Intensive English Program Spring 1 2019 Registration

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 1 2019 IEP session.

You must submit the completed form no later than Friday, November 30.

Do you plan to study in the Spring 1 2019 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 Midterm Registration for Current IEP Students link in the Help section to see pictures showing how to complete the Language Institute Next Session Registration Form.

Come by the O’Keefe Building front desk or Room 108 if you have questions.
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.

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.

Current Events (for level 500, 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.

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.

Speaking English Improvisationally (for level 500, 600 or 700)

In order to communicate what you really want to say, you will learn to use appropriate intonation, pausing, and body language. In this class, you will use the tool of improvisation to help you “step into” American culture in a physically dynamic way that will help you cultivate skills for successful effective communication. You will learn to not just use English; you will learn to live the language.
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 12, 2019.
- If you did not successfully complete the session, you have 15 days to return home and need to leave the U.S. by December 29, 2018.

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.
3 Easy Steps to Register!

1. **Complete the Future Plans in iStart now:**
   - Go to Language Institute Forms and choose Language Institute Next Session Registration Form.
   - 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 2019** session.

2. **Complete all outstanding immunization requirements:**
   - 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 Linda Dougherty to make an appointment.
   - Go to your immunization appointment.

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 2.85% 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 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 the last 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 2019** session.
### Tuition, Fees & Registration/Payment Process

| F1 student = $2,737 | **Phase 1 Payment**  
Dec. 3-30, 2018 | **Phase 2 Payment**  
Beginning Dec. 31, 2018 |
|---------------------|-------------------------|-----------------------------|
| **Full-Time Study**  
(4 classes) | **Full-Time Students** | **Part-Time Students** |
| Full-time tuition | $2184 | $2284  
($2184 + $100 Late Fee) |
| Mandatory Fees: | Student Health Services  
Medical Insurance for F1 Visa Holders  
Computer Support Fee | $84.00  
$414.00  
$55.00 |

Payment must be made by end of registration period

| Part-Time Study  
(1-3 classes) | **Tuition Per Class** | $546  
($546 + $25 Late Fee) |
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Mandatory Fees:</td>
<td>Computer Support Fee</td>
<td>$55.00</td>
</tr>
<tr>
<td>Optional Fees:</td>
<td>Student Health services</td>
<td>$84.00</td>
</tr>
</tbody>
</table>

You must pay tuition and fees by January 7, 2019

### Refund/Deferral Policy

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Refund Percentage</th>
<th>Deferral Percentage</th>
</tr>
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</table>
| Before Start of Session  
(Before January 7, 2019) | 100% of Tuition  
100% of Fees | 100% of Tuition  
100% of Fees |
| Week 1 of Session  
(January 7-11, 2019) | 87% of Tuition  
100% of Fees | 90% of Tuition  
100% of Fees |
| Week 2 of Session  
(January 14-18, 2019) | 75% of Tuition  
100% of Fees | 80% of Tuition  
100% of Fees |
| After Week 2 of Session  
(January 19, 2019) | 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 – 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 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 come to Room 108A

<table>
<thead>
<tr>
<th>Student Login</th>
<th>Go to <a href="http://www.buzzport.gatech.edu">www.buzzport.gatech.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Click on: Login</td>
</tr>
<tr>
<td></td>
<td><strong>Type in your username and password</strong></td>
</tr>
<tr>
<td>Home Page</td>
<td>On the REGISTRATION AND STUDENT SERVICES block</td>
</tr>
<tr>
<td></td>
<td>Click Pay Now-Bursar</td>
</tr>
<tr>
<td></td>
<td>Review your Account Summary information and Amount Due</td>
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<tr>
<td>Payments Tab</td>
<td>Click Make a Payment</td>
</tr>
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<td></td>
<td>Click Pay</td>
</tr>
<tr>
<td></td>
<td>Click Step 1: Select a Payment Method</td>
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<tr>
<td></td>
<td>Click on Electronic Check (checking/savings), OR</td>
</tr>
<tr>
<td></td>
<td>Click on Credit Card (2.85% fee)</td>
</tr>
<tr>
<td></td>
<td>Click Go</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Electronic Check (Webcheck) - (NO Processing Fee)</strong></th>
<th><strong>Credit Card - 2.85% Processing Fee</strong> (American Express, Visa, MasterCard or Discover)</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Enter Bank Account information</td>
<td>o Please Confirm payment</td>
</tr>
<tr>
<td>o Account Type = checking or savings</td>
<td>o Enter Payment Amount</td>
</tr>
<tr>
<td>o ABA Routing Number &amp; Account number (click View Illustration or see illustration below)</td>
<td>o Select <a href="#">LI Spring 1 2019</a> for Term</td>
</tr>
<tr>
<td>o Confirm Account Number – Enter account number again</td>
<td>o Continue to PayPath (a new window opens)</td>
</tr>
<tr>
<td>o Enter name on account</td>
<td>o Welcome, Select <a href="#">LI Spring 1 2019 Term</a></td>
</tr>
<tr>
<td>o Enter billing address for account</td>
<td>o Continue</td>
</tr>
<tr>
<td>o Option to Save – Your account information will be stored securely to use again for a future payment</td>
<td>o Enter credit card &amp; billing information</td>
</tr>
<tr>
<td>o Save As (example: LI tuition)</td>
<td>o Continue</td>
</tr>
<tr>
<td>o Continue</td>
<td>o Review/update credit card &amp; billing information</td>
</tr>
<tr>
<td>o Current Account Balance – Click on Pay Now</td>
<td>o Submit payment</td>
</tr>
<tr>
<td>o Select <a href="#">LI Spring 1 2019 term</a></td>
<td>o Receipt screen – you may print this screen or wait until you receive it by email.</td>
</tr>
<tr>
<td>o Enter payment amount and print receipt screen</td>
<td></td>
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</tbody>
</table>

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

![Electronic Check Example](image)

Routing Number   Account Number