



SCHILLER INTERNATIONAL UNIVERSITY

453 Edgewater Drive, Dunedin, FL, 34698

Phone: (727) 738-8405 Fax: (727) 734 0359

Email: admissions@schiller.edu

Schiller International University

Application for Admission

Please type application online or download it and complete it on the computer. If you complete this form and fax it to admissions, you **MUST SEND PAYMENT of the non-refundable application fee in the form of CREDIT CARD, BANK TRANSFER OR IT CANNOT BE Processed.** Non-refundable application fee is either \$50.00 (USA), € 55 or £35. If paying by check, please include the check when you mail application.

1. Name:

(Family Name – as in passport)

(First Name)

(Middle Name)

2. Male

Female

3. Date of birth:

Day / Month / Year

4. Place of Birth City (state if applicable):

Country of Birth

5. Country of citizenship:

6. Present Mailing Address:

Country

Telephone Number:

Fax Number:

E-Mail Address:

7. Until what date can you be reached at your present address?

8. **CAMPUS you desire to attend** (Please check **ONLY ONE**)

Dunedin, Florida, USA Madrid, Spain Paris, France Engelberg, Switzerland

London, England Heidelberg, Germany *Strasbourg, France **Leysin, Switzerland

Distance Learning Program (Florida Campus)

*Part-time weekend MBA for full-time employed residents only.

** For the American College of Switzerland (ACS), please write directly to the Admissions Office in Leysin, for the separate application form and catalog. American College of Switzerland, CH-1854 Leysin (Vd) Switzerland or e-mail them at acs-schiller-admissions@bluewin.ch

9. Which program do you want to study? (Please check **one only**)

Certificate

Hotel Operations

Diploma

Hotel Operational Management

Associate (A.A.)

General Studies

Concentration:

Art & Design

Associate (A.S.)

Pre-Medicine

Pre-Veterinary Medicine

Associate (A.S.)

International Business

Concentration:

Information Technology

International Hotel & Tourism Management

Concentration:

Hotel Management

Food Service Management

Tourism Management

Resort/Club Management

Bachelor B.A.)

International Economics

International Relations & Diplomacy

Interdepartmental Studies

Psychology

Bachelor (B.B.A.)

International Business

Concentration

Financial Management

Banking

Management

Marketing

Management of Information Technology

International Hotel & Tourism Management

Concentration

Hotel Management

Tourism Management

Resort/Club Management

Master (M.I.M)

International Business

Master (M.A.)

International Relations & Diplomacy

International Hotel & Tourism Management

Management of Information Technology

Communication:

Concentration

Business communication

Master (M.B.A.)

MBA Preparatory Program

International Business

International Hotel & Tourism Management

Management of Information Technology

Executive MBA

Distance Learning (Online)

Special Programs

Term Abroad

Florida

Hotel Management

Liberal Arts in London

Drama-Study in London

New Europe

Term/Year Abroad

(Other than above only)

Continuing Education/Part-time (evening, weekends, etc.) Program (Only available for certain programs and only for full-time employed residents.)

10. Intended date of entry: Fall Semester Spring Semester Summer Session Year:

11. Permanent Address: (If different from number 6 above)
Country

Telephone Number:

12. Marital Status:

13. Number of Children:

14. Passport Number:

15. Place and Date of Issue for passport:

16. Social Security Number (S.S.N.)- if applicable:

17. Have you ever applied to Schiller International University before? When?

18. Please give the name and complete address of the last school, college or university attended:					
School Name:					
Address:					
					Country:
19. Give the names and addresses of all secondary schools you have or will have attended prior to entering Schiller International University. All institutions must be reported: Use additional page if necessary.					
Name	City/State or Country	Dates of Attendance From To		Diploma/Certificate	Date Received
20. Give the names and addresses of all colleges/universities you have or will have attended prior to entering Schiller International University. All institutions must be reported. Use additional page if necessary.					
Name	City/State or Country	Dates of Attendance From To		Diploma/Certificate	Date Received

21. What do you consider to be your native language?

The language of instruction at all Schiller campuses is English.

All new students are required to take an English Language Placement Test before they register. A TOEFL score of 500 (173 computer-based) for undergraduates or 550 (213 computer-based) will be accepted to replace the placement test if it is less than 2 years old and has been received directly from the Educational Testing Service ETS. (Schiller No. 0835), before registration.

