



English Language Institute - Westchester Campus
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 White Plains, New York 10603
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 eliwc@pace.edu, http://www.pace.edu/eli

**Registration Form
 Saturday/ Evening ESL Programs**

Saturday / Evening (circle) Spring I, Spring II, Summer I, Summer II, Fall I, Fall II

Name: _____
Last First MI

Mailing Address: _____
Street Apt. City State Zip

Home Phone: _____ Day Time: _____ Cell Phone: _____

E-mail: _____

Birthday: (MM/DD/YY) _____ Sex: Male or Female (circle one)

Country of Citizenship: _____ Country of Birth: _____ Native Language: _____

If you are not a US citizen, please indicate your non-immigrant status:

Student (F-1) Tourist (B1/B2) Diplomat Work Visa (H1/J1) Refugee Permanent Resident
 All Other Non-Immigrant Visa: specify _____

How did you hear about the English Language Institute Evening/Saturday Program (please check one)
 Friend or relative who studied at ELI Mailing Internet El Aguila ad Daily Sun ad
 Friend or relative who attends Pace University Posted Announcement Your company

Course Selection

Pace ID Number: _____

Course Name	Opening Date	Subject	Course #	CRN
		ELI		
		ELI		
		ELI		

Student Signature: _____

Where should we send the receipt (please circle): Mailing Address, Other: _____

Office Use only

New Student? YES NO If yes, Banner screen created ()
 ID requested () Parking Tag requested ()
 Payment received ()



Payment and Refund Policies (please read carefully)

PAYMENT TERMS

Full payment is due at the time you register. Please pay with a check or a money order payable to Pace University. Be sure to include your name on the check.

REFUND POLICIES

If a student notifies ELI of intention to withdraw:

	<u>6, 7-week courses</u>
prior to and during the first week	100% refund
during the second week of class	50% refund
after the second week of class	No refund

In order to get a refund, you must notify us by email, fax, or letter of your intention to withdraw from class according to the above schedule.

I have read, understand, and agree to the Evening and Saturday program *Payment and Refund Policies*.

Signature of Client/Student (REQUIRED)