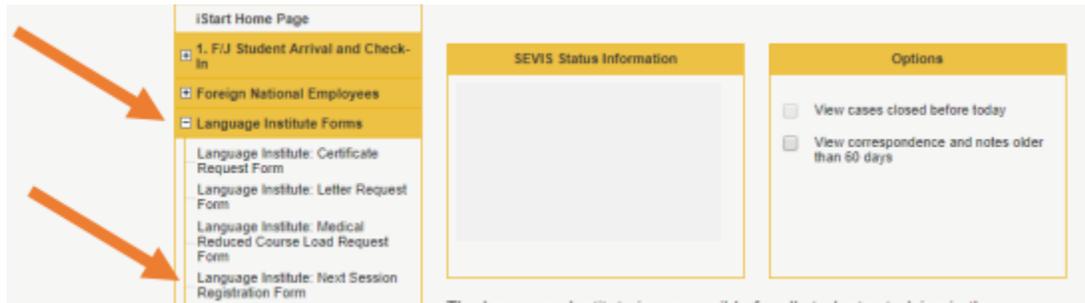


Intensive English Program Spring 1 2020 Registration

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 Spring 1 2020 IEP session.

You must submit the completed form no later than Friday, November 15.



Do you plan to study in the Spring 1 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**.

Come by the O'Keefe Building front desk or Room 108 if you have questions.

Spring 1 2020 - Advanced Courses for Specific Purposes

Advanced Grammar 2 (for level 700)

In this course, you will review and improve your ability to use complex grammar structures in English, including sentence patterns, contextually-appropriate pronoun use, adverb placement, adjective and noun clauses, parallel structure, phrasal modifiers, subjunctive forms, and conditionals. You will learn to identify the differences between the tone of written/academic (formal) and spoken/non-academic (informal) forms of English. You will have extensive practice using these in both written and spoken assignments.

Business Case Analyses (for level 500, 600 or 700)

In this course, you will focus on the case method for business. You will learn the five steps in case analysis and learn how to analyze a case individually and in your learning teams. You will also develop the ability to continually initiate on case analysis, learn the process of design thinking, and complete a prototype of a design in a competitive classroom. As much of the work in this course is group work, you will be expected to participate actively in your group not just by showing up but contributing in real and tangible ways.

Speaking English Improvisationally (for level 500, 600 or 700)

In order to communicate what you really want to say, you will learn to use appropriate intonation, pausing, and body language. In this class, you will use the tool of improvisation to help you “step into” American culture in a physically dynamic way that will help you cultivate skills for successful effective communication. You will learn to not just use English; you will learn to live the language.

TOEFL Preparation Plus (for level 500 or 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.

F1 Student SEVIS information

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. Then bring your **I-20** to the front desk. You should complete these steps **5 business days** before you need it. You can pick up your I-20 at the front desk within 2-3 business days.
- 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 **February 11, 2020**.
- If you did not successfully complete the session, you have 15 days to return home and need to leave the U.S. by **December 28, 2019**.

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? See Dawn Edwards in O'Keefe Room 108 or email dawn.edwards@pe.gatech.edu.

Georgia Tech Intensive English Program

Spring 1 2020

Payment Period: December 2-29, 2019

Late fees begin – December 30, 2019

All must submit Next Session Registration form in iStart: November 13-15

3 Easy Steps to Register!

1. **Complete the Future Plans in iStart now:**
 - 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 **Spring 1 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.

3. **Make your payment:**

Online Payments – See Attached Online Payment Instructions:

1. **Flywire** – Pay from your home country in your local currency with an International Bank Wire or International Credit/Debit Card. No processing fee.
2. **Credit Card Payment** – American Express, Visa, MasterCard, Discover. A 2.85% Processing Fee will be charged directly to your credit card account.
3. **Online Electronic Check payment** – U.S. bank account required. No processing fee.

In-Person Payments - Money Order or Bank Check ONLY (No Cash):

4. **Money Order or Cashier's Check payment** – Bring to Room 108

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 the last 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 Spring 1 2020 session.



Language Institute – Spring 1 2020 Continuing Students Tuition, Fees & Registration/Payment Process

F1 student = \$2,746.16	<u>Phase 1 Payment</u> December 2-29, 2019	<u>Phase 2 Payment</u> Beginning December 30, 2019	
Full-Time Study (4 classes)	Full-Time Students		
	Full-time tuition	\$2184	\$2284 ((\$2184 + \$100 Late Fee))
	Mandatory Fees:	Student Health Services	\$88.00
		Medical Insurance for F1 Visa Holders	\$419.16
		Computer Support Fee	\$55.00
Payment must be made by end of registration period			
Part-Time Study (1-3 classes)	Part-Time Students		
	Tuition Per Class	\$546	\$571 ((\$546 + \$25 Late Fee))
	Mandatory Fees:	Computer Support Fee	\$55.00
	Optional Fees:	Student Health services	\$88.00
	<u>You must pay tuition and fees by January 6, 2020</u>		

Refund/Deferral Policy

<u>Refund and Deferral Policy</u>	Time frame	Refund Percentage	Deferral Percentage
	Before Start of Session (Before January 6, 2020)	100% of Tuition 100% of Fees	100% of Tuition 100% of Fees
	Week 1 of Session (January 6-10, 2020)	87% of Tuition 100% of Fees	90% of Tuition 100% of Fees
	Week 2 of Session (January 13-17, 2020)	75% of Tuition 100% of Fees	80% of Tuition 100% of Fees
	After Week 2 of Session (January 18, 2020)	No Refund of Tuition or Fees	No Deferrals

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 – International Bank Wire or International Credit/Debit Card

If you have a problem with Online Payment, please come to Room 108A



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. 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 come to Room 108A

Student Login	<ul style="list-style-type: none"> ○ Go to www.buzzport.gatech.edu ○ Click on: Login ○ Type in your username and password
Home Page	<ul style="list-style-type: none"> ○ On the <u>REGISTRATION AND STUDENT SERVICES</u> (Oscar) block ○ Click Pay Now-Bursar ○ Review your Account Summary information and Amount Due
Payments Tab	<ul style="list-style-type: none"> ○ Click Make a Payment ○ Click Pay ○ Click Step 1: Select a Payment Method ○ Click on Electronic Check (checking/savings), OR ○ Click on Credit Card (2.85% fee) ○ Click Go

<p>Electronic Check (Webcheck) - (NO Processing Fee)</p> <ul style="list-style-type: none"> ○ Enter Bank Account information ○ Account Type = checking or savings ○ ABA Routing Number & Account number (click View Illustration or see illustration below) ○ Confirm Account Number – Enter account number again ○ Enter name on account ○ Enter billing address for account ○ Option to Save – Your account information will be stored securely to use again for a future payment ○ Save As (example: LI tuition) ○ Continue ○ Current Account Balance – Click on Pay Now ○ Select LI Spring 1 2020 term ○ Enter payment amount and print receipt screen 	<p>Credit Card - 2.85% Processing Fee (American Express, Visa, MasterCard or Discover)</p> <ul style="list-style-type: none"> ○ Please Confirm payment ○ Enter Payment Amount ○ Select LI Spring 1 2020 for Term ○ Continue to PayPath (a new window opens) ○ Welcome, Select LI Spring 1 2020 Term ○ Continue ○ Enter Payment Amount ○ Continue ○ Enter credit card & billing information ○ Continue ○ Review/update credit card & billing information ○ Submit payment ○ Receipt screen – you may print this screen or wait until you receive it by email.
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Electronic check (You will need your U.S. bank account number and routing number)



Routing Number Account Number