

APPLICATION INSTRUCTIONS

REQUIREMENTS FOR APPLYING TO RENNERT

International Programs

- Must be 17 years of age or older.
- Must be a non-native speaker of English.

In order to apply for a program, students must:

- Submit a completed registration form to apply@rennert.com.
- Submit payment of all the non-refundable fees, including Registration Fee (\$155), and if applicable, Accommodation Placement Fee (\$95), Plus English Registration (\$125) and Express Mail Fee (\$85).
- For programs requiring a telephone or Skype interview, an admissions coordinator will contact you to arrange an interview time.
- Housing reservations are on a first-come, first-serve basis and are not guaranteed until you receive written confirmation of availability.

Please include 2 accommodation choices on your registration form. If your first choice is not available, an admissions coordinator will contact you with available alternatives.

An admissions coordinator will respond within 24-48 business hours to all requests. If a specific program or request requires additional information in order to process the registration, it will not be confirmed until all necessary information is received.

VISA INFORMATION

For students requesting a form I-20, the following documents must also be submitted (in English or accompanied by an English translation):

- Copy of your passport – valid for at least 6 months beyond the end-date of your expected stay.
- Home address in your country.
- Evidence of financial ability.

You must prove that you can support the cost of living and studying in the United States.

Your proof of financial ability must demonstrate enough funds to cover the cost of tuition + estimated living expenses in New York (approximately \$2,000 USD/month or \$1,000 USD/month for students staying in Rennert housing).

Examples of acceptable evidence are:

- Bank statements which state current balance. Bank statement must be less than 3 months old.
- Bank letter stating the date the account was opened, total amount deposited for the past year, and current balance.
- Income tax receipts and forms.
- Sponsor letter (funds from parents, relatives, organizations) + one of the above forms of evidence for the sponsor signing the form.

Additional information about student visas and the visa application process can be found at: rennert.com/english/student_visas.htm

PAYMENT INFORMATION

- Payment of the \$155 Registration Fee must be made before Rennert will issue any Letters of Acceptance.
- Once we receive your Registration Form and fees, Rennert will issue a Letter of Acceptance and Invoice with

the remaining balance due.

- No documents, including Form I-20s will be issued until payment of the Registration Fee is received.

Rennert accepts the following forms of payment:

- Credit Card (Visa, Mastercard, American Express, Discover)
- International Money Order
- Bank Wire Transfer:

Rennert New York

Account # 752181115
Swift Code CHASUS33 Routing #/ABA 21000021
JP Morgan Chase Bank,
270 Park Avenue, New York, NY 10017
No charges to beneficiary.
Please email accounting@rennert.com with bank wire receipts

Rennert Miami LLC

Account # 2000059173135
Wells Fargo Bank, N.A.
420 Montgomery Street,
San Francisco, CA 94104, USA
Swift Code WFBUS6S,
Routing #/ABA 121 000 248
(for domestic ACH use 026012881).
No charges to beneficiary.
Please email accounting@rennert.com with wire receipt.

TERMS AND CONDITIONS

PROGRAM TERMS AND CONDITIONS:

- Students participating in English programs at Rennert must be at least 17 years of age and non-native speakers of English.
- Students will be assigned to afternoon or morning schedules based on level and availability. There are no guaranteed morning classes except for Rapid Progress 30 students.
- Prices and policies are subject to change with approval of the New York State Department of Education. The binding version of the registration package can be found at rennert.com
- All refunds will be paid within 45 days of the date of determination of the cancellation or program change.
- For students who are enrolled through a representative of Rennert, all refunds will be issued to the representative and are subject to their policies.

PROGRAM CANCELLATION PRIOR TO START DATE:

- All registrations must be paid in full prior to the start of class or the registration will be cancelled.
- For all program cancellations received prior to the program start date or because of visa denial, all tuition fees will be refunded, minus any non-refundable fees (Registration Fee, Accommodation Placement Fee, Express Mail Fee, any Bank Charges) up to \$500. Registration fees for cancelled courses may be applied to future registrations in the same calendar year..

