

## INSTRUCTIONS TO APPLY TO PALS

- 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:

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

## PALS INTENSIVE PROGRAM

### 6 Proficiency Levels

Beginners	Low Intermediate	Low Advanced
Basic	High Intermediate	High Advanced

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

**Monday and Wednesday Courses:** Listening & Conversation  
Reading & Vocabulary  
Survival Skills (*Beginners & Basic only*)

**Tuesday and Thursday Courses:** Pronunciation  
Communicative Grammar  
Writing

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

## COURSE DESCRIPTION

- 1. LISTENING & CONVERSATION:** Students learn to understand spoken English by practicing with materials from a wide variety of contexts. Students also practice speaking in formal and informal situations. They learn how to express their ideas in organized and grammatically acceptable ways. All materials are available on tape and students are assigned practice in the computer lab.
- 2. READING & VOCABULARY:** This course teaches the variety of types of reading skills of skimming, scanning, guessing meaning from context and interpreting and author's point of view. Vocabulary study teaches word building.
- 3. PRONUNCIATION:** The course teaches the principles and techniques of English pronunciation: individual sounds, sequences of sounds, stress, rhythm, and intonation.
- 4. COMMUNICATIVE GRAMMAR:** This course teaches the patterns of English grammar and rules of use. Students learn how and when to use the grammar they are studying as well as correct form. Grammar is coordinated with the writing course.
- 5. WRITING:** Students work through the writing process step by step from formulating ideas through revision. They learn to organize ideas, use correct form and punctuation, use coherent structure, edit and revise. Students are expected to write a minimum of two assignments per week in addition to corrections and revisions and other exercises.
- 6. SURVIVAL SKILLS [*Beginners & Basic*]:** Students practice information necessary in their everyday life, such as the University, apartments, shopping, banking, restaurants, etc.

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



## 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.*

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Signature Date