

ENGLISH FOR ACADEMIC PURPOSES INSTRUCTIONS TO APPLY

- SUBMIT:** A. PALS Application Form
B. Minimum Requirement – Seventeen (17) Years of Age and Proof of Completion of High School: copy of high school diploma, or GED certificate or college transcript.
C. Application Fee (Non-Refundable): \$100

- COSTS:** Application Fee - \$100
Computer Fee (each 7-week session) - \$46.50*
Tuition (each 7-week session)

Full-time: (18 hours per week)	\$1200
Part-time: (15 hours per week)	\$1110
(12 hours per week)	\$1030
(9 hours per week)	\$ 950
(6 hours per week)	\$ 875
(3 hours per week)	\$ 800

* Price subject to change

Note: Please retain your receipt of payment for income tax purposes.

METHOD OF PAYMENT:

- All Payments in US Dollars.
- Application Fee (\$100):
 - Send check, money order, or traveler's checks, payable to "**Rutgers University**".
 - Cash or Credit Card (Visa, Master Card, or Discover) – Pay in-person to PALS office. Hours: 8:30AM to 3:15PM, Monday to Friday.
- Tuition and Computer Fee:
Pay in-person to PALS office. Hours: 8:30AM to 3:15PM, Monday to Friday.

Submit all documents and fees to:

PALS - Rutgers University
152 Conklin Hall
175 University Avenue
Newark, NJ 07102-1814

Please Note: *Incomplete applications will not be accepted. We must receive all papers to process your application.*

English for Academic Purposes

Class Schedule: Each course meets 2 days each week for 1 ½ hours.

Monday and Wednesday Courses: Academic Research Skills
Academic Vocabulary
Public Speaking Skills

Tuesday and Thursday Courses: Academic Reading
Academic Writing
Academic Listening

Class Hours: Courses are scheduled from 8:30 A.M.- 4:00 P.M. *Schedules vary each session.*

COURSE DESCRIPTION

Academic Listening Skills:

This course is designed to improve the students' ability to

- listen to live presentations and comprehend authentic academic lectures, focusing on generalizations, cause and effect, comparison and contrasts, definitions, citations, and non-verbal signals
- take effective notes, using symbols, lists, abbreviations, short forms, graphs, charts, texts, and citations

Public Speaking Skills:

This course is designed to improve the students' ability to

- speak in front of a group in a structured manner, to inform, persuade, or motivate
- exploit visual aids
- conduct a thought provoking discussion, handling questions with poise

Academic Writing:

This course is designed to improve the students' ability to

- write in different genre: narrative, expository, comparative and contrast, cause and effect, and argumentative.
- employ various strategies: paraphrase, unity, coherence, summary, documentation, mechanics and grammar

Academic Reading and Vocabulary:

This course is designed to improve the students' ability to

- skim, scan, review, hypothesize, infer, interpret, confirm
- read effectively with speed and comprehension
- expand their vocabulary through context, word derivations, and appropriate use of a dictionary

Research Skills:

This course is designed to improve the students' ability to

- formulate a suitable topic for inquiry
- identify different steps of doing research
- evaluate sources
- navigate the Rutgers library system
- organize research data
- properly cite sources according to MLA style guidelines

All instruction is reinforced with practice in the PALS computer lab.

APPLICATION FOR NEW STUDENT ENROLLMENT 2009-2010 (Non F-1 Applicant)

INSTRUCTIONS: Complete numbers 1 to 11

1. Name _____ RUID# _____
(Family Name) (First) (Middle)
2. Your complete home address, telephone, fax and e-mail numbers in your Country _____

Telephone _____ Fax _____ E-mail _____
3. Address and phone number in U.S. (if known) where we can contact you.
Name _____ Address _____
Telephone _____ Cell Phone _____ Fax _____
E-mail _____
4. Male ___ Female ___ 5. Married ___ Single ___ 6. Birth Date _____
(Month/Day/Year)
7. Country of Birth _____ 8. Country of Citizenship _____
9. If you are now in the United States what **visa/immigration** status do you have? Mark the one that you have:
Alien Resident (Green Card) ___ (Student) F-1 ___ [School: _____] F-2 ___
Other Type _____ 1-94 Card Expiration Date _____

CALENDAR

10. Mark X on line below for session:

<u>SESSIONS</u>	<u>1-20 APPLICATION DEADLINE</u>	<u>REGISTRATION & PAYMENT (In Full)</u>	<u>PLACEMENT TEST</u>
I. SEPT. 2 - OCT. 21, 2009 ___	JULY 29	AUG. 14	AUG. 27
II. OCT. 29 - DEC. 21, 2009 ___	SEPT. 23	OCT. 15	OCT. 22
III. JAN. 19 - MAR. 8, 2010 ___	DEC. 15	JAN. 7	JAN. 12
IV. MAR. 22 - MAY 6, 2010 ___	FEB. 16	MAR. 11	MAR. 16
V. JUNE 1 - JULY 19, 2010 ___	APR. 30	MAY 20	MAY 25

11. COURSES (daytime)- Mark X on line below:

(a) English for Academic Purposes ___
(18 Hours)

(b) English for Academic Purposes
Part-Time ___ (3 to 15 Hours)
Select courses for part-time study

- ___ Academic Listening Skills
- ___ Academic Reading and Vocabulary
- ___ Public Speaking Skills
- ___ Research Skills
- ___ Academic Writing

(Please see the other side)

PALS POLICIES & REGULATIONS

WITHDRAWALS

Written notification is the only official means of withdrawal from PALS. Students must notify the PALS Office **in writing** of the reason for withdrawal. The date the PALS Office receives such written Notice shall be considered the date of withdrawal. A student is not eligible for any refund of tuition unless the withdrawal is formally reported according to the above procedure.

FAILURE TO REPORT

A student who does not report for the PALS session he registered for has 4 weeks following the start of the session to contact the PALS office and register for a later session. After 4 weeks, the student is required to apply again and pay application fees.

DENIAL OF STUDENT (F-1) VISA

A student who does not report for a PALS session because he has been denied a student (F-1) visa has 4 weeks to notify the PALS office. If he does not notify the office within 4 weeks, he has to apply again with payment of application and processing fees. Application and processing fees are not refundable. A student is not eligible for any refund of tuition unless he has notified the PALS office within 4 weeks of the start of the session he registered for.

REFUNDS AND DEPOSITS

A student who withdraws from all PALS courses during the first week of a session will receive a partial refund of tuition according to the schedule shown below:

Application Fee and Processing Fee are not refundable.

Before Orientation Day – 100%

Orientation Day through first week of classes – 50%

No refund after the first week.

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

STATEMENT:

I understand and agree to conform to all the financial and academic 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.

_____/_____
Signature

Date