Register Now for the Spring 2 2018 Session
March 12 - May 4, 2018 (Classes will begin on Tuesday, March 13)

How do I register? Complete this form and return to the Language Institute. The deadline to make changes to this form is Wednesday, March 14. 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 2 2018 session.

☐ Do not register me for the Spring 2 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 Purpose 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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### Specific Purpose Track Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Level Requirements</th>
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<tbody>
<tr>
<td>IELTS Preparation Plus</td>
<td>For 500 or 600 or 700 Level Students Only</td>
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<tr>
<td>Business Case Analyses</td>
<td></td>
</tr>
<tr>
<td>Service Learning for Sustainable Futures</td>
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<tr>
<td>Vocabulary Development for Standardized Tests</td>
<td>For 600 or 700 Level Students Only</td>
</tr>
<tr>
<td>GRE Writing Plus</td>
<td>For 700 Level, and passed 600 Reading &amp; Writing</td>
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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:  
- □ 2015  
- □ 2016  
- □ 2017  
- □ 2018

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
  
- □ Returning to home country to continue school  
  
- □ Transferring to another ESL program in US  
  
- □ Beginning an undergraduate degree program in US  
  
- □ Beginning a graduate degree program in US  
  
- □ Other  

Departure Date: ____________________________  
Departure Date: ____________________________  
School name: ______________________________  
School name: ______________________________  
School name: ______________________________

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 ____________________________

Future Plans 201822 form
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.

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.

Service Learning for Sustainable Futures (for level 500 or 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.

GRE Writing Plus (For students at the 700 Level, and passed 600 Reading & Writing)

In this course, you will develop writing knowledge, skills, and strategies that are essential for improving your performance in both sections of the Analytical Writing section of the GRE. You will also develop critical thinking and reasoning skills and strategies that are the necessary starting point for being able to produce written texts like those required by the GRE. You will develop the following abilities: analyze writing prompts; identify potential writing positions within those prompts; strategically select the writing position that best suits your own knowledge base and the time constraints of the task; quickly plan an essay that includes specific, and well thought out examples and details; compose a four paragraph essay that is designed to allow writers to demonstrate all of the skills required by the GRE; and evaluate essays in relation to GRE criteria.

Vocabulary Development for Standardized Tests (for level 600 or 700)

Vocabulary acquisition is essential for students to succeed academically and to score well on standardized tests. The purpose of this course will be to enhance your vocabulary knowledge specifically related to test vocabulary and to develop skills for how to answer vocabulary questions on standardized tests. You will be exposed to 400 words that have been researched and found to be most common on standardized tests. You will learn pre-test strategies for how you can acquire vocabulary like by learning parts of speech and homonyms. You will also acquire during-test strategies for how you can answer vocabulary test questions when you know or do not know the word by utilizing context clues and inferences, for example. Lastly, you will increase your awareness of the various types of vocabulary questions.
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 May 1, 2018.
- If you did not successfully complete the session, you have 15 days to return home and need to leave the U.S. by March 17, 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.
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 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 Spring 2 2018 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 Spring 2 2018 session.
Language Institute – Spring 2 2018 Continuing Students
Tuition, Fees & Registration/Payment Process

<table>
<thead>
<tr>
<th></th>
<th>Phase 1 Payment February 19-Mar 4, 2018</th>
<th>Phase 2 Payment After March 4, 2018</th>
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</thead>
<tbody>
<tr>
<td><strong>Full-Time Study (4 classes)</strong></td>
<td><strong>Full-Time Students</strong></td>
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</tr>
<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 $82.00</td>
<td>Medical Insurance for F1 Visa Holders $371.00</td>
</tr>
<tr>
<td></td>
<td>Medical Insurance for F1 Visa Holders</td>
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<tr>
<td></td>
<td>Computer Support Fee $55.00</td>
<td></td>
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<tr>
<td>Payment must be made by end of registration period</td>
<td></td>
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<tr>
<td><strong>Part-Time Study (1-3 classes)</strong></td>
<td><strong>Part-Time Students</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition Per Class</td>
<td>$546</td>
<td>$571 ($546 + $25 Late Fee)</td>
</tr>
<tr>
<td>Mandatory Fees:</td>
<td>Computer Support Fee $55.00</td>
<td></td>
</tr>
<tr>
<td>Optional Fees:</td>
<td>Student Health services</td>
<td>$82.00</td>
</tr>
<tr>
<td>You must pay tuition and fees by March 12, 2018</td>
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Refund/Deferral Policy

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<thead>
<tr>
<th>Timeframe</th>
<th>Refund Percentage</th>
<th>Deferral Percentage</th>
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</thead>
<tbody>
<tr>
<td>Before Start of Session (Before March 12, 2018)</td>
<td>100% of Tuition 100% of Fees</td>
<td>100% of Tuition 100% of Fees</td>
</tr>
<tr>
<td>Week 1 of Session (March 12-16, 2018)</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 (March 19-23, 2018)</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 (March 24, 2018)</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 | 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)
- 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 2 2018 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 2 2018** for Term
- Continue to PayPath (a new window opens)
- Welcome, Select **LI Spring 2 2018 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)

![Routing Number and Account Number](image_url)