INSTRUCTIONS TO APPLY TO PALS

NON F-1 APPLICATION 2019-2020

SUBMIT:  
A. PALS Application Form  
B. Copy of high school diploma, GED, College diploma or transcript.  
C. Copy of Identification (Examples: Passport page with student’s name and date of birth; Driver’s License; Permanent Resident Card)  
D. Application Fee (Non-Refundable): $100.00  
E. Placement Exam Fee (Non-Refundable): $165.00  
F. Copy of Visa Page (If applicable)

♦ Adjusted Prices for 5 week Summer Session

COSTS:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>$100.00</td>
</tr>
<tr>
<td>Placement Exam Fee</td>
<td>$165.00</td>
</tr>
<tr>
<td>Campus Fee</td>
<td>$115.00</td>
</tr>
<tr>
<td>Textbooks</td>
<td>TBD</td>
</tr>
<tr>
<td>Transcripts</td>
<td>$20.00</td>
</tr>
<tr>
<td>Student School ID (one time)</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Full Time:

- 21 hours per week (including one 3-hours required elective) $2,100.00 / $1,500.00♦
- 21 hours per week - Advanced Academic Program $2,100.00 / $1,500.00♦
- 24 hours per week (including two 3-hours electives) $2,650.00 / $1,893.00♦
- 24 hours per week - TOEFL Preparation Program $2,650.00 / $1,893.00♦
- 24 hours per week - IELTS Preparation Program $2,650.00 / $1,893.00♦

Part Time:

- 18 hours per week $1,920.00 / $1,371.00♦
- 15 hours per week $1,830.00 / $1,307.00♦
- 12 hours per week $1,530.00 / $1,093.00♦
- 9 hours per week $1,175.00 / $ 839.00♦
- 6 hours per week $ 820.00 / $ 586.00♦
- 3 hours per week $ 410.00 / $ 293.00♦

TOEFL Workshop Course (6 hours) $ 820.00 / $ 586.00♦
IELTS Workshop Course (6 hours) $ 820.00 / $ 586.00♦
Introduction to TOEFL (3 hours) $ 410.00 / $ 293.00♦
Introduction to IELTS (3 hours) $ 410.00 / $ 293.00♦

Additional week hours added to 5 week sessions

* Prices subject to change

NOTE: B1/B2 and F2 Visa can ONLY STUDY PART TIME (Maximum 15 Hours per week)

METHOD OF PAYMENT:

1. All payments in US Dollars must be made payable to “RUTGERS UNIVERSITY”
2. Acceptable methods of payment: Check, Money Order, Cash, Travelers Cheque, or Credit Card
Other (Non F-1) Application Check List

☐ I have completed and signed all pages of the PALS Application Form

☐ I have provided a copy of ONE of the following documents
   1. High School Diploma or GED OR
   2. College Transcript or Diploma

☐ I have provided a copy of ONE of the following documents:
   1. Passport Page
   2. Driver’s License
   3. Permanent Resident Card

☐ I have submitted the non-refundable application and placement fee of $265.00 (Make Check & Money order payable to “Rutgers University”)

☐ I have submitted a copy of my visa page (If applicable)

SUBMIT ALL DOCUMENTS AND FEES TO:  PALS
Rutgers University - Newark
Conklin Hall, Room 226
175 University Avenue
Newark, NJ 07102

PLEASE NOTE: Incomplete applications will not be accepted. We must receive all documents to process your application.
# Application for Student Enrollment 2019-2020

**Name:** _________________________________________________________________________

(Family/Last)                                 (First/Given)                                   (Middle)

**Current Mailing Address in the US:**

US Address House/Apartment Number and Street _______________________________________

Town/City __________________________ State ________________ Postal Code _______________

**Telephone number:** __________________ Email Address: _______________________________

Male [ ]    Female [ ]                                          Date of Birth: ______/______/______

(Month)          (Day)           (Year)

Country of Birth: ______________________       Country of Citizenship: ______________________

**What is your current visa/immigration status?** ____________________________________

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

## Calendar: Mark X on line below for session:

<table>
<thead>
<tr>
<th>SESSIONS</th>
<th>APPLICATION DEADLINE</th>
<th>PLACEMENT TEST</th>
<th>ORIENTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL I.</td>
<td>SEPT. 3 to OCT. 21, 2019</td>
<td>August 2</td>
<td>August 15</td>
</tr>
<tr>
<td>FALL II.</td>
<td>OCT. 31 to DEC. 21, 2019</td>
<td>September 27</td>
<td>October 10</td>
</tr>
<tr>
<td>SPR I.</td>
<td>JAN. 13 to MAR. 2, 2020</td>
<td>December 13</td>
<td>January 2</td>
</tr>
<tr>
<td>SPR II.</td>
<td>MAR. 16 to MAY 4, 2020</td>
<td>February 7</td>
<td>March 5</td>
</tr>
<tr>
<td>SUM I.</td>
<td>MAY 26 to JUNE 29, 2020</td>
<td>April 26</td>
<td>May 7</td>
</tr>
<tr>
<td>SUM II.</td>
<td>JULY 6 to AUG. 8, 2020</td>
<td>May 29</td>
<td>June 18</td>
</tr>
</tbody>
</table>

## Registration:

**Choose ONE Only:**

<table>
<thead>
<tr>
<th>STATUS</th>
<th>COURSES</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>____ Intensive English Program 21 hours</td>
<td>3 Hours</td>
</tr>
<tr>
<td>B.</td>
<td>____ Advanced Academic Program 21 hours</td>
<td>3 Hours</td>
</tr>
<tr>
<td>C.</td>
<td>____ IELTS Preparation Program 24 hours*</td>
<td>3 Hours</td>
</tr>
<tr>
<td>D.</td>
<td>____ TOEFL Preparation Program 24 hours*</td>
<td>3 Hours</td>
</tr>
</tbody>
</table>

(Fall & Spring Sessions are 7 weeks; Summer Sessions are 5 weeks)

*High-Intermediate & above students only
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. The grammar and writing courses are combined and therefore, you must receive a passing grade in both courses to be able to move up to the next level. If a student fails the grammar course but passes the writing course, the student MUST repeat both courses at the same level. Also, if a student fails the writing course but passes the grammar course, the student MUST repeat both courses at the same level. Students with excessive absences will be issued warning letters that will remain on their file.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>75-79</td>
</tr>
<tr>
<td>C</td>
<td>70-74</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. Students with excessive absences will receive up to 3 warning letters and probation. Students who fail to attend classes after their third warning and probation may be subject to dismissal.

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 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 3 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/

Initials* _______
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 of 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 and will not receive any refund. Students, who are on a student visa, may have their student visa records terminated.

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: The application fee, University Services Fee, placement exam fee, and mailing fees are non-refundable. Students who withdraw from our program 5 business days before the first day of the session will receive a full refund minus the non-refundable fees. Students who withdraw by Day 2 of the session will receive a refund of 50% minus the non-refundable fees. No refund will be given after Day 2 of the session.

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 financial and academic regulations established by Rutgers University and Program in American Language Studies. I agree to adhere to the 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.

________________________________________
Name:

________________________________________
Signature                     Date