



A2Z Languages Semester Application Form

How To Apply

First Step: Grade point average requirements

Applicants must have at least a minimum GPA of 2.5 on the 4-point scale.

Second Step: Applications must have the following documents completed on the checklist

- Application Form Signed and Completed, including the Academic Advisor Form
- Non-Refundable \$300 registration fee (\$200 will be applied to your program cost)
- Unofficial copy of most recent transcript
- 4 color photographs (1.5 X 1.5 inches)*
- Proof of health insurance coverage while abroad (Valparaiso, Chile Only)

Send application form to the address below:

A2Z Languages
3219 East Camelback Road #806
Phoenix, AZ 85018

Tel: 800 496 7596 Fax: 602-840-1545

*May be sent at a later date

Personal Information

First Name: _____ Last Name: _____

Current Mailing Address: _____ City: _____ State: _____

Postal Code: _____ Country: _____ Home phone: _____

Work phone: _____ Mobile phone: _____

E-mail (print large & clear): _____

Permanent Mailing Address: _____ City: _____ State: _____

Postal Code: _____ Country: _____ Home phone: _____

Work phone: _____ Mobile Phone: _____

Dates you may be reached at this address: (mm/dd/yy) ____ / ____ / ____ to ____ / ____ / ____

Date of Birth: (mm/dd/yy) ____ / ____ / ____ Age: _____ Citizenship: _____ Sex: _____

Passport Number: _____ Issuing Country: _____ Expiration Date: _____

Social Security Number: _____ Emergency Contact Person: _____
Required

Emergency Phone Number and relationship to this person: _____



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Current Academic Information

Current College or University: _____ GPA(out of 4.0): _____

Year in school: _____ Major(s): _____ Minor(s): _____

Are you planning to use the transcripts from this program toward your degree? Yes: _____ No: _____

Has the program and courses been pre-approved by your academic advisor? Yes: _____ No: _____

Language Background

College Courses Taken (with GPA): _____

High School: _____

What is your oral proficiency in the foreign language to be studied (if applicable)?

Beginner (zero) __ Low Intermediate __ Intermediate __ High Intermediate __ Advanced __ Superior __

How long have you studied the language? _____ Highest level taken? _____

Program Information

School: _____ Program Price: _____

Semester: _____ Course Dates: _____ Course Code: _____

List the course titles you plan to enroll for: _____

Note: The courses chosen are not final nor are they guaranteed during your study. Some programs that involve the learning of a foreign language require testing to determine language level and thus final course selections and testing will take place on-site.

Accommodation Information

Not all options are available for every school. Accommodation begins on the Sunday afternoon before classes start and terminates the following Saturday afternoon after classes end. Make your flight plans accordingly.

Check two of the following accommodations: Home-stay __ Student Residence __ Private Room: __ Shared Room: __

Preferences (**not guaranteed**): _____

Do you Have Any Allergies, Medical Conditions, or Dietary needs? _____



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How Did You Hear About Us?

Circle One: Study Abroad Office Teacher Past Participant Travel Guide Internet
Friend Other: _____

Registration Fee

We do require a non-refundable registration fee of US\$300 in order to process your application. The amount of US\$200 will be applied to the cost of your program. You can pay the registration fee by check or by credit card*. To pay by credit card complete the information below. You will be billed for the balance of your program once you have been confirmed for your program. The balance must be paid by check or money order. We will NOT accept credit card payment for the balance of your program.

Credit Card Type: _____ Name on Credit Card: _____

Credit Card # _____ Expiration Date: _____

Amount you would like placed on your credit card at this time (In US Dollars): \$ _____

I hereby authorize A2Z Languages to process my card for the amount I have indicated above.

Signature _____ Date: _____

*We accept Visa, MasterCard, American Express, and Discover

Terms and Conditions

A2Z Languages recommends that you register as early as possible for any program you are interested in before the designated deadlines. During certain times of the year classes fill up quickly. By registering in advance, you can insure yourself a spot in one of the programs A2Z Languages is offering.

To register for any program through A2Z Languages, you must do the following:

Complete an enrollment application. With your completed application include a \$300 non-refundable registration fee. From this \$300 fee, \$200 will be applied towards the cost of your program. After you have submitted the registration fee, you will still need to pay the balance of the program cost which you will be billed for once you have been confirmed.

The Application and Confirmation Process

Once we receive your registration, you will be notified via email that we have received your application. Within 1-2 weeks of receiving the necessary documentation (specified at the top of the registration form), we will send you an email confirming your program. A confirmation package will be sent out to you via regular mail which will include an orientation booklet about the country and school where you will be attending classes and an invoice for the balance of your program. **Note:** Do not purchase an airline ticket until you have received a confirmation from A2Z Languages

** When receiving any correspondence from A2Z Languages please carefully review all information to make sure that everything is correct! If you find an error, you must contact our office immediately! If you fail to notify us of any error, A2Z Languages will not be held liable for any costs related to these errors. Review your information immediately to make sure it is correct!

Refund Policy

If a student withdraws from a program after having been accepted, there is **no refund** of the \$300 registration fee. This applies to all students, regardless of the reason for withdrawal.

If a student withdraws after the payment due date (assuming the student has paid for the program in full), but prior to the actual starting date of the program, the A2Z Languages refund policy is as follows:

- If the student withdraws no more than 5 business days after the payment due date, A2Z Languages will refund the following: The total cost of your program minus the \$300 registration fee and a cancellation fee of \$100
- If the student withdraws 6-30 days after the payment due, A2Z Languages will refund the following: The total cost of your program minus the \$300 registration fee and a cancellation fee of \$500.
- If the student withdraws 30 or more days after the payment due date, but cancels prior to the start date, A2Z Languages will refund the following: The total cost of your program minus the \$300 registration fee and a cancellation fee equal to 35% of the program fee or \$500 (whichever is greater).