22. Have you ever been suspended from a school for any reason? (Check One) YES NO

Institution:

Reasons for action:

23. Do you have any health problems that would affect your studies? (Check one) YES NO

If yes, please specify:

24. Have you worked on a full-time basis? YES NO If yes, for how many years?

25. A resume is optional, although helpful for your application. If you have worked on a full-time basis, give the following information on an attached C.V or Resume: Name and address of your employer(s), dates of employment, your job title and a description of your duties in that position.

26. Please send bills for tuition to:

Name:

Address:

Country:

27. Father's name in full:

Family Name:

First Name:

Middle Name:

Address:

Country:

Occupation:

28. Mother's name in full:

Family Name:

First Name:

Middle Name:

Address if different from item 27:

Country:

Occupation:

29. How did you learn about Schiller International University? Please check one.

<input type="checkbox"/> Friend (Please give name below.)	<input type="checkbox"/> Schiller Student (Please give name below)	<input type="checkbox"/> Former Student (Please give name below)
<input type="checkbox"/> Advertisement (Please specify where)	<input type="checkbox"/> Internet – Please give name of website	<input type="checkbox"/> Agent: (Please give name below.)
Other		

Please be sure to read the entire Enrollment Agreement.

Enrollment Agreement

CATALOG:

The Schiller International University’s catalog will be provided before you start and you are responsible for reading it and fully understanding the contents. You understand and agree that the University reserves the right to make changes in the members of the staff and faculty and to modify policies, regulations, curricula, courses, tuition and fees, or any other aspects of its programs deemed to be in the best interest of the institution and its students at any time.

ACCREDITATION:

Schiller International University is accredited by the Accrediting Council for Independent Colleges and Schools to award associate’s, bachelor’s and master’s degrees. The address of ACICS is 750 First Street, N.E., Suite 980, Washington, DC 20002-4241. The telephone number is (202) 336-6780. The University is licensed by the Florida Commission for Independent Education to award associate’s, bachelor’s and master’s degrees. The address of the CIE is Department of Education, Tallahassee, Florida 32309.

SUBMISSION OF TRANSCRIPTS/TRANSFER OF CREDIT:

It is your responsibility to ensure that all high school and postsecondary transcripts are mailed from the educational facilities directly to Schiller International University. If these records are not immediately available a “provisional” acceptance letter may be issued authorizing you to begin a degree program or other program of study as an enrolled student for a limited period of time during which official documents required for matriculation are obtained. The University does not guarantee that academic credits from other institutions will be accepted at Schiller International University. At the completion of your education the University will provide you with student transcripts. The university cannot guarantee acceptance of academic credits by any other educational institution. Should you anticipate a future transfer, Schiller International University urges you to inquire with that institution to determine if all your undergraduate or graduate studies performed here or at other institutions will be accepted.

PAYMENT OF TUITION AND OTHER EDUCATIONAL FEES:

You agree to pay the tuition and fees for each course or program in which you enroll at the amount currently being charged. You understand and agree that the University has the right to modify tuition in advance. If you are receiving financial aid, the tuition, fees and other monies owed to the University for the current enrollment period will be reduced from those receipts before any remaining funds are disbursed to you.

FINANCIAL AID:

You are responsible for the full amount of tuition and fees charged by the University even though you may be eligible for Federal Student Loans, Pell Grants or other government or university financial aid. Your tuition and fees may be deferred until financial aid is received. Upon receipt of financial aid, you agree, as a condition of your enrollment, to satisfy your total payment to the University. The student’s dissatisfaction with, or non-receipt of the educational services offered by the institution does not excuse the borrower from repayment of any federally backed loan made to the borrower for enrollment at the institution.

CLASS ADMITTANCE:

If you fail to pay your tuition and fees when due or violate any of the conditions herein, the university may prohibit you from attending courses until your tuition is fully paid or until satisfactory arrangements have been made with university.

JOB PLACEMENT:

To assist the student in his or her career planning, the university provides placement assistance but can make no guarantee of job placement.

REFUND POLICY:

--Withdrawal --

It is the responsibility of the student to inform the campus registrar in writing that he or she wishes to withdraw from the university. Any refunds which may be due to a student will be made within thirty (30) calendar days of the student's official withdrawal date, which is the date on which the student notifies the campus registrar. Refunds to students who fail to notify the university of their withdrawal will be processed within the earlier of thirty (30) calendars from the day the university determines that the student has withdrawn or thirty (30) calendar days from the end of the term during which the student withdrew.

