Continuing Student Application

2016-2017

Dear PALS Student,

Here is important information that you will need for the next session. **Fall Session I classes run from September 12 to October 28, 2016.**

1. **Registration Deadline**
   If you are going to attend the next session (Fall I):
   A. Fill out the attached application and sign it
   B. Bring your completed application and payment to the PALS Office by Friday, **August 12**

2. **Student Visa**
   If you have a student visa, you must register for the next session.
   **All F-1 students must attend full-time unless:**
   A. You will be out of the U.S. during the next session (submit Travel Endorsement Form).
   B. You have been admitted to another school (submit SEVIS Release, Acceptance Letter & Transfer Forms).
   C. You are returning to your home country (submit Withdrawal Form).

   **IMPORTANT:** If you are not going to continue next session, please notify the PALS Office. F-1 students must inform PALS so we can update your immigration records.

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### Costs:

- **Computer Fee (each 7-week session)**: $48.25*
- **Student School ID Fee**: $20.00
- **Express Mailing Fee (if applicable)**: $20.00 – $50.00
- **Health Insurance Fee (if applicable)**: $374.08 – $467.60*

#### EVERY 7 WEEKS

**Full Time:**
- INTENSIVE Tuition (21 hours) with one required elective: $1,750.00
- Advanced Academic Program (21 hours) with a 3-hour required elective: $1,750.00
- TOEFL Preparation Program (24 hours): $2,500.00
- IELTS Preparation Program (24 hours): $2,500.00

**Part Time:**
- 18 hours per week (**by permission only**): $1,600.00
- 15 hours per week: $1,450.00
- 12 hours per week: $1,300.00
- 9 hours per week: $1,150.00
- 6 hours per week: $1,000.00
- 3 hours per week: $850.00
- Introduction to TOEFL (3 hours): $300.00
- Introduction to IELTS (3 hours): $300.00
- TOEFL Workshop Course (6 hours): $600.00
- IELTS Workshop Course (6 hours): $600.00

**Electives Only:**
- 3 hours: $300.00
- 6 hours: $600.00

* Price subject to change
4. **Tuition Deadline**
The last day to pay tuition without a late fee is **Friday, August 12, 2016** but you can pay tuition (with a $100 late fee) before the last day of classes. Tuition can be paid from today until **Friday, August 12, 2016**.

Late Fee: Tuition paid after **Friday, August 12, 2016** will be charged a late fee of $100 unless arrangements have been made with the PALS Office before the deadline of **Friday, August 12, 2016**.

5. **Final Grades**
Final grades will be available to view on Blackboard, the on-line course management system. To access your grades you must visit: https://blackboard.rutgers.edu/webapps/login/. **From the Blackboard page you must login with your PALS username and password**; then click on “View Grades” in the Tools menu. Please inform us if you have any problems accessing Blackboard.

6. **Certificates**
If you want a certificate, transcript or letter of attendance, please request it at the PALS Office. Please allow 3 business days for your request to be processed.

7. **Schedules for Fall Session I**
You will be sent your class schedule after you have paid your tuition.

*Make sure the PALS Office has your correct e-mail and postal mailing address.* If you change your e-mail or postal address, you must notify the PALS Office immediately.

8. **Refunds**
See the refund policy below:

- Students who withdraw three business days prior to the first day of class will receive a full refund minus the application fee and placement exam fee.
- Students who withdraw days 1 to 5 of the session will receive a refund of 50%, minus the application fee and the placement exam fee.
- Students who withdraw after day 5 will not receive any refund.

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Classes begin on Monday, September 12, 2016.
APPLICATION FOR CONTINUING STUDENT ENROLLMENT 2016-2017

INSTRUCTIONS: Complete numbers 1 to 9

1. Name

____________________________  ________________________________
(Family Name)                   (First)                     (Middle)

2. Address and phone number in U.S. where we can contact you:

Name: ___________________________  E-mail: ___________________________

Address: __________________________________________________________

Telephone: ___________________________  Cellphone: ___________________________

3. Male [___]   Female [___]

4. Birth Date ________________________

(Month/ Day/ Year)

5. Country of Birth: __________________

6. Country of Citizenship: __________________

7. What is your current visa/immigration status? __________________

(Example: Green Card, F-1, F-2, B-1, etc.)

8. CALENDAR: Mark X on line below for session:

SESSIONS

REGISTRATION & PAYMENT

FALL I. SEPT. 12 – OCT. 28, 2016
FALL II. NOV. 03 – DEC. 23, 2016
SPR I.  JAN. 09 – FEB. 27, 2017
SPR II. MAR.06 – APR. 21, 2017
SUM I.  MAY 08 – JUNE 23, 2017
SUM II. JULY 05 – AUG. 22, 2017

August 12
October 13
December 14
February 15
April 10
June 16

9. REGISTRATIONS (F-1 students must take a minimum of 21 hours a week):

STATUS

Mark X next to your status (Choose one only):

