

Application Procedures

Prerequisites

Lexia programs are open to anyone who has completed one year of college-level study (by the time the program begins) and has a cumulative GPA of B- or above in their major field of study. Applicants who do not meet these criteria may apply, and their applications will be reviewed on a case-by-case basis. If you do not meet the minimum requirements, you may submit an additional statement explaining your special circumstances. It is not necessary to be a U.S. citizen or be currently enrolled at a college or university in order to apply.

Before applying, be sure you have carefully read the Program Curriculum provided by Lexia. If you have not received a curriculum for the program to which you intend to apply, you may download the information from our web site, www.lexiaintl.org, or request it by calling 800-775-3942.

Application Procedures and Notification

Please see the checklist for a list of required application materials. When all of these materials are received by us, your application will be reviewed, and you will be notified of the admission decision within two weeks.

The Admissions Committee reviews applications on a rolling basis throughout the year. We encourage you to apply as early as possible to ensure that there is space available in the program of your choice and to give you time to complete any necessary credit transfer requirements at your institution.

You may submit a partial application and have recommendation letters or transcripts sent directly by the recommender or university. However, your application will not be reviewed until all pieces listed in the enclosed "Checklist for Participants" have been received. Lexia will notify you of missing application pieces, but it is ultimately your responsibility to make sure that all supporting materials are received and forms are complete and returned to Lexia by the application deadline.

If you are accepted to the program, a \$300 deposit will be required within two weeks from the receipt of your acceptance notification. This deposit (which will be applied to the total Program Fee) will hold your place in the program and enable Lexia to make housing and course arrangements on your behalf.

Application Deadlines

Spring Semester – *November 15*

Summer Session – *April 15*

Fall Semester – *June 15*

Academic Year – *June 15*

Late applications are considered on an individual basis (depending on available space at the requested program site), and they must be accompanied by the \$40 application fee and \$300 program deposit.

Lexia Application Procedures

Scholarship Information

A limited number of scholarship and work-study grants are available, which are awarded on the basis of both merit and financial need. Scholarship awards (including work-study aid) range from \$250-750 for Summer terms and \$250-1500 per semester for all other terms. If you are interested, please request a separate scholarship application form from Lexia. Scholarship award decisions are made during the two weeks following the program application deadline for each session.

Scholarship Application Deadlines

Spring Semester – *November 15*

Summer Session – *April 15*

Fall Semester – *June 15*

Academic Year – *June 15*

Additional Information

Once admitted to a Lexia program, you will receive additional forms that must be completed and a Student Handbook from your specific site. Among other items, the acceptance mailing will include information on packing, suggested readings, program details and contact information from the program staff. Occasionally, program changes may be necessary after the program brochure and literature are printed, so please use the handbook and updated curriculum you receive with your acceptance mailing to plan your experience abroad. Lexia will notify you if significant changes occur.

Billing

Upon acceptance to a Lexia program, you will receive a Fee Schedule. Fee payments must be made by personal check or money order in U.S. Dollars, payable to Lexia International, or by VISA or Mastercard. **All fees are to be paid prior to departure.** Overdue payments accrue late fees of \$100 per month. Special exceptions may be made for students receiving financial aid, if written notice is received in advance.

Cancellation Fees and Dates

Because Lexia makes advance commitments on behalf of its students, cancellation fees are required in the event of withdrawal from a program. These cancellation fees are typically deducted from fees already paid to Lexia. Cancellation fees and dates are explained on the Fee Schedule and Payment Information sheet.

Program Cancellation

In the unlikely event that fewer than five applicants are accepted to a program, the program may be cancelled. In such a case, you would be given the choice of deferring your participation to a later session, switching to a different Lexia site, or withdrawing without incurring any financial penalties.

We encourage you to call our office (800-775-3942) to talk about your plans for study abroad and to ask questions about a country or program that interests you. Our office is open Monday through Friday from 9 AM to 5 PM (Eastern Standard Time).

Application Checklist

To the Applicant

The following checklist has been prepared for your convenience, and it does not need to be included with your application materials. Late submission of completed forms and/or payments may jeopardize your place in the program of your choice.

Complete Application Materials: Checklist for Participants

- ☐ \$40 Application Fee
Make all checks payable to Lexia International. Please include your Social Security number and program location on the check or money order. This fee is non-refundable.
- ☐ Form 1: Personal Profile
- ☐ Form 2: Personal Essay
- ☐ Form 3: Reference Form
- ☐ Form 4: Reference Form
- ☐ Form 5: Study Abroad Advisor's Form
- ☐ Official Transcripts with seals from each college or university attended

Send all completed application materials to:

Admissions Committee
Lexia International
23 South Main Street
Hanover, NH 03755

Payment Schedule

- ☐ \$300 Deposit due within two weeks of receipt of acceptance notification.
The deposit is non-refundable, unless a scheduled program is cancelled due to limited enrollment or unforeseen circumstances. In order to secure your place in the program, we recommend that you adhere to the payment schedule and send the deposit in on time.
- ☐ Remainder of Program Fee Balance due in two installments before the program begins.
The Fee Schedule and Payment Information sheet will be sent to your billing address upon acceptance.

Passport

You are required to have a passport **valid for at least six months beyond your expected date of return to the United States**. If you need a passport, make sure to apply as soon as possible, as it may take several weeks or months to receive it. U.S. citizens may pick up a passport application at a local post office. If your passport application is underway at the time of your application to Lexia, please write "in process" in the space for a passport number on the Personal Profile.

Health Insurance

Upon payment of your program fee, you will automatically be enrolled in a comprehensive group health insurance plan designed for study abroad participants. This insurance, as well as the ISIC (International Student Identity Card), which offers supplementary travel insurance, are included in your program fee.