I. REFUNDS: The following policy applies to all Schiller International University students except those who are recipients of United States Veterans Training Program Assistance. (Refund policies for these students appear below.)

Students who officially withdraw will be eligible to receive a refund of tuition and fees according to the following schedule. (Note: The application fee and the non-refundable tuition deposit are excepted.) The housing contract is binding and will not be refunded once the room is occupied. If another student is found to enter into the housing contract, the original occupant may be eligible for a refund. Any meal plan charge will be pro-rated.

Fall and Spring Semesters, Summer Sessions and Short Programs (less than one semester).	
Time Frame	Refund Amount
Within three days after signing the enrollment agreement	100%
From the first day of class through the first week of classes	50%
During the second week of classes	40%
After the second week of classes	0%

II. REFUNDS: the following policy applies to recipients of funds under the United States Veterans Training Program (VA) only.

A student who receives VA assistance and withdraws will be eligible for a refund of tuition, room and board fees, excluding the non-refundable tuition deposit, in accordance with the following schedule.

1. Fall and Spring Semester Students	
Time Frame	Refund Amount
First day of class	100%
From the second day of classes through the eighth day of classes	90%
From the ninth day of classes through the fourth week of classes	50%
During the fifth, sixth, seventh, and eighth week of classes	25%
After the eighth week of classes	0%

2. Summer Session & Short Programs (less than one semester)	
Time Frame	Refund Amount
First day of class	100%
From the second day of classes through the first week of classes	90%
During the second week of classes	50%
During the third and fourth weeks of classes	25%
After the fourth week of classes	0%

III. Return of Title IV Federal Student Financial Assistance Funds (The following applies to recipients of United States Federal Financial Assistance only)

Students who receive Title IV Federal Student Financial Assistance are subject to the Federal Return of Funds Policy mandated by the US Congress. Tuition and fees (other than non-refundable application and tuition deposit fees) will be charged on a pro-rata basis rounded up to the nearest 10% through 60% of the term for which the student is enrolled, plus an administrative fee equal to the lesser of 5% of the charges of \$100. After 60% of the term, 100% of tuition and fees are charged.

The new federal law assumes that financial aid recipients "earn" assistance directly in proportion to the number of days enrolled in the University prior to 60% of the term. According to a specific formula, SIU must calculate the portion of the total scheduled financial assistance the student has earned and is entitled to receive when withdrawing. If the student (or SIU on his or her behalf) has received more assistance than earned, the unearned funds must be returned to the Department of Education.

I hereby apply for admission to Schiller International University. I agree to abide by its regulations and by the terms of the Enrollment Agreement contained in this application. I certify that the foregoing information is true and complete to the best of my knowledge and I fully realize that omission or falsification of this information will be considered sufficient reason for rejection of this application or for dismissal.

Date: _____ Signature of Applicant:

Date: _____ Signature of Parent or Guardian:

Credit card payment form

<input type="checkbox"/> I hereby authorize a charge be made to my credit card.			
<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD/EUROCARD	<input type="checkbox"/> American Express	AMOUNT
Account Number		Expiration Date:	
Authorization Code		Date of Birth of Cardholder:	
Name (print)			
Signature:			Date:

If you desire to pay by check, bank draft, or bank transfer please [click here](#).

Checklist for applicants:

- Completed Admission Application**
- \$50.00, €55 or £35 non-refundable application fee**
- (May be paid by credit card, check or bank draft)**
- Passport-type photo (optional)**
- Official certified transcripts**
- CV/Resume (optional)**

Please mail the above to the nearest Admissions office

Schiller International University
 Admissions Office
 453 Edgewater Drive
 Dunedin, Florida 34698-7532
 USA
 Telephone: 1-727-736-5082
 Toll Free (within US): 1-800-336-4133
 Telefax: 1-727-734-0359
 e-mail: admissions@schiller.edu

Schiller International University
 Admissions Office
 Royal Waterloo House
 51-55 Waterloo Road
 London SE1 8TX, England
 Telephone: +44 20 7928 8484 or 7928 1372
 Telefax: +44 20 7620 1226
 e-mail: admissions@schillerlondon.ac.uk