



The Academy  
at Harvard Square

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# APPLICATION FORM 2025

for TAHS English Institute  
Full-time Intensive English Program

## **TAHS English Institute Mission Statement**

The Academy at Harvard Square (TAHS) English Institute (EI) provides high-quality English education to English-as-a-Second Language or English-as-a-Foreign Language learners at the postsecondary level.

TAHS EI intends to use its English education as the main tool to transform individuals into prime human resources who have confidence and competence in an American university, and ultimately, in the global economy.

TAHS EI intends to prepare and empower English language learners to build a better life in a better society, and inspire them to become global-minded leaders in their communities.

The Academy at Harvard Square English Institute is accredited by the Commission on English Language Program Accreditation and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a nationally recognized accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 1001 N. Fairfax Street, Suite 630, Alexandria, VA 22314, {703} 665-3400, [www.cea-accredit.org](http://www.cea-accredit.org)

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# 1. Personal Information

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Mr.    Mrs.    Ms.

Family Name/Surname Given/First Name

Home County Address

City Postal Code Country

Home Country Phone Number

Date of Birth (Month, Day and Year) Email Address

Country of Birth Country of Citizenship

**Do you intend to bring your spouse or children with you?**

Yes    No

If yes, please list their names, birth dates, country of birth, and relationship to you:

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**How did you hear about our program?**

Website  
 Publication  
 Other

If OTHER, please indicate:

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**Person in the United States we may contact concerning your application/emergency contact:**

Name

Address

Telephone Fax Number

Email Address

## 2. Application for I-20

You are required to certify that you possess or have access to sufficient funds for each period of study to cover tuition, transportation, and living expenses.\* No financial aid is available. Married applicants who plan to bring their spouse and/or children must provide a financial statement of an **additional \$2,000 per dependent per quarter**.

Are you currently in the U.S.?

Yes  No

If yes, what is your visa status?

F-1  Temporary Resident with work authorization  B-1/B-2  Other (please list type):

Are you transferring from another school in the U.S.?

Yes  No

If yes, you must provide a copy of the I-20 from that school, a copy of your passport and visa photo pages, a copy of your I-94 (Arrival/Departure) card, and a completed Transfer Report Form.

Give the name of the U.S. school from which you are transferring:

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### FUNDS REQUIRED (12 months)\*\*: \$29,800

\*\*Living expenses vary, depending on individual students. The amount of funds shown here may vary according to the student's program length.

PLEASE NOTE: The I-20 document may take up to ten working days (2 weeks) to process, plus **mailing** time and time for you to get your visa. Please send this application allowing sufficient time for processing the I-20 form.

### HOW WILL YOU PROVIDE FOR YOUR EXPENSES WHILE ENROLLED IN YOUR PROGRAM?

**PERSONAL SAVINGS**

If you are using your own Personal Savings, you must include an original bank statement or bank letter (on letterhead). All documentation must be in English and all amounts must be in U.S. dollars (USD).

My personal savings at this time amount to \$ \_\_\_\_\_ (USD) of which \$ \_\_\_\_\_ (USD) will be available to cover all educational, living, and emergency expenses during my studies at the TAHS English Institute.

**PRIVATE SPONSOR (CANNOT BE ANOTHER F-1 STUDENT)**

If you have a private sponsor, you must include an original bank statement or bank letter (on letterhead). All documentation must be in English and all amounts must be in U.S. dollars (USD).

**GOVERNMENT, FOUNDATION, AGENCY, OR CORPORATE FELLOWSHIP SUPPORT**

If you are receiving support from an outside agency, please attach an official copy of your award letter specifying the amount of the award, period of support, and any terms and/or conditions.

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Name of Organization

Address

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Name of Contact at Organization

Email Address

## 3. Program Payment Information

(Spring) Jan. 6-Mar. 29, 2025  
  (Summer) Mar. 31-Jun 20, 2025  
  (Fall) Sep. 2-Nov. 21, 2025

The intensive English program is designed to increase the student's prospects of higher education in the United States. The TAHS English Institute has four levels of English placement: Level 1 and Level 2 are Foundational English, and Level 3 and Level 4 are Academic English. Accepted students will be placed according to their placement/diagnostic test. A typical course of study spans over a period of 3 months. (Students starting at Level 1AB should expect to remain in the program for 15 months.)

### TUITION & FEE INFORMATION

Fee Structure	Tuition/Fee	Details
<b>Program Tuition</b>	\$ 4,800.00	Program of Study spanning three months

The applicant is solely responsible for Health Insurance and Room & Board arrangements for the duration of his/her stay in the U.S.

Note: A non-refundable application fee of \$150 is required with the application.

Tuition & Fees are due upon receiving your acceptance letter and invoice from the TAHS English Institute.

#### ESTIMATED EXPENSES FOR 2025 (1 Year)

Tuition:	\$14,400.00
Health/Travel Insurance:	1000.00
Room and Board:	11,400.00
Personal Expenses:	3000.00
<b>Total:</b>	<b>\$29,800.00</b>

Note: Additional cost of \$2,000.00 per dependent (spouse/children)

### APPLICATION FEE PAYMENT INFORMATION

Please send a \$400 (\$150 application fee and \$250 tuition deposit) with this form to start processing your application. For more payment options, please contact us via email ([registrar@theacademy.ac](mailto:registrar@theacademy.ac)).

- Check** (All checks must be in dollars and drawn on a U.S. Bank.) Make check payable to “**TAHS English Institute**”  
 **Wire:** (Account information is available on invoice)  
 **Debit Card**  
  **Visa/Master**  
  **American Express**

A non-refundable convenience fee of 3.5% (4% for International cards) will be charged on each credit card transaction. (\*This fee is not applicable to a debit card.)

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Card Number

Card Expiration

CVV Number

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Cardholder's Name (print)

Student Signature

## Additional Terms and Conditions

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### I. Refund Policy

Number of Classes	Before Start of Classes	After 1 Class	After 2 Classes	After 3 Classes
Refund Amount	90%	75%	50%	Non-refundable

**\*The registration fee and used text books are non-refundable.**

**\*TAHS refunds via company check only, and it will take up to 4 weeks to process. If tuition is paid with a credit card, it will be refunded minus bank credit card fee (3.5%)**

### II. Attendance

- Students must maintain a 90% attendance rate in each course (missing up to 6 days or 11 classes per semester).
- Students will be required to present a doctor's note or equivalent to have an excused absence.
- F-1 student visa status may be revoked if you do not follow this policy.

### III. Authenticity

- ONLY registered students are allowed to use our program. These registration rights cannot be refunded or transferred to someone else.

**APPLICANT'S SIGNATURE** (Carefully read each section; check the box, sign and date below.)

- I certify that I am able to benefit from TAHS English Institute's Intensive English Program and intend to enroll in a full course of study.
- I certify that all information furnished in this application is true and complete to the best of my knowledge. I will immediately notify the TAHS English Institute Office of Admissions should there be any changes to the information in this form.
- I acknowledge that an offer of admission is conditional pending receipt of a complete and signed application and fee.
- By my signature, I acknowledge that I have read, understand, and agree to the information in this form.

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 Signature of Student

Date