Register Now for the Spring 1 2018 Session
January 8 – March 2, 2018 (Classes will begin on Tuesday, January 9)

How do I register? Complete this form and return to the Language Institute. The deadline to make changes to this form is Friday, December 15. If you are not sure what to check, come to Rm 108A in the O’Keefe Bldg.

Choose 1:
- Please register me for the Spring 1 2018 session.
- Do not register me for the Spring 1 2018 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: If you have not had a break in 9 months, you can request an Authorized Break and stay in the United States. (Kate will advise you if ok via email.)

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 fill up quickly, so be sure to register early if you plan to take one or more of them.

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<th>100</th>
<th>200</th>
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**Specific Purpose Track Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Level Restrictions</th>
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<tbody>
<tr>
<td>Admissions 101</td>
<td>For 600 or 700 Level Students Only</td>
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<tr>
<td>Blogging for a World Audience</td>
<td>For 500 or 600 or 700 Level Students Only</td>
</tr>
<tr>
<td>Current Events</td>
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<tr>
<td>TOEFL Prep Plus</td>
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</tbody>
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Student Exit Survey

1) WHAT SESSION DID YOU FIRST START THE IEP? (Please check only one session and one year)

Year: □ 2014 □ 2015 □ 2016 □ 2017
Session: □ Spring 1 □ Spring 2 □ Summer □ Fall 1 □ Fall 2

2) WHAT IS NEXT FOR YOU? (Please check only one)

□ Returning to home country to work
   Departure Date: __________________________

□ Returning to home country to continue school
   Departure Date: __________________________

□ Transferring to another ESL program in US
   School name: __________________________

□ Beginning an undergraduate degree program in US
   School name: __________________________

□ Beginning a graduate degree program in US
   School name: __________________________

□ Other ______________________________________

3) DID OUR PROGRAM MEET YOUR EXPECTATIONS?

□ Yes □ No

If "no" please explain in the box below

______________________________

4) HOW COULD WE IMPROVE OUR PROGRAM FOR FUTURE STUDENTS?

______________________________

WE LIKE TO KEEP CONTACT WITH OUR FORMER STUDENTS. WHAT IS THE BEST WAY TO CONTACT YOU IN THE FUTURE?

Email ____________________________ Other ____________________________
Advanced Courses for Specific Purposes

Admissions 101 (for level 600 or 700)

In this course you will learn about the process of applying to an American University. You will gain a better understanding of how the U.S. higher education system works and how the application process differs depending on the program you are applying to. You will develop your own plan for finding the right program for you and for identifying the steps of the admission process.

Blogging for a World Audience (for level 600 or 700)

In this blogging course, you will experiment with sharing your unique vision by writing expressively for your classmates and an internet audience. You will have the opportunity to communicate your views in English as you build a blog based on the mission statement of your own making. In addition to developing a guiding metaphor (a picture or photo that reinforces your mission statement), you will learn basic blogging skills such as linking to resources, uploading photos, monitoring statistics, and selecting suitable colors and images for the overall blog design. You will be expected to read and comment on each other’s blogs, perform your work orally, and possibly record and post your audio or video recordings.

Current Events (for level 500 or 600 or 700)

Are you interested in what’s going on locally, domestically, globally? If you are, this class will help you to improve all your language skills—reading, speaking, listening, and writing—by concentrating on one or more current topics, including ones selected by you and your classmates. You will read newspaper and magazine stories on these topics, listen to and watch news reports, and visit web sites. You will keep a personal blog on the topics that will be used to guide classroom discussion and your projects. As part of the course, you will also learn how to interview and report news events (video), as well as write opinion columns, reviews and feature articles (newsletter). Throughout the course, you will work on editing the news videos you record and, at the end of the course, we will select your best videos and post them onto the Language Institute’s official YouTube channel.

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. Tips and strategies will also be examined for each skill area.
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 **February 13, 2018**.
- If you did not successfully complete the session, you have 15 days to return home and need to leave the U.S. by **December 30, 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

Spring 1 2018
Payment Period: December 4 – December 31, 2017
Late fees begin – January 1, 2018

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 2018 session.