PROGRAM CANCELLATION AFTER CLASSES BEGIN:

- There are no program changes or refunds given on registrations of 4 weeks or less in duration.
- Program changes other than course cancellations require 4 weeks' notice.
- For courses longer than 4 weeks, refunds for course cancellations after the course has started are

calculated based on the last date of attendance and refunds for program changes after the course has started are calculated based on the last date of attendance in the original program, as follows:

- for cancellations or program changes when the last date of attendance is within the first 4 weeks, Rennert will retain the first 4 weeks' tuition and refund the remainder
- for cancellations or program changes when the last date of attendance is after the 4th week but before or at the midpoint of their course, Rennert will retain a pro-rated amount of the tuition at the non-discounted rate.
- for cancellations or program changes when the last date of attendance is after the midpoint of a course, no refund will be issued.
- Rennert requests that students submit a written notification of withdrawal for administrative purposes; however written notification is not required. In the event that no notice of withdrawal (written or verbal) is provided, Rennert will automatically administratively withdraw a student after s/he has been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of the institution) and complete a refund calculation, processing any refunds to or on behalf of the student.
- For refund cancellations, when determining the number of weeks, Rennert will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
- Any student studying on a student visa wishing to shorten their enrolled program must leave the country within 15 days or transfer to another school at their next available start date. Refunds are calculated according to the Refund Policy.

TERMINATIONS AND EXPULSIONS:

- Any student who is expelled or terminated may be entitled to receive a refund in accordance with the 'Program Cancellation' policy.

ACCOMMODATION TERMS AND CONDITIONS:

- Rennert is not responsible for personal belongings or student guardianship. Rennert students are expected to conduct themselves as responsible adults.
- Students arrive the Sunday before classes begins and depart the Saturday after classes finish.
- Accommodations are only available to Rennert students during their period of study.
- Overnight guests are not permitted.
- Rennert cannot guarantee availability in first choice of accommodation.
- Prices are subject to change due to availability.

ACCOMMODATION CANCELLATION POLICIES PRIOR TO ARRIVAL:

- Accommodation and room change fees are non-refundable.
- Accommodation cancellations must be received at least 14 days before the scheduled arrival date, 60 days prior to arrival for self-catering studio

apartment reservations.

- For accommodation cancellations received less than 14 days prior to arrival, 1 week of the accommodations fees, in addition to the non-refundable accommodations placement fee will be retained.
- For accommodation cancellations received less than 7 days prior to arrival, the first 2 weeks of the accommodations fees, in addition to the non-refundable accommodations placement will be retained.

AFTER ARRIVAL:

- There are no refunds, cancellations or changes for reservations of 4 weeks or less. There are no refunds or cancellations for studio apartments after arrival.
- 4 weeks' notice is required to cancel or change accommodations, with the 4 week period taking effect from the date of receipt of the notice.
- Refunds will be calculated based on the remaining time in the accommodation reservation, minus the 4-week notice period and any non-refundable fees as listed above. All refunds will be issued to the person, agent or 3rd party who made the initial payment.

PERSONAL DATA

Each client's personal data will be processed by Rennert New York and Miami, in the USA, primarily for the purpose of completing booking processes and providing the client with the products and services that they have ordered (including travel insurance coverage), and for customer service. Rennert also uses client information to register Students applying for F-1 status in the Student Exchange and Visitor Program (SEVP) database. Rennert may also inform the student of new offers, products and services which may be of interest (including by e-mail and SMS), and the student may unsubscribe at any time. Rennert does not share client personal data with any third party registries. Rennert processes client personal data in compliance with applicable data protection legislation and will respond to any client request in regard to their own personal data held by Rennert.

PHOTOGRAPHY AND FILM MATERIAL

By accepting Rennert's terms and conditions, the client accepts that Rennert can freely use all photography, film and audio material that has been created by Rennert and/or by Rennert staff during the course, without asking further approval from the clients. Should any client wish to be exempt from the above, it must be notified to the school director.

QUESTIONS?

Contact us at:
Rennert Admissions
apply@rennert.com
+1 (212)-867-8700