Register Now for the Spring 1 2017 Session
January 9-March 3, 2017 (Classes will begin on Tuesday, January 10)

How do I register?
Complete this form and return to the Language Institute. The deadline to submit this form is Friday, December 16. If you are not sure what to check, come to Room 108 in the O’Keefe Building.

Choose 1:

☐ Please register me for the Spring 1 2017 session.

☐ Do not register me for the Spring 1 2017 session. (Please complete the brief survey on the back of this page if you will not be returning to the Language Institute.)

☐ For F1 students only: I want to take an Authorized Break and stay in the United States. (Kate will reply to you via email.)

☐ Please register me for the Spring 2 2017 session.

Now let us know what classes you want to take by circling the boxes. Please note that the courses you can take will depend on the final grades from your classes this session. The Specific Purposes Track courses often fill up quickly, so be sure to register early if you plan to take one or more of them.

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Specific Purpose Track Courses

| Communication Skills Through Online Gaming | For 500, 600, 700 Level Students Only |
| Service Learning | |
| Team Leadership | |
| TOEFL Prep Plus | |
| Advanced Grammar 2 | For 600 and 700 Level Students Only |
| American Literature | |
Specific Purpose Track Courses – Spring 1 2017

**Advanced Grammar 2 (for level 600 or 700; must have passed Advanced Grammar 1)**
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.

**American Literature (for level 600 or 700)**
In this course, you will enhance your understanding of U.S. culture by reading samples of classic and contemporary North American short stories, poems, plays, and novel excerpts. You will develop your ability to read, discuss, and analyze the settings, plots, and characters of various works while identifying the use of literary terms and devices. By independently and conscientiously completing at least three hours of weekly reading and vocabulary homework, you will increase both your active and passive vocabulary that may be encountered on standardized tests, in university classes, and in casual conversations. You will also see how some works of famous American literature have been brought to life on TV, in films, and on the stage.

**Communication Skills Through Online Gaming (for level 500 or 600 or 700)**
This online gaming course is designed to help you develop various aspects of your communication ability in English while enjoying an exciting and entertaining gaming experience. This course targets all four communication skills using the content provided by the popular, free-to-download League of Legends gaming software. The course targets the four skills in the following manner: for reading through reading comprehension, vocabulary learning, and register awareness (the League of Legends lore is replete with literary elements and register-specific discourse features; in writing you will improve your ability to summarize, describe, and paraphrase; in speaking develops student’s critical thinking skills as students discuss gaming strategies as well as social issues relating video-gaming with violence and addiction; and in listening comprehension, you will listen to tutorial instructions and take part in real-time game play against their peers.

**Service Learning (for level 500, 600 or 700)**
This is an upper-level service-learning English course. ‘Service-learning’ is an established university strategy that enhances student learning while meeting community-identified needs. For English language learning, service-learning provides a workplace setting for applying language skills, as well as knowledge and appreciation of a local Atlanta community and its residents. In this course you will examine causes and effects of poverty for children in the U.S. and you will work with children and staff at Boys and Girls Clubs USA to identify and support the learning goals for a special learning support program for children.

**Team Leadership (for level 500, 600 or 700)**
In this course, you will focus on three areas: project management, leadership skills and training and team building. The ultimate goal of the course is for students to develop skills in project management, leadership and team building and use those skills in creating clubs for students at the Language Institute to participate in. Students will create and run a club. You will learn the skills necessary in project management including recruiting members, creating a charter/vision for the club, holding meetings and implementing activities for the club. Through teamwork, you will develop your leadership and collaboration skills.

**TOEFL Preparation Plus (for level 500, 600 or 700)**
This is a course designed to prepare you for the IBT TOEFL Exam. You will receive an overview of all skills, question types and ample opportunities to practice each skill area. You will also learn tips and strategies for improving your score in each skill area.
F1 Student SEVIS information

Traveling
- If you want to be authorized to travel outside the US for the break, bring your I-20 and roundtrip plane ticket to the front desk 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 $354 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, it should be submitted to Kate or Greg along with a transfer out request form. 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 14, 2017.
- If you did not successfully complete the session, you have 15 days to return home and need to leave the U.S. by December 31, 2016.

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 $290 and typically takes 3-5 months.

07/07/2015
Everyone needs to fill out the Future Plans Form

3 Easy Steps to Register!

1. Complete the Future Plans form now:
   - To register, check the first box on the registration form.
   - If you are not going to study in Spring 1, check the 2nd box. (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 2017 session.

2. Complete all outstanding immunization requirements by doing the following:
   - View your medical status on www.immunizations.health.gatech.edu.
   - If you have any requirements in RED, make an appointment for the Student Health Center in Room 106, or go to a county health department or your doctor to get the required immunizations.
   - Upload document(s) of completion on www.immunizations.health.gatech.edu.
   - Take a screen shot of your updated immunization status and bring it to Room 106.

3. Make your payment online or in person:

   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 2.75% Processing Fee 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 Check payment – Bring to Room 108

You must turn in the registration form, complete all medical requirements, and make your payment to complete your registration. Please note that you will need to complete the 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 2017 session.
Language Institute – Spring 1 2017 Continuing Students
Tuition, Fees & Registration/Payment Process

<table>
<thead>
<tr>
<th>Phase 1 Payment</th>
<th>Phase 2 Payment</th>
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<tbody>
<tr>
<td>December 5, 2016 – January 2, 2017</td>
<td>After January 2, 2017</td>
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**Full-Time Students**

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<td>Mandatory Fees:</td>
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<td>Medical Insurance for F1 Visa Holders</td>
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<tr>
<td>Computer Support Fee</td>
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*Payment must be made by end of registration period*

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<td>Optional Fees:</td>
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<tr>
<td>Student Health services</td>
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*You must pay tuition and fees by January 9, 2017*

**Refund/Deferral Policy**

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<th>Timeframe</th>
<th>Refund Percentage</th>
<th>Deferral Percentage</th>
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<tbody>
<tr>
<td>Before Start of Session (Before January 9, 2017)</td>
<td>100% of Tuition 100% of Fees</td>
<td>100% of Tuition 100% of Fees</td>
</tr>
<tr>
<td>Week 1 of Session (January 9-13, 2017)</td>
<td>87% of Tuition 100% of Fees</td>
<td>90% of Tuition 100% of Fees</td>
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<tr>
<td>Week 2 of Session (January 16-20, 2017)</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 (January 21, 2017)</td>
<td>No Refund of Tuition or Fees</td>
<td>No Deferrals</td>
</tr>
</tbody>
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**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


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 by 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 | 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 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 (2.75% fee)  
| Click Go |

### Electronic Check (Webcheck) - (NO Processing Fee)
- 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 2017 term**  
- Enter payment amount and print receipt screen

### Credit Card - 2.75% Processing Fee (American Express, Visa, MasterCard or Discover)
- Please Confirm payment  
- Enter Payment Amount  
- Select **LI Spring 1 2017** for Term  
- Continue to PayPath (a new window opens)  
- Welcome, Select **LI Spring 1 2017 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.

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