Dear PALS Student,

Here is important information that you will need for the next session. The dates for Spring, Session IV are March 14 – April 28, 2016.

1. **Registration Deadline**
   If you are going to attend the next session (Spring, Session IV):
   A. Fill out the attached application and sign it
   B. Bring your completed application and payment to the PALS Office by **Monday, February 22, 2016**

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 & Transfer form).
   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.

3. **Tuition Rates**
   - English for Academic Purposes: $3,400.00 (14 weeks, with electives)
   - TOEFL Preparation Course: $2,400.00
   - Full Time (21 Hours): $1,700.00 (With ONE ELECTIVE)
   - Part Time (18 Hours): $1,550.00 (By permission only)
     - (15 Hours): $1,300.00
     - (12 Hours): $1,225.00
     - (9 Hours): $1,150.00
     - (6 Hours): $1,000.00
     - (3 Hours): $850.00
   - TOEFL Workshop Course: $525.00
   - IELTS Workshop Course: $525.00
   - **Student ID Fee**: $20.00
   - **Computer Fee**: $48.25
   - **Health Insurance**: $344.80 – 431.00* (Required for ALL F-1 Students)
   - **University SEVIS fee**: $100.00 (Required for ALL F-1 Students – 2x/year)

   * Price Subject to Change

4. **Tuition Deadline**
   The last day to pay tuition is **Monday, February 22, 2016** but you can also pay tuition before the last day of classes. Tuition can be paid from today until **Monday, February 22, 2016**.

   **PAYMENT:** Report to the PALS office before you make your payment.

Late Fee: Tuition paid on or after February 22, 2016 will be charged a late fee of $100 unless arrangements have been made with the PALS Office before the deadline of **Monday, February 22, 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.newark.rutgers.edu. **From the Blackboard page you must login with your PALS username and password;** then click on “View Grades” in the **Tools** menu. **We need your correct e-mail address.** Please inform us if you have any problems accessing Blackboard. If you change your e-mail address, you must notify the PALS office immediately.

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. **Certificates are only issued for full-time students.**

7. **Schedules for Session IV (Spring)**
   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.**

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

   - Students who withdraw prior to the first day of class will receive a full refund less the application fee.
   - Students who withdraw days 1-5 of the session will receive a refund of 50% less the application fee.
   - Students who withdraw after day 5 will not receive any refund.

Classes begin on Monday, March 14, 2016.
APPLICATION FOR CONTINUING STUDENT ENROLLMENT 2015-2016

INSTRUCTIONS: Complete numbers 1 to 9

Date ______________________ RUID# (Office Use Only) ______________________

1. Name ________________________________________________
   (Family Name) (First) (Middle)

2. Address and phone number in U.S. where we can contact you:
   Name: _____________________ Email: _____________________________
   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? ______________________

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

   SESSIONS
   II. OCT. 26 – DEC. 15, 2015 ______
   III. JAN. 19 – MAR. 7, 2016 ______
   IV. MAR. 14 – APR. 28, 2016 ______
   V. MAY 5 – JUNE 22, 2016 ________
   VI. JULY 11 – AUGUST 26, 2016 ______

   REGISTRATION & PAYMENT DEADLINE
   October 5
   December 15
   February 22
   April 15
   June 20

9. REGISTRATION: Mark X next to your status, courses, and electives:

   STATUS
   A. _____ Full Time with Elective
      (21 HRS) – 7 Weeks
   B. _____ Part Time (Permission Only)
      (18 HRS) – 7 Weeks
   C. _____ Part Time
      (3 – 15 HRS) – 7 Weeks
   D. _____ English for Academic Purposes (EAP) & Strategies
      (21 Hours) – 14 Weeks
   E. _____ TOEFL Preparation Course
      (24 Hours) – 7 Weeks

   COURSES
   1. _____ Reading  3 Hours
   2. _____ Writing  6 Hours
   3. _____ Listening & Speaking  6 Hours
   4. _____ Grammar  3 Hours
   5. _____ Study Skills I  3 Hours
   6. _____ Study Skills II  3 Hours
   7. _____ Strategies  3 Hours
   8. _____ Speaking Clearly  3 Hours
   9. _____ Accent Reduction  3 Hours
   10. _____ Idioms  3 Hours

   PALS INTENSIVE PROGRAM

   ELECTIVES
   _____ TOEFL Workshop  6 Hours
   _____ IELTS Workshop  6 Hours
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.

*Students are NOT allowed to skip levels*

A = 95-100
A- = 90-94
B+ = 87-89
B = 83-86
B- = 80-82
C+ = 75-79
C = 70-74
D = 60-69
F = 0-59

Attendance Policy: PALS students are expected to attend all scheduled class meetings. One letter grade is deducted for each absence after the first two. Two late arrivals/early departures are equivalent to one absence. After five absences, the students 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.

**F-1 students: F-1 students must present written documentation in the form of a doctor’s note, court document, or some such certified document.**

Academic Policies:

1. Academic Probation
   - Any student who fails to pass a course after 2 attempts is automatically place 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 (or semester if EAP) may be placed on academic probation.
   - Any student who earns 3 or more failing grades (D or F) per session (or semester if EAP) 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 the next session 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 the PALS program. 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 prior to the first day of class will receive a full refund less the application fee. Students who withdraw days 1-5 of the session will receive a refund of 50% less the application 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 conform to all the academic policies and regulations established by Rutgers University and the Program in American Language Studies. 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