2. Complete all outstanding immunization requirements by doing the following:
   • View your medical status on [www.immunizations.health.gatech.edu](http://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](http://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 Spring 1 2018 session.
Language Institute – Spring 1 2018 Continuing Students
Tuition, Fees & Registration/Payment Process

<table>
<thead>
<tr>
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<th>Phase 1 Payment December 4 – 31, 2018</th>
<th>Phase 2 Payment After December 31, 2017</th>
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<tr>
<td><strong>Full-Time Study</strong></td>
<td><strong>Full-Time Students</strong></td>
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<tr>
<td><strong>4 classes</strong></td>
<td><strong>$2184</strong></td>
<td><strong>$2284</strong></td>
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<tr>
<td></td>
<td>(Full-time tuition)</td>
<td>($2184 + $100 Late Fee)</td>
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<td></td>
<td><strong>Mandatory Fees:</strong></td>
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<tr>
<td></td>
<td>Student Health Services</td>
<td>$82.00</td>
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<tr>
<td></td>
<td>Medical Insurance for F1 Visa Holders</td>
<td>$371.00</td>
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<tr>
<td></td>
<td>Computer Support Fee</td>
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<tr>
<td></td>
<td><strong>Payment must be made by end of registration period</strong></td>
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<tr>
<td></td>
<td><strong>Part-Time Study</strong></td>
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<tr>
<td><strong>1-3 classes</strong></td>
<td><strong>Part-Time Students</strong></td>
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<tr>
<td></td>
<td><strong>Tuition Per Class</strong></td>
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<td></td>
<td>$546</td>
<td>($546 + $25 Late Fee)</td>
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<td></td>
<td><strong>Mandatory Fees:</strong></td>
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<td></td>
<td>Computer Support Fee</td>
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<td></td>
<td><strong>Optional Fees:</strong></td>
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<td></td>
<td>Student Health services</td>
<td>$82.00</td>
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You must pay tuition and fees by January 8, 2018

**Refund/Deferral Policy**

<table>
<thead>
<tr>
<th>Refund and Deferral Policy</th>
<th>Timeframe</th>
<th>Refund Percentage</th>
<th>Deferral Percentage</th>
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<tbody>
<tr>
<td></td>
<td>Before Start of Session</td>
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<td>100% of Tuition</td>
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<tr>
<td></td>
<td>(Before January 8, 2018)</td>
<td>100% of Fees</td>
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<td></td>
<td>Week 1 of Session</td>
<td>87% of Tuition</td>
<td>90% of Tuition</td>
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<td>(January 8-12, 2018)</td>
<td>100% of Fees</td>
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<td></td>
<td>Week 2 of Session</td>
<td>75% of Tuition</td>
<td>80% of Tuition</td>
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<td>(January 16-19, 2018)</td>
<td>100% of Fees</td>
<td>100% of Fees</td>
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<td>After Week 2 of Session</td>
<td>No Refund of Tuition or Fees</td>
<td>No Deferrals</td>
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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 | o Go to [www.buzzport.gatech.edu](http://www.buzzport.gatech.edu)  
| o Click on: Login  
| o **Type in your username and password** |  
| Home Page | o On the REGISTRATION AND STUDENT SERVICES block  
| o Click Pay Now-Bursar  
| o Review your Account Summary information and Amount Due |  
| Payments Tab | o Click Make a Payment  
| o Click Pay  
| o Click Step 1: Select a Payment Method  
| o Click on Electronic Check (checking/savings), **OR**  
| o Click on Credit Card (2.75% fee)  
| o Click Go |  

| **Electronic Check (Webcheck) - (NO Processing Fee)** | **Credit Card - 2.75% Processing Fee (American Express, Visa, MasterCard or Discover)** |  
| o Enter Bank Account information  
| o Account Type = checking or savings  
| o ABA Routing Number & Account number (click View Illustration or see illustration below)  
| o Confirm Account Number – Enter account number again  
| o Enter name on account  
| o Enter billing address for account  
| o Option to Save – Your account information will be stored securely to use again for a future payment  
| o Save As (example: LI tuition)  
| o Continue  
| o Current Account Balance – Click on Pay Now  
| o Select **LI Spring 1 2018 term**  
| o Enter payment amount and print receipt screen | o Please Confirm payment  
| o Enter Payment Amount  
| o Select **LI Spring 1 2018** for Term  
| o Continue to PayPath (a new window opens)  
| o Welcome, Select **LI Spring 1 2018 Term**  
| o Continue  
| o Enter Payment Amount  
| o Continue  
| o Enter credit card & billing information  
| o Continue  
| o Review/update credit card & billing information  
| o Submit payment  
| o 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)