



# THE LANGUAGE INSTITUTE

70 S. Lake Ave., Suite 830, Pasadena, California 91101 USA TEL 626.568.8928 FAX 626.568.0399

### Type of Service

- Housing Service Only
- Transportation Only
- Both Services

## Service Request Form

Rev.03-2014

Please type or print clearly. Only completed application will be processed.

### Applicant Information

Male  Female

Applicant Name: \_\_\_\_\_  
Last Name First Name Middle Name

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_  
Month / Day / Year

#### Address in your home country

Street Address \_\_\_\_\_

City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

### Housing Service Request *(Please choose a type of housing and provide information)*

Homestay:  No meal  With meals

Dormitory : Shared room  No meals  Flexible meal plan (8/week)  Standard meal plan (16/week)

Single room  No meals  Flexible meal plan (8/week)  Standard meal plan (16/week)

Others:  Apartment (not available for new students)  Hotel (Prices vary. Contact us for details.)

Rental rates above are subject to change without prior notice. TLI does not set nor guarantee the price of dormitory, apartment and hotel.

When do you expect to move in? \_\_\_\_\_ How long do you plan to stay? \_\_\_\_\_  
Month / Day / Year

Please help us know a little more about yourself:

1. How well do you understand and speak English?  Very good  Good  Fair  Poor

2. What language(s) can you speak? Please list: \_\_\_\_\_

3. Is there any food you do not eat?  Yes  No Please list: \_\_\_\_\_

4. Can you stay with children?  Yes  No

5. Can you stay with pets?  Yes  No Please explain: \_\_\_\_\_

6. Do you smoke?  Yes\*  No

7. Do you drink alcohol?  Yes  No

8. Do you have any allergies?  Yes  No Please list: \_\_\_\_\_

9. Are you taking any medications?  Yes  No Please list: \_\_\_\_\_

10. Will you have a car?  Yes  No

11. Will you have a bicycle?  Yes  No

\* Smoking inside the house/building/property is prohibited and will result in the termination of your housing contract/agreement at your expenses.

Please list your hobbies and/ or activities: \_\_\_\_\_

Please tell us more about yourself: \_\_\_\_\_

### Airport Pick-up/ Drop-off Request *(Answer all questions if information is already available, or submit 14 days in advance.)*

Type of Service:  Airport Pick-up (\$105) Arrival Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_

Airport Drop-off (\$105) Departure Date: \_\_\_\_\_

Rates are subject to change without prior notice. Prices include one-way transportation from or to the Los Angeles International Airport (LAX).

## Financial Responsibility

You are fully responsible for the costs of all housing charges and monthly rent. Therefore, your request must be submitted along with a certified proof of financial support. If someone else other than yourself and/or your family is going to assume financial responsibility, the sponsor must submit his/her financial document and a completed and signed copy of our [Affidavit of Support](#). All financial documents must demonstrate that you have sufficient funds available to pay for all housing charges and monthly rent. All financial documents must be current within three month and issued and/or signed by your financial institution.

## Fees & Payment *(Please refer to our payment policy for more details)*

To complete your application, you are required to pay one or more of the following fees.

- |  |   |
|--|---|
| <input type="checkbox"/> Homestay/Apartment Placement Fee \$350.00 | <input type="checkbox"/> Airport Pick-up/Drop-off Service \$105 (one-way) |
| <input type="checkbox"/> Dormitory Placement Fee \$125.00          | <input type="checkbox"/> Other fee: _____ \$ _____                        |
| <input type="checkbox"/> Hotel Placement Fee \$250.00              | <input type="checkbox"/> Other fee: _____ \$ _____                        |

\* Fees are subject to change without prior notice. One or more of the above fees may be nonrefundable.

<b>Method of Payment</b>	<input type="checkbox"/> Check	<input type="checkbox"/> Credit/Debit Card	<input type="checkbox"/> Wire Transfer	<input type="checkbox"/> Others: _____
<b>Credit/Debit Card:</b>	All credit/debit card payments are subject to a 2.0% surcharge. Only MasterCard and VISA cards are accepted. Please complete a separate Credit Card Authorization Form and submit it to us along with this form.			
<b>Wire Transfer:</b>	Each wire transfer payment is subject to a transaction fee of \$30. You are also responsible to pay all other related fees that your bank may charge you.			
<b>Total Amount Due = \$</b>	_____	+ \$	_____	= \$ _____
	<small>Total amount of required fees from above</small>		<small>Credit Card (add2%)/Wire transfer (add \$30)</small>	<small>Pay this amount to complete your application</small>

## Terms and Conditions

This request form is not a binding contract between you, "the applicant" and the host family, dormitory, apartment or hotel. You will sign a separate agreement/contract with the dormitory, landlord (apartment) or hotel after arriving in the United States. You must submit your housing request to TLI at least 45 days before your move-in/arrival. All service fees, room rates, and security deposit amount are subject to change without prior notice. Housing request must be submitted along with the required fees. TLI does not set nor guarantee the room rates of dormitory, apartment and hotel. Room availability is not guaranteed two weeks prior to the move-in date. All housing services requests are subject to further review and approval.

Airport pick-up/drop-off service fee is for one-way transportation only. Service fee is subject to change without prior notice. Airport pick-up/drop-off request must be submitted along with the required fees. You are responsible to provide TLI with the complete and accurate arrival information at least 14 days in advance. You are also responsible to inform TLI of any changes in scheduled arrival no later than 72 hours in advanced. TLI reserves the right to charge additional fee if you fail to inform TLI about the changes and TLI has to rearrange the service or perform the service again.

Cancellation and Refund: (1) All cancellation request for housing service and airport pick-up service must be in writing and submitted to our office no later than the end of cancellation period below. (2) You may cancel housing placement service at any time before the original move-in date. Housing service fee is nonrefundable. (3) The full amount of prepaid rent and security deposit less applicable cancellation fee will be returned if you cancel the housing placement service at least 15 days before the original move-in date. (4) You may cancel airport pick-up service at any time before the original arrival date. The service fee is nonrefundable unless you cancel the service at least 15 days before the original arrival date. (5) You are also responsible for expenses related to process or complete refund i.e. wire transfer fee, bank charge, mailing service fee, etc. (6) Refund will be made within 30 days from the day the written refund request is received.

## Acknowledgement & Agreement

I certify that the information I provide on this request form is complete and accurate. I certify that I have read, understand and agree to the terms and conditions outlined in this request form, school catalog and/or other published documents, either in printed format and/or electronic format, regarding service offerings, charges, fees, rates, requirements, payments, cancellation and refund, and all other policies.

I accept the responsibility for the costs of housing, monthly rent, and services requested and I hereby affirm that I and/or my sponsor have sufficient funds to pay for those expenses. I authorize The Language Institute and its staff to take appropriate medical action in case of my illness or injury, and I understand that I am fully responsible for all expenses. I understand that my service request is subject to further review and approval and I understand that my request will not be processed without all required documents, information and fees.

Student name (Please print clearly)

Signature of student

Date

Guardian name (for student under 18 years old)

Signature of guardian

Date

\*\*\*A Parent and guardian must also complete and sign 'Guardian Statement'\*\*\*