

**PALS**  
**TOEFL PREPARATION COURSE**  
**2009-2010**

**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/24 hrs per week of study) - \$2030  
**[PALS F-1 Students need to speak to the office about additional fees]**

\* Price subject to change

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

**METHOD OF PAYMENT:**

1. Application Fee (\$100):
  - A. Send check or money order payable to "**Rutgers University**".
  - B. Cash, Traveler's Cheque, or Credit Card (Visa, Master Card, or Discover) – Pay in-person at the PALS office. Hours: 8:30AM to 3:15PM, Monday to Friday.
2. Tuition and Computer Fee:  
Pay in-person at the 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.*

## The TOEFL Preparation Course Description

The TOEFL Preparation Course is for students who wish to study at a university or college in the United States. This course will enhance students' usage and use of the English language and will develop their strategies and provide them with tips to succeed at the TOEFL exam. This is a 7-week course. Courses are scheduled Monday-Thursday 8:30 A.M.-3:50 P.M.

This course will give instruction on the following areas:

❖ Listening and Speaking	6 hours a week
❖ Vocabulary and Reading	6 hours a week
❖ Structure and Writing	6 hours a week
❖ TOEFL iBT	6 hours a week

In addition, the TOEFL Preparation Course reviews the types of questions and test-taking strategies, analyzes sample questions, gives plenty of practice for each of the sections in any format of the TOEFL test and provides ample sample tests for students to achieve a satisfactory TOEFL score. Students are expected to spend a great deal of time working online and offline to meet course requirements.

*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 &amp; 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:*

TOEFL \_\_\_  
(24 Hours)

*(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