Hello Students:

I hope that you are doing well. We have received word from the University System of Georgia that all 26 universities in the University System will be offering all courses online for the summer 2020 term. The Georgia Tech Language Institute will be following the USG guidance and will offer all courses online.

If you are on an F-1 student visa, and would like to continue studying in the program, you can register for full-time study. If you are registered as a full-time student in the intensive program, you will maintain your student status in the U.S. and can continue to live in the U.S. You could also choose to return to your country and continue studying in our program from your home country. This would allow you to keep making progress towards your goal of learning English. When campus re-opens for face-to-face instruction in the fall, you could return to the U.S. for your studies.

If you are not on an F-1 visa, we invite you to continue studying in the intensive English Program with us this summer and beyond.

The Language Institute is committed to offering courses that are interactive, student-centered, and communicative face to face and online.

Please read the rest of this document carefully for instruction and be sure to complete the ‘Future Plans and Next Session Registration’ form between April 8 and 10.

Thank you so much, everyone. Stay safe!

Karen Tucker
Director, Language Institute
Intensive English Program Summer 2020 Registration

Go to istart.gatech.edu, click Language Institute Forms, and click the Language Institute Next Session Registration Form to let us know your plans for the Summer 2020 IEP session.

You must submit the completed form no later than this FRIDAY, APRIL 10.

Do you plan to study in the Summer 2020 IEP session?

**YES**: Submit the completed Language Institute Next Session Registration Form letting us know which course(s) you would like to take. Next, be sure to review the Next Session Pre-Registration Form and Payment Information* document to review important information regarding tuition payment requirements and how to maintain your visa status if you have an F-1 student visa.

**NO**: Submit the completed Language Institute Next Session Registration Form. After submitting the completed form, be sure to review the Next Session Pre-Registration Form and Payment Information* document for information regarding how to maintain your visa status if you have an F-1 student visa.

*Next Session Pre-Registration Form and Payment Information document can be found online at esl.gatech.edu/current-students in the Academics section

Do you need help completing the Language Institute Next Session Registration Form?

- Go to esl.gatech.edu/current-students.
- Then click the Need Help? box.
- Finally, click the Midterm Registration for Current IEP Students link in the Help section to see pictures showing how to complete the Language Institute Next Session Registration Form.

Questions about registration? Email Katie.Beccue@pe.gatech.edu.
Summer 2020 – Advanced Courses for Specific Purposes

Blogging for a World Audience (for level 500, 600 or 700)

In this blogging course, you will experiment with sharing your unique vision by writing expressively for your classmates and an internet audience. You will have the opportunity to communicate your views in English as you build a blog based on the mission statement of your own making. In addition to developing a guiding metaphor (a picture or photo that reinforces your mission statement), you will learn basic blogging skills such as linking to resources, uploading photos, monitoring statistics, and selecting suitable colors and images for the overall blog design. You will be expected to read and comment on each other’s blogs, perform your work orally, and possibly record and post your audio or video recordings.

Current Events (for level 500 or 600 or 700)

Are you interested in what’s going on locally, domestically, globally? If you are, this class will help you to improve all your language skills—reading, speaking, listening, and writing—by concentrating on one or more current topics, including ones selected by you and your classmates. You will read newspaper and magazine stories on these topics, listen to and watch news reports, and visit web sites. You will keep a personal blog on the topics that will be used to guide classroom discussion and your projects. As part of the course, you will also learn how to interview and report news events (video), as well as write opinion columns, reviews and feature articles (newsletter). Throughout the course, you will work on editing the news videos you record and, at the end of the course, we will select your best videos and post them onto the Language Institute’s official YouTube channel.

TOEFL Preparation Plus (for level 500, 600 or 700)

This is a course designed to prepare students for the IBT TOEFL exam. There will be an overview of all skills, question types and ample opportunities to practice each skill area. Also, tips and strategies will be examined for each skill area.

Integrated Academic Vocabulary (for level 500, 600 or 700)

Knowledge of academic vocabulary is essential for all students. Throughout this course, you will be exposed to 130 words that have been researched and found to be common academic words. These words will be taken from many different content areas, such as history, math, and science. The purpose of this course will be to enhance your vocabulary knowledge specifically related to fully understanding each vocabulary word so that it can be applied. This is an integrated skills course, so usage of the vocabulary words will include being able to comprehend each word in spoken and written text and being able to use each word in your speech and writings. Activities, assignments, and exams will focus on production of vocabulary words in a variety of contexts.
Traveling
- If you want to be authorized to travel outside the US for the break, complete a Travel Authorization Form on istart.gatech.edu and upload your roundtrip plane ticket. GTLI will scan you a copy of a travel I-20 with a travel signature on page 2 of the document.
- Only students who are in good standing at the time of the request will be authorized to travel.
- If you are not in good standing (are on probation) you will be sent a letter for re-entry through email after grades are released if you return to good standing.
- If you are not returning to the Language Institute, we cannot authorize you to come back into the country. If you decide to travel to another country after you finish studying you will not be able to re-enter the US on your student visa.

