Register Now for the Fall 2 2017 Session
October 23-December 15, 2017 (Classes will begin on Tuesday, October 24)

How do I register? Complete this form and return to the Language Institute. The deadline to submit this form is Friday, October 6th. If you are not sure what to check, come to Room 108 in the O’Keefe Building.

Choose 1:

☐ Please register me for the Fall 2 2017 session.

☐ Do not register me for the Fall 2 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. I have not had a break for 9 months (Kate will reply to you via email.)

☐ Please register me for the Spring 1 2018 (Jan 8-Mar 2, 2018), I’m going home for Fall 2.

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

- IELTS Prep Plus (new)
- Service Learning for Sustainable Futures For 500, 600, 700 Level Students Only
- Integrated Academic Vocabulary
- Team Leadership
- Advanced Grammar 2 For 700 Level Students Only
**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.

**IELTS Preparation Plus** (for level 500, 600 or 700)
This course is designed to prepare students for the IELTS exam. There will be an overview of what to expect on the exam and a focus on effective techniques for completing the reading, writing, listening and speaking sections. Students will also take practice tests and will get individual feedback and advice from the instructor.

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

**Service Learning for Sustainable Futures** (for level 500, 600 or 700)
Are you interested in getting out of the classroom and learning about sustainability? This course is for you! We mix reading up-to-date articles about ecology, economics, and social issues with discussion, a little writing and a lot of speaking and listening. Students will learn from exciting work at GaTech in sustainability and have a chance to meet GaTech students. To apply this learning, students will do 6-10 hours of community service, working with children or in the local environment (you will have choices).

**Team Leadership** (for level 500 or 600 or 700)
In this course, students will develop skills in project management, leadership and team building and use those skills in creating, promoting, recruiting for, and coordinating activities for a student club. Students will work on teams throughout the course and coordinating student clubs at the Language Institute. Through the process of creating and running the club, students will develop and practice the language skills of reading, writing, speaking, and listening.
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 **$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, 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 **December 12, 2017**.
- If you did not successfully complete the session, you have 15 days to return home and need to leave the U.S. by **October 28, 2017**.

**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.
Georgia Tech Intensive English Program

Fall 2 2017
Payment Period: October 2, 2017 – October 15, 2017
Late fees begin – October 16, 2017

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 Fall 2, 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 Fall 2 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 immunization(s).
   • 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 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 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 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 Fall 2 2017 session.
**Language Institute – Fall 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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</thead>
<tbody>
<tr>
<td>October 2, 2017 – October 15, 2017</td>
<td>After October 15, 2017</td>
</tr>
</tbody>
</table>

**Full-Time Students**

<table>
<thead>
<tr>
<th>Category</th>
<th>Phase 1 Payment</th>
<th>Phase 2 Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-time tuition</strong></td>
<td>$2184</td>
<td>$2284 ($2184 + $100 Late Fee)</td>
</tr>
</tbody>
</table>

**Mandatory Fees:**
- Student Health Services: $82.00
- Medical Insurance for F1 Visa Holders: $371.00
- Computer Support Fee: $55.00

**Part-Time Study (1-3 classes)**

<table>
<thead>
<tr>
<th>Category</th>
<th>Phase 1 Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Per Class</strong></td>
<td>$546</td>
</tr>
</tbody>
</table>

**Mandatory Fees:**
- Computer Support Fee: $55.00

**Optional Fees:**
- Student Health services: $82.00

**Payment must be made by end of registration period**

**Refund/Deferral Policy**

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Refund Percentage</th>
<th>Deferral Percentage</th>
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<tbody>
<tr>
<td>Before Start of Session</td>
<td>100% of Tuition</td>
<td>100% of Tuition</td>
</tr>
<tr>
<td>(Before October 23, 2017)</td>
<td>100% of Fees</td>
<td>100% of Fees</td>
</tr>
<tr>
<td>Week 1 of Session</td>
<td>87% of Tuition</td>
<td>90% of Tuition</td>
</tr>
<tr>
<td>(October 23-27, 2017)</td>
<td>100% of Fees</td>
<td>100% of Fees</td>
</tr>
<tr>
<td>Week 2 of Session</td>
<td>75% of Tuition</td>
<td>80% of Tuition</td>
</tr>
<tr>
<td>(Oct. 30-Nov. 3, 2017)</td>
<td>100% of Fees</td>
<td>100% of Fees</td>
</tr>
<tr>
<td>After Week 2 of Session</td>
<td>No Refund of Tuition or</td>
<td>No Deferrals</td>
</tr>
<tr>
<td>(Nov. 3, 2017)</td>
<td>Fees</td>
<td></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 –
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  
|                | 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 |

<table>
<thead>
<tr>
<th>Electronic Check (Webcheck) - (NO Processing Fee)</th>
<th>Credit Card - 2.75% Processing Fee (American Express, Visa, MasterCard or Discover)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Bank Account information</td>
<td>Please Confirm payment</td>
</tr>
<tr>
<td>Account Type = checking or savings</td>
<td>Enter Payment Amount</td>
</tr>
<tr>
<td>ABA Routing Number &amp; Account number (click View Illustration or see illustration below)</td>
<td>Select LI Fall 2 2017 for Term</td>
</tr>
<tr>
<td>Confirm Account Number – Enter account number again</td>
<td>Continue to PayPath (a new window opens)</td>
</tr>
<tr>
<td>Enter name on account</td>
<td>Welcome, Select LI Fall 2 2017 Term</td>
</tr>
<tr>
<td>Enter billing address for account</td>
<td>Continue</td>
</tr>
<tr>
<td>Option to Save – Your account information will be stored securely to use again for a future payment</td>
<td>Enter credit card &amp; billing information</td>
</tr>
<tr>
<td>Save As (example: LI tuition)</td>
<td>Continue</td>
</tr>
<tr>
<td>Current Account Balance – Click on Pay Now</td>
<td>Review/update credit card &amp; billing information</td>
</tr>
<tr>
<td>Select <strong>LI Fall 2 2017 term</strong></td>
<td>Submit payment</td>
</tr>
<tr>
<td>Enter payment amount and print receipt screen</td>
<td>Receipt screen – you may print this screen or wait until you receive it by email.</td>
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</table>

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

![Routing Number and Account Number on a check](image)