



The Academy
at **Harvard Square**

Registration FORM 2025

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.

TAHSEI 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

Personal Information

Mr. Mrs. Ms. _____
Family Name/Surname Given/First Name

Home County Address _____

City _____ Postal Code _____ Country _____

Phone Number _____ Email Address _____

Date of Birth (Month, Day and Year) _____ Country of Citizenship _____

Current U.S. Address

Are you currently in the U.S.?

If yes, what is your visa status?

Yes No F-1 U.S. Citizen Permanent Resident Other

How did you hear about our program?

Website Friends Brochure Others: _____

Additional Terms and Conditions

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 process 4 weeks. If tuition paid with a credit card, it will be refunded minus bank credit card fee (3.5%)**

II. Make-up for Missed Classes

- 1:1 Classes can be made up if you notify the office at least 5 business days prior to the missed class(es).
- If the student is a no-show or make a last-minute cancellation (within 1-4 days of the scheduled class), he/she will lose his/her credit hours.
- If the student is absent as a result of a medical or other serious issue, missed classes may be considered for rescheduling.
- If the student is enrolled in a group class, the class hour or make-up class times cannot be adjusted.

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 English Program and intend to enroll in a 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.

Signature of Student

Date