Taking an Authorized Break
When a student has completed 9 consecutive months of study s/he is eligible to have a 1-session Authorized Break in Study. The student is allowed to stay inside the U.S. during the break or travel outside the country.
- In order to take a break, the student must enroll for the session after the break during the pre-enrollment period of the current session.
- Complete the appropriate forms.
- Pay the non-refundable $500 deposit which will apply to the tuition for the next session.
- Pay $419.16 for insurance coverage during the break.

Transferring to a New School
When a student successfully completes a level (maintains at least a C average, GPA 2.0 or above) at the Language Institute and wants to transfer to another school, there are several steps to complete. Information about transferring is available at the front desk.
- Apply to another program.
- When the student receives an acceptance letter from the new school, student should complete a Transfer Out Request Form on istart.gatech.edu and upload a copy of the acceptance letter. A student (with a GPA of a 2.0 or higher) has 60 days from the last day of the session to complete a transfer to a new school.
- If a student is dismissed from the Language Institute, s/he will be terminated and have only 15 days to transfer.
- The Language Institute will transfer the student’s record in SEVIS after the Acceptance Letter and the Transfer-Out Form have been received.
- It is the student’s responsibility to make sure that the Language Institute has all required documents to complete the transfer within the given time frame.

Returning Home
- If you would like to return home, you have 60 days to do so if you successfully completed your program (GPA 2.0 or above). You will need to leave the US on or before June 30, 2020.
- If you did not successfully complete the session, you have 15 days to return home and need to leave the U.S. by May 16, 2020.

More Information
If a student is in the U.S. with a completed or terminated SEVIS record, s/he is out of status. In order to remain in the U.S. and study again, reinstatement must be requested by the student to the US Department of Homeland Security. If the request for reinstatement is approved, the student’s SEVIS record will be changed back to ACTIVE. Reinstatement costs $370 and typically takes 3-5 months.

Questions? Email Dawn Edwards at dawn.edwards@pe.gatech.edu.
Georgia Tech Intensive English Program

Future Plan Form & Summer 2020 Registration

3 EASY STEPS

1. COMPLETE THE FUTURE PLANS FORM IN ISTART NOW:
   Who & When? All IEP students must complete the form between April 8-10, even if you do not plan to study
   Where? Go to Language Institute Forms and choose Language Institute Next Session Registration Form.
   • If you are an F1 student, know it is your responsibility to follow proper immigration
     procedures to transfer to another school or leave the US.
   • If you do not let us know that you are returning to the Language
     Institute, we cannot guarantee you a place in the Summer 2020 session.

2. COMPLETE ALL OUTSTANDING IMMUNIZATION REQUIREMENTS:
   • Each student has been sent a secure email from Stamps Health Services telling you if you have any
     incomplete medical requirements and what they are.
   • Next step is to see Linda Dougherty to make an appointment.
   • Go to your immunization appointment.
   Due to the current COVID-19 quarantine situation, immunization requirements will be suspended for the
   Summer IEP session, or until further notice. Students continuing in the Fall IEP session should expect to
   provide Immunization documents as stated above.

3. MAKE YOUR PAYMENT: !! Payment Period: Monday, April 20 – Sunday, May 24 !!
   !! LATE FEES begin on Monday, May 25 !!
   Online Payments – See Attached Online Payment Instructions:
   A. Flywire – Pay from your home country in your local currency with
      an International Bank Wire or International Credit/Debit Card.
      There are no hidden processing fees.
   B. Credit Card Payment – American Express, Visa, MasterCard,
      Discover. A 2.85% Processing Fee will be charged directly to
      your credit card account.
   C. Online Electronic Check payment – U.S. bank account
      required. No processing fee.

You must complete the online pre-registration in iStart, complete all medical requirements, and make your
payment to complete your registration. Please note that you will need to complete all requirements at least one
week before the start of the session. If you do not complete all 3 steps, you will not receive a schedule for the
Summer 2020 session.
## Language Institute – Summer 2020 Continuing Students Tuition, Fees & Registration/Payment Process

### Phase 1 Payment
April 20 – May 24

<table>
<thead>
<tr>
<th>Full-Time Study (4 classes)</th>
<th>Phase 2 Payment Beginning May 25</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time tuition</strong></td>
<td>$2184</td>
</tr>
<tr>
<td></td>
<td>($2184 + $100 Late Fee)</td>
</tr>
<tr>
<td><strong>Mandatory Fees</strong></td>
<td>Student Health Services $88.00</td>
</tr>
<tr>
<td></td>
<td>Medical Insurance for F1 Visa Holders $419.16</td>
</tr>
<tr>
<td></td>
<td>Computer Support Fee $55.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Par-Time Study (1-3 classes)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Per Class</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Mandatory Fees</strong></td>
</tr>
<tr>
<td><strong>Optional Fees</strong></td>
</tr>
</tbody>
</table>

You must pay tuition and fees by 2pm May 29 in order to receive your schedule of classes.