If a student withdraws after the start of a A2Z Languages program **there will be no refund given (regardless of reason).**

Change Of Program

If a student decides to change from the original program to a different program 30 days or more after payment due date a \$500 change fee will be assessed.

3219 East Camelback Road #806 Phoenix, AZ 85018 USA
Toll Free (USA & Canada) 1.800.496.4596 Toll Free (UK) 0.800.028.7706
World Wide 1.602.778.6794 Fax 1.602.840.1545
Web www.a2zlanguages.com Email info@a2zlanguages.com



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Arrival and Departure Dates

Generally speaking, you should arrive 1 day before classes begin and depart either on the last day of classes, or the day after (we recommend the latter). Your confirmation package and orientation booklet will contain more information about your specific program.

Local Holidays

Certain times of the year, classes will be canceled due to local holidays. In these instances, classes will not be made up, and there will be no refund.

Cultural Activities & Organized Activities

The majority of the universities offer students a variety of complimentary activities. Activities may include trips to local museums, lectures, etc. For those activities taking place outside the school there may be minor fees the student needs to pay. These extra fees typically cover expenses such as transportation and entrance fees. If a university offers weekend activities such as day trips or full weekend excursions, the student will be responsible for paying the full cost of this excursion.

Text Books & Study Materials

The cost of books and/or study materials at most programs **are not** included in your program price. Note: There are some universities that will "lend" books/study materials. In these cases the schools will ask for a deposit that will be refunded to the student upon the return of the books/study materials at the completion of the program.

Behavior Expectations

Any participant of a semester program is expected to be courteous and respectful guests. Under no circumstances will illegal drug use be tolerated. Consumption of alcoholic beverages by minors will not be tolerated. Abusive behavior by a participant will not be tolerated. If the University you are attending is made aware of such a situation, the school reserves the right to refuse to serve and/or terminate the program of any person not abiding by these regulations. In addition if the University is notified of a situation where a participant is not complying with the policies of their particular program providers (school, tour operator, program organizer, etc.), or for any other reason deemed necessary, the University you are attending reserves the right to terminate your program immediately. It is further noted that the University you are attending reserves the right to send home (without an escort or any type of refund) any person who violates the above mentioned rules. Any expenses incurred as the result of any University terminating a program will be the responsibility of the participant.

Disclaimer of Liability

A2Z Languages is an independent agent and is not liable for any risks you may encounter during travel to, from, and within the country in which your program is located, at the chosen school or your chosen accommodations, or at any other time or location during your trip. These risks may include, but are not limited to: personal injury, property damage, sickness, accidents, terrorism, and war. By signing the registration form (or by submitting a form online or over the telephone), you are assuming all risks and agreeing to indemnify and hold A2Z Languages and its employees harmless of any and all liability that may arise in any A2Z Languages programs inside and outside of the United States.

Signature of Applicant: _____

Date: _____



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Academic Advisor Form

The applicant should fill out the top portion and give it to the proper official responsible for approving study abroad programs. Please include a stamped envelope so that he/she may mail this form directly to A2Z Languages

Name of Student: _____

Program Location: _____ Semester Dates: _____

Current Address: _____ Telephone #: _____

Do you give A2Z Languages permission to release information to your University Advisor? Yes: ___ No: ___

Do you authorize your University Advisor to release information to A2Z Languages? Yes: ___ No: ___

(Note: Student Signature is required at the end of this document)

Advisor Questionnaire

The official responsible for approving study abroad programs must complete this portion.

1. Is this student in good academic standing? Yes: ___ No: ___

Comments: _____

2. Has this student been approved to study abroad through the necessary means? Yes: ___ No: ___

Comments: _____

3. Will the classes and credits taken through the A2Z Languages program be accepted towards the student's degree program?

___ Yes, the credit will transfer

___ Yes, but not until the student successfully completes the study abroad program and the proper documents (transcripts, course work, exams) are received.

___ Yes, but only on the following conditions: _____

___ No, transfer credit will not be accepted.

4. How long have you known the applicant? _____

5. How would you rate the applicant's class performance? _____

6. In your opinion, what is the applicant's maturity level? _____



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7. Is he/she able to conduct himself/herself in an adult manner? _____

8. Comments: _____

Advisor's signature: _____ Advisor's Name (print): _____

Title: _____ Institution: _____

Address: _____ Telephone: _____

Email: _____ Date: _____

To help determine course equivalencies and transfer credits
consult the worksheet provided on the final page!

Student Agreement

I have read the statement above and understand the credit transfer policy of my institution.

Student Signature: _____ Date: _____



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Course Credit Transfer Form

This document does not officially determine the equivalency of study abroad courses between Universities. The main purpose of this document is to provide guidance for both the advisor and student.

To be completed by the student		To be completed by the advisor		
List courses you intend to take while abroad.	Pre-approved Equivalency (If applicable)	Can this course be applied to any course at the home university?	How will these course be applied at the home university?	Advisor initials
List desired and alternate courses		Yes or No	(Core requirement? Elective? Gen. Studies, Foreign Lang, etc.)	
Advisor's Recommendations:				

QUESTIONS THE STUDENT SHOULD ASK HIS/HER DEPARTMENTAL AND COLLEGE ADVISORS:

1. How is my international study coursework likely to be used toward my degree requirements?
2. Can any core or major requirements be fulfilled on the program?
3. Can elective credit be earned for courses not offered at my university?
4. Can requirements for a minor be fulfilled?
5. Can thesis or research hours be completed while overseas?
6. How does one determine the transfer credit?