees are non-refundable.

### Tuition, Technology and Material Fee Refund

- If you cancel your enrollment prior to your scheduled orientation date, you will receive a 100% refund for the amount paid for tuition, technology and material fee charges.
- If you cancel your enrollment on the first day of classes, you will receive a 100% refund of the amount paid for tuition, technology and material fee charges.
- If you cancel your enrollment after the first day of classes or the seventh day after enrollment, whichever is later, and have not completed at least 60% of your program, you will be eligible for a refund based on a prorated calculation of the unused weeks of your program of study.
- If you withdraw your enrollment after completing at least 60% of your program of study, you will not be eligible for a refund.
- When determining the number of weeks completed, a partial week will be counted as a whole week, provided the student was present any time of the scheduled week.
- If Q International School cancels a program subsequent to your enrollment, all fees paid to the school will be refunded.
- Students who are dismissed from the program due to violations of Q International School's written disciplinary or attendance policies are eligible for a refund.
- If you have been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of Q International School), Q International School will automatically administratively withdraw you from the program and complete a refund calculation, processing any refunds to or on behalf of you.
- Refunds will be paid within 30 calendar days of the date of determination. The school will only pay refunds to the person or company from whom the funds originated.

### Housing Refunds

- Homestay: A minimum of (14) days written notice and refunds will be provided for unused portion of your stay.
- Residence Club: Refunds will be determined according to each of the individual residence clubs.

## LIABILITY

Q International School, its staff, faculty and representatives will not be liable for any loss, damage or injury to persons or property, except where such liability is expressly imposed by statute. Students agree to allow Q International School to take promotional photographs and video footage during any of Q International School programs to be used for publicity purposes.

## HOLIDAYS

Q International School will be closed for the following holidays: week between Christmas and New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day After Thanksgiving Day, Columbus Day, President's Day, and Veteran's Day. Please check the academic calendar for the exact dates.

Classes are not normally held and the school is closed on public holidays. New classes start every other Monday (test prep start dates vary, please consult academic calendar). If Monday is a public holiday, the start date will fall on a Tuesday. No credit, make up

or compensation will be made for classes not offered on public holidays.

## UNDER 18 YEARS OLD

Q International School delivers adult courses (except for programs advertised as being for junior or young learners). Therefore, students aged 16 and 17 are advised that they will be attending classes with students aged 18 and over. All minors may be required to pay a guardian fee, provide custodianship documents, book airport pick up, and signed Minor Authorization Form prior to arrival.

## SUBSTITUTION POLICY

If, after the placement test taken on arrival at the school, a student is found to be at a level which is not appropriate for their booked course, the school reserves the right to place the student in an appropriate level class, which may have fewer lessons and a different curriculum. Students who do not have the ability to follow any course on offer may be required to terminate their studies with Q International School. We also reserve the right to cancel courses at short notice due to insufficient demand.

## SESSION BREAKS

Students who have studied for a minimum of 4 consecutive months at Q International with an attendance of over 80%, and are registered for a further 2 months of study, are entitled to a session break of up to 2 weeks. Session breaks cannot be more than 2 weeks, including all Q International School breaks except the standard Christmas break. Students enrolled for 24 weeks+ may take a break of up to 5 months if they are leaving the US. Students returning from their session break cannot expect to return to the same class, teacher or housing. No credit is given for housing during session breaks. Students requiring a visa for study must ensure that their visa is issued for the correct dates to include any session breaks.

## HEALTH DECLARATION

Students must report on their application any mental or physical illness, allergy, disability or condition that may interfere with their ability to successfully complete their program, that may impact the health and well-being of any other student, host or staff member, that may require monitoring, treatment or emergency intervention of any kind during the student's anticipated period of enrollment, or that may require special accommodations. Q International School reserves the right to reject an applicant or terminate a student's enrollment in the program if the student's continued participation represents a risk to their health and safety or to the health and safety of other students or staff, or if, notwithstanding reasonable accommodations, in the opinion of Q International School, the student's physical or mental condition makes the student unable or unlikely to successfully complete their program. Refunds in such circumstances are at the discretion of Q International School.

## OFFERINGS

Courses, dates, rates and fees are subject to change. Private lessons will be scheduled subject to teacher availability.

## FORCE MAJEURE

Q International School will not be responsible for any failure to comply with any of its obligations (and therefore shall not be required to provide any compensation) if the failure is occasioned by any cause beyond Q International School's reasonable control. Nor shall Q International School be responsible for any costs incurred by or on behalf of the student as a result of any such cause. Such causes shall include but shall not be limited to war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases.

## SUPERVISION

Please note Q International School does not provide supervision for students who book an adult course.

## DAMAGE TO PROPERTY

Students must pay the full cost of any property they damage.

## Enrollment Agreement (Please Read Carefully)

**This agreement is a legally binding document when signed by the student and accepted by the school.**

- I have received a copy of the "Terms & Conditions" and the "Tuition and Fee Schedule," including the refund and cancellation policy.
- I am fully aware for the total cost of my program including: application fee (\$125), course fees (course tuition per week) and material fees (\$35 per week). I am also aware of the total length of the program as stated on my admission letter to Q International School.
- I here by affirm that I have sufficient funds to pay for all course costs, as well as the cost of food, housing and all other personal expenses during the full period of my course at Q International School.
- In case of illness or injury, I grant permission to be examined or treated as necessary.

**I hereby certify that all the information on this application form is true and complete.**

**I certify that I have read, understand, and agree to the terms and conditions.**

  
Student's Signature

01/07/2017

Date (mm/dd/yyyy)