

Intensive English Program Spring 2 2022 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 Spring 2 2022 IEP session.

You must submit the completed form ASAP and no later than this FRIDAY, Feb 4.



Do you plan to study in the Spring 2 2022 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 **IEP Current Student Registration for an Upcoming Session**

Questions about registration? Email coco.ke@pe.gatech.edu.

Spring 2 2022– Advanced Courses for Specific Purposes

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. **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 \$509.11 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 above**) 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 **May 1, 2022**
- If you did not successfully complete the session, you have **15 days** to return home and need to leave the U.S. by **March 19, 2022.**

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 Coco Ke at coco.ke@pe.gatech.edu

Georgia Tech Intensive English Program

Future Plan Form & Spring 2 2022 Registration

3 EASY STEPS

COMPLETE THE FUTURE PLANS FORM IN ISTART NOW:

Who & When? All IEP students must complete the form before **Feb 4**, *even if you do not plan to study*
Where? Go to Language Institute Forms and choose Language Institute Next Session Registration Form.

1.
 - **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 2 2022** session.

[Go to I-Start Form Now](#)

COMPLETE ALL OUTSTANDING IMMUNIZATION REQUIREMENTS:

2.
 - 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 Adria Motiwalla to make an appointment.
 - Go to your immunization appointment.

MAKE YOUR PAYMENT:

!! Payment Period: Monday, Feb 14 – Sunday, March 6!!

!! LATE FEES begin on Monday, March 7 !!

Online Payments – See Attached Online Payment Instructions:

3.
 - 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.

[Go to Flywire](#)

- B. **Credit Card Payment** – American Express, Visa, MasterCard, Discover. A 2.85% Processing Fee will be charged directly to your credit card account.

[Go to GT E-Pay](#)

- 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 Spring 2 2022 session.



**Language Institute – Spring 2 2022 Continuing Students
Tuition, Fees & Registration/Payment Process**

	<u>Phase 1 Payment</u> Feb 14 – March 6	<u>Phase 2 Payment</u> Beginning March 7
Full-Time Study (4 classes)		
Full-time tuition	\$2184	\$2284 (\$2184 + \$100 Late Fee)
Mandatory Fees	Student Health Services	\$88.00
	Medical Insurance for F1 Visa Holders	\$509.11
	Computer Support Fee	\$55.00
Par-Time Study (1-3 classes)		
Tuition Per Class	\$546	\$571 (\$546 + \$25 Late Fee)
Mandatory Fees	Computer Support Fee	\$55.00
Optional Fees	Student Health services	\$88.00
You must pay tuition and fees by 2pm March 10 in order to receive your schedule of classes.		

Refund/Deferral Policy

Timeframe	Refund Percentage	Deferral Percentage
Before Start of Session (Before March 14, 2022)	100% of Tuition 100% of Fees	100% of Tuition 100% of Fees
Week 1 of Session (March 14-18, 2022)	87% of Tuition 100% of Fees <i>(if not used)</i>	90% of Tuition 100% of Fees
Week 2 of Session (March 21-25, 2022)	75% of Tuition 100% of fees <i>(if not used)</i>	80% of Tuition 100% of Fees
After Week 2 of Session (after March 25, 2022)	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 – 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. 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	<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 2022 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 2022 for Term ○ Continue to PayPath (a new window opens) ○ Welcome, Select LI Spring 2022 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