### Refund/Deferral Policy

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Refund Percentage</th>
<th>Deferral Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Start of Session (Before June 1, 2020)</td>
<td>100% of Tuition 100% of Fees</td>
<td>100% of Tuition 100% of Fees</td>
</tr>
<tr>
<td>Week 1 of Session (June 1-5, 2020)</td>
<td>87% of Tuition 100% of Fees</td>
<td>90% of Tuition 100% of Fees</td>
</tr>
<tr>
<td>Week 2 of Session (June 8-12, 2020)</td>
<td>75% of Tuition 100% of Fees</td>
<td>80% of Tuition 100% of Fees</td>
</tr>
<tr>
<td>After Week 2 of Session (June 15-19, 2020)</td>
<td>No Refund of Tuition or Fees</td>
<td>No Deferrals</td>
</tr>
</tbody>
</table>

### Fifth & Sixth Course Discount

If you are in the 500, 600, or 700 Level and choose to take more than 4 core classes, you will receive a $100 discount on each additional class over 4 classes.
How to Pay Online –
Non-US Bank Wire or Non-US Credit/Debit Card

If you have a problem with Online Payment, please contact the Language Institute.

Georgia Tech Language Institute has partnered with Flywire to provide our international students with an easy and secure method to send international payments from your home country.

Flywire allows you to:
- Pay from almost any country and any bank
- Avoid unexpected bank fees and ensure the best exchange rate with Flywire’s Best Price Guarantee
- Track your payments from start to finish
- Access dedicated multilingual customer support

How to Make a Payment

1. Go to [www.gatechesl.flywire.com](http://www.gatechesl.flywire.com). Enter your country origin and payment amount.

2. Select your preferred payment method from the options provided. Options may include bank transfer, debit/credit card in your home currency, electronic payment, or other local options.

3. Create your account or log into your existing Flywire account, then enter some basic information to initiate your payment booking.

4. Follow the instructions provided to send the funds to Flywire. Depending on your bank, payment may be made through online banking, in person, or over the phone. For debit/credit payments, enter your card details online to complete the payment in your home currency.

5. Track your payment from start to finish with your student dashboard and access Flywire’s Customer Support Team at any time.

Note: You cannot use a U.S. bank account or credit card to pay through Flywire.
How to Pay Online –
US Bank Account or US Credit Card

If you have a problem with Online Payment, please contact the Language Institute.

| Student Login | o Go to www.buzzport.gatech.edu
| o Click on: Login
| o Type in your username and password
| Home Page | o On the REGISTRATION AND STUDENT SERVICES (Oscar) block
| o Click Pay Now-Bursar
| o Review your Account Summary information and Amount Due
| Payments Tab | o Click Make a Payment
| o Click Pay
| o Click Step 1: Select a Payment Method
| o Click on Electronic Check (checking/savings), OR
| o Click on Credit Card (2.85% fee)
| o Click Go

| Electronic Check (Webcheck) - (NO Processing Fee) | Credit Card - 2.85% Processing Fee (American Express, Visa, MasterCard or Discover) |
| o Enter Bank Account information
| o Account Type = checking or savings
| o ABA Routing Number & Account number (click View Illustration or see illustration below)
| o Confirm Account Number – Enter account number again
| o Enter name on account
| o Enter billing address for account
| o Option to Save – Your account information will be stored securely to use again for a future payment
| o Save As (example: LI tuition)
| o Continue
| o Current Account Balance – Click on Pay Now
| o Select **LI Summer 2020** term
| o Enter payment amount and print receipt screen |
| o Please Confirm payment
| o Enter Payment Amount
| o Select **LI Summer 2020** for Term
| o Continue to PayPath (a new window opens)
| o Welcome, Select **LI Summer 2020** Term
| o Continue
| o Enter Payment Amount
| o Continue
| o Enter credit card & billing information
| o Continue
| o Review/update credit card & billing information
| o Submit payment
| o Receipt screen – you may print this screen or wait until you receive it by email.

**Electronic check** (You will need your U.S. bank account number and routing number)

![Image of a check with labeled routing number and account number]