ELC English Language Center
Los Angeles Boston

ELC Pre-payment Agreement

Please complete this form and send to ELC along with the application form.

Student Name: _____
Last First Middle

Application fee:	$_____	
Tuition fee:	$_____	
Lodging fee:	$_____	A $150.00 deposit is required to reserve space for all ELC accommodations See application form for details of prepayment requirements.
Airport Transfer:	$_____	ELC offers a $125 one-way transfer to ELC housing or $210 round-trip
Express Mail:	$_____	ELC offers a $65 optional express mail service. Express mail is required if an I-20 form is requested less than 4 weeks before course start date.
Other fee:	$_____	Description:_____

Total: $

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I will pay the above fees by:

1) Visa _____ Master Card _____

I authorize the English Language Center to charge the above amount to my credit card.

Credit Card #: __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __ Expiration Date: __ __ / __ __

Identity Code: __ __ __ (3 digit number on the back of the card on the signature line)

Name on Card: _____ Signature: _____

Billing Address of Cardholder:

Street: _____ Apt #: _____

City, State: _____ Zip/Postal Code: _____

Country: _____

2) International Money Order _____ or a personal check from a U.S. bank _____

Please make checks payable to ELC and send them to:

English Language Center
20 Park Plaza, Suite 1201
Boston, MA 02116

Date sent: _____

3) Wire Transfer*

Please remit wire transfers to:

c/o Bank of America
100 West 33rd Street
New York, NY 10001
USA
Account Name: English Language Center
Account # **Boston**: 0046 3052 8521
Account # **Los Angeles**: 0046 3052 8738
Routing #026009593
Swift Code: BOFAUS3N

Date of transfer: _____

***When paying by wire, please be sure to include all bank costs and include the student's name with your payment.**

For any cancellation ELC receives by the first day of the program, most fees are fully refundable. The exceptions are:

- The application fee of $150 and the express mail fee of $65 are non-refundable.
- Housing deposits are refundable only according to the conditions listed in the accommodations section of the application.
- Airport Transfers are refundable with cancellation at least one business day before the service date requested.