Intensive English Program Fall 2 2020 Plan Form

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 Fall 2 2020 IEP session.

You must submit the completed form ASAP and no later than this FRIDAY, September 11.

Do you plan to study in the Fall 2 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.
Fall 2020 – Advanced Courses for Specific Purposes

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.

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.

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.

W800 - Academic Writing for Graduate Students (for students that have passed Writing 700)
In this course, you will follow a semi-personalized approach to develop knowledge, skills, strategies, and techniques for linguistic expression that are relevant for graduate research writing in general as well as research writing in their specific field. You will engage in active analysis of published research writing to learn how to independently construct knowledge about the writing norms and accepted manners of expression in your field, and you will apply your knowledge through the completion of a variety of simulated research writing tasks.
**Traveling**
- If you want to be authorized to travel **outside the US** for the break, complete a Travel Authorization Form on [istart.gatech.edu](http://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 **$438.56 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](http://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 SEVIS **Transfer-In Form** have been received from the new school.
- 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 **December 8, 2020.**
- If you did not successfully complete the session, you have **15 days** to return home and need to leave the U.S. by **October 24, 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 & Fall 2020 Registration

3 EASY STEPS

1. COMPLETE THE FUTURE PLANS FORM IN ISTART NOW:
   Who & When? All IEP students must complete the form between Sept. 8-11, 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 Fall 2020 session.
   Go to I-Start Form Now

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: !! Payment Period: Monday, September 28 – Sunday, October 11 !!
   !! LATE FEES begin on Monday, October 12 !!

   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.

   Go to Flywire
   Go to GT E-Pay

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 Fall 2
2020 session.
Language Institute – Fall 2 2020 Continuing Students
Tuition, Fees & Registration/Payment Process

<table>
<thead>
<tr>
<th></th>
<th>Phase 1 Payment</th>
<th>Phase 2 Payment</th>
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<tbody>
<tr>
<td></td>
<td>Sept 28 – Oct 11</td>
<td>Beginning Oct 11</td>
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**Full-Time Study**
(4 classes)

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<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Full-time tuition</td>
<td>$2184</td>
<td>$2284 ($2184 + $100 Late Fee)</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>Student Health Services $88.00</td>
<td></td>
</tr>
<tr>
<td>Medical Insurance for F1 Visa Holders $438.56</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Support Fee</td>
<td>$55.00</td>
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**Par-Time Study**
(1-3 classes)

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<tr>
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</thead>
<tbody>
<tr>
<td>Tuition Per Class</td>
<td>$546</td>
<td>$571 ($546 + $25 Late Fee)</td>
</tr>
<tr>
<td>Optional Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Support Fee</td>
<td>$55.00</td>
<td></td>
</tr>
<tr>
<td>Student Health services</td>
<td>$88.00</td>
<td></td>
</tr>
</tbody>
</table>

You must pay tuition and fees by 2pm October 16 in order to receive your schedule of classes.

### Refund/Deferral Policy

<table>
<thead>
<tr>
<th>Refund and Deferral Policy</th>
<th>Timeframe</th>
<th>Refund Percentage</th>
<th>Deferral Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Before Start of Session</td>
<td>100% of Tuition 100% of Fees</td>
<td>100% of Tuition 100% of Fees</td>
</tr>
<tr>
<td></td>
<td>(Before Oct 19, 2020)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Week 1 of Session</td>
<td>87% of Tuition 100% of Fees (if not used)</td>
<td>90% of Tuition 100% of Fees</td>
</tr>
<tr>
<td></td>
<td>(Oct 19-23, 2020)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Week 2 of Session</td>
<td>75% of Tuition 100% of fees (if not used)</td>
<td>80% of Tuition 100% of Fees</td>
</tr>
<tr>
<td></td>
<td>(Oct 26-30, 2020)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>After Week 2 of Session</td>
<td>No Refund of Tuition or Fees</td>
<td>No Deferrals</td>
</tr>
<tr>
<td></td>
<td>(after Oct 30, 2020)</td>
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</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:
  o Pay from almost any country and any bank
  o Avoid unexpected bank fees and ensure the best exchange rate with Flywire’s Best Price Guarantee
  o Track your payments from start to finish
  o Access dedicated multilingual customer support

How to Make a Payment


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**
- Go to [www.buzzport.gatech.edu](http://www.buzzport.gatech.edu)
- Click on: Login
- Type in your username and password

**Home Page**
- On the REGISTRATION AND STUDENT SERVICES (Oscar) block
- Click Pay Now-Bursar
- Review your Account Summary information and Amount Due

**Payments Tab**
- 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

<table>
<thead>
<tr>
<th>Electronic Check (Webcheck) - (NO Processing Fee)</th>
<th>Credit Card - 2.85% Processing Fee (American Express, Visa, MasterCard or Discover)</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Enter Bank Account information</td>
<td>o Please Confirm payment</td>
</tr>
<tr>
<td>o Account Type = checking or savings</td>
<td>o Enter Payment Amount</td>
</tr>
<tr>
<td>o ABA Routing Number &amp; Account number (click View Illustration or see illustration below)</td>
<td>o Select <strong>LI Fall 2 2020</strong> for Term</td>
</tr>
<tr>
<td>o Confirm Account Number – Enter account number again</td>
<td>o Continue to PayPath (a new window opens)</td>
</tr>
<tr>
<td>o Enter name on account</td>
<td>o Welcome, Select <strong>LI Fall 2 2020 Term</strong></td>
</tr>
<tr>
<td>o Enter billing address for account</td>
<td>o Continue</td>
</tr>
<tr>
<td>o Option to Save – Your account information will be stored securely to use again for a future payment</td>
<td>o Enter Payment Amount</td>
</tr>
<tr>
<td>o Save As (example: LI tuition)</td>
<td>o Continue</td>
</tr>
<tr>
<td>o Continue</td>
<td>o Enter credit card &amp; billing information</td>
</tr>
<tr>
<td>o Current Account Balance – Click on Pay Now</td>
<td>o Continue</td>
</tr>
<tr>
<td>o Select <strong>LI Fall 2 2020 term</strong></td>
<td>o Review/update credit card &amp; billing information</td>
</tr>
<tr>
<td>o Enter payment amount and print receipt screen</td>
<td>o Submit payment</td>
</tr>
<tr>
<td></td>
<td>o Receipt screen – you may print this screen or wait until you receive it by email.</td>
</tr>
</tbody>
</table>

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

![Electronic Check Example](image)