Full Time (with Elective)   21 hours a week – 7 weeks

Advanced Academic Program (with Elective)   21 hours a week – 7 weeks

IELTS Preparation Program   24 hours a week – 7 weeks

TOEFL Preparation Program   24 hours a week – 7 weeks
PALS INTENSIVE COURSES

Mark X next to your courses (F-I students are required to take all four):
OFFERED ALL YEAR ROUND

____ Reading - 3 hours a week  ______ Grammar - 3 hours a week
Writing - 6 hours a week
Listening & Speaking - 6 hours a week

ELECTIVES

Mark X next to your choice of elective(s):

Session I Electives (Fall - September, Spring - January, Summer - May):
(Open to all levels) (Intermediate & Advanced) (Intermediate & Advanced)
Study Skills Accent Reduction Business English
____ 3 hours a week ______ 3 hours a week ______ 3 hours a week
Speaking Clearly S.T.E.M. Vocabulary University Bound
____ 3 hours a week ______ 3 hours a week ______ 3 hours a week

Session II Electives (Fall - November, Spring - March, Summer - July):
(Open to all levels) (Intermediate & Advanced) (Intermediate & Advanced)
American Culture Accent Reduction Medical English
____ 3 hours a week ______ 3 hours a week ______ 3 hours a week
Speaking Clearly Idioms
____ 3 hours a week ______ 3 hours a week

TEST PREPARATION ELECTIVES

These are offered for Intermediate and/or Advanced level students only:

Introduction to IELTS  IELTS Workshop
____ 3 hours a week ______ 6 hours a week
Introduction to TOEFL TOEFL Workshop
____ 3 hours a week ______ 6 hours a week
PALS POLICIES & REGULATIONS

GRADING POLICY: PALS uses the following grading system in our classes. In order for a student to successfully pass a course and move to the next level, it is recommended that a student earn a B or higher. However, students may proceed to the next level with a grade of C or higher. Any student receiving a D or F must repeat the course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
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<tr>
<td>B-</td>
<td>80-82</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>C</td>
<td>70-74</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
</tr>
</tbody>
</table>

ATTENDANCE POLICY: PALS students are expected to attend all scheduled class meetings. After the first two absences, one letter grade is deducted for each absence. Two late arrivals/early departures are equivalent to one absence. After five absences, the student is given an automatic F and must repeat the course.

Doctor and legal appointments should be scheduled outside of class time. Only serious medical emergencies will be considered as excused absences.

ACADEMIC POLICIES:

1. Academic Probation
   - Any student who fails to pass a course after 2 attempts is automatically placed on probation and must move down an academic level for that course.
   - Any student who has more than 2 unexcused absences per class in 3 or more courses per session may be placed on academic probation.
   - Any student who earns 3 or more failing grades (D or F) per session is automatically on academic probation.

2. Academic Dismissal
   - Once on probation for earning 3 or more failing grades, students have one additional session to improve their GPA; otherwise, they may be dismissed from the program.
   - Any student on academic probation due to attendance who has more than 2 unexcused absences may be dismissed and may have their visa terminated.
   - Any student who plagiarizes while on probation may be subject to dismissal.

PLAGIARISM POLICY: PALS upholds all Rutgers University ethical standards related to academic integrity, including plagiarism. Students who are caught plagiarizing may be expelled from PALS. For Rutgers Policy on Academic Integrity, please see: http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/
DISMISSAL POLICY: Students may also be dismissed from the Program in American Language Studies due to:

- Improper conduct, including, but not limited to: terrorist threats, physical violence, exceedingly and/or continuously disruptive behavior, and discriminatory remarks based on race, gender, religion, and sexual preference.

WITHDRAWALS: Written notification is the only official means of withdrawal from PALS. Students must notify the PALS Office in writing the reason for withdrawal. The date the PALS Office receives such written notice shall be considered the date of withdrawal. Students who stop attending class without officially withdrawing may earn an F.

FAILURE TO REPORT: A student who does not report for the PALS session for which he/she has registered has 2 weeks following the start of the session to contact the PALS Office to submit his/her written withdrawal from that session and has the opportunity to register with the same tuition immediately in the following session. After 2 weeks, the student has to register again and pay full tuition and the pertinent fees. If the student does not submit a written withdrawal and reserve the right to continue in the session immediately following, he/she will not receive any refund.

REFUNDS AND DEPOSITS: Students who withdraw three business days prior to the first day of class will receive a full refund minus the application fee and placement exam fee. Students who withdraw days 1 to 5 of the session will receive a refund of 50%, minus the application fee and the placement exam fee. Students who withdraw after day 5 will not receive any refund.

Transfer requests must be received in writing. Tuition cannot be transferred from one student to another.

I have read and understand the above Academic Policies. I agree to adhere to all Rutgers University and Program in American Language Studies policies and procedures governing students, including, but not limited to, the University Code of Student Conduct, the Academic Integrity Policy, and all policies outlined in the RU-Newark Undergraduate Catalog: http://catalogs.rutgers.edu/generated/nwk-ug_0608/pg23578.html

I understand that decisions regarding visas and immigration status are made by the U.S. Government. I understand registration in the Program in American Language Studies (Newark Campus) does not imply acceptance into any other divisions of Rutgers, The State University of New Jersey.

_________________________________________  ________________________
Signature                                                                          Date