

**TEXAS INTENSIVE ENGLISH PROGRAM
NON-IEP ELECTIVE COURSE REGISTRATION FORM**

Registration is by appointment. Phone: 477-4511 x162 or e-mail: keasterday@tiec.org.

Please bring to TIEP at Dexter Hall, 1103 W. 24th Street:

- Completed application form
- Payment for tuition, textbook and testing fee (if applicable)
- Your passport (with immigration documents) if you have one or other government-issued photo ID

Name of Elective Course You Want _____

Family Name _____ First Name _____

Local Address _____ (zip code) _____

Daytime Telephone _____ E-mail _____

Sex: M F Date of Birth (*month / day / year*): _____ / _____ / _____

Permanent Address: _____

Nationality _____ Visa Status _____

Emergency Contact: Name: _____ Phone: _____

Have you been a TIEP student before? If so, please give the dates: Semester & Year: _____ Course: _____

PAYMENT: Payment of tuition is due in full at the time of registration, in room 208A, by cash (exact amount), check, money order or Visa/MasterCard.

TESTING: There is a \$25 one-time, non-refundable testing fee for individuals enrolling in TIEP Elective Courses for the first time. Continuing students do not pay this fee again. Testing is done in advance and may include:

- Conversation & Pronunciation: 30-minute test
- TOEFL Preparation: 1-hour test OR presentation of a recent Paper-based TOEFL score of at least 450 or iBT score of 45.

*Fees include tuition, course material (other than the textbooks) and use of the TIEP Computer Lab.

*Certificates of Completion will be given to students who maintain 90% or better attendance, participate in class discussions and/or projects and complete homework assignments.

REFUND POLICY:

I understand that:

- Cancellation of class due to insufficient enrollment = 100% refund
- Dropping before classes begin = 90% refund of tuition; 100% refund of textbook fee
- Dropping during the first four class days = 50% refund
- Dropping after the first four class days = no refund
- All drops must be done officially through the Electives Course Supervisor (Karen Easterday).

Applicant's Signature _____ Date _____

Elective Course Supervisor's Signature _____ Date _____

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<i>LEVELS</i>	<i>COURSES</i>	<i>DAYS</i>	<i>TIMES</i>	<i>TUITION</i>
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<i>Beginning- Low-Intermed.</i>	CONVERSATION & PRONUNCIATION SKILLS 1A	<i>Monday-Thursday (25 hours, 5 weeks)</i>	<i>2:00 - 3:15 PM</i>	\$325
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<i>Intermediate- Hi-Intermed.</i>	CONVERSATION & PRONUNCIATION SKILLS 2A	<i>Monday-Thursday (25 hours, 5 weeks)</i>	<i>2:00 - 3:15 PM</i>	\$325
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Goal: to improve pronunciation and conversational English. Focus: conversation skills and pronunciation. Course goals: 1) to improve fluency and speaking competence by learning the vocabulary, expressions and grammatical forms needed for everyday social communication 2) to improve pronunciation by focusing on vowel and consonant sounds and rhythm, stress, and intonation. Class 1A is for high-beginning and low-intermediate level students and uses *Pronunciation Pairs*; Class 2A is for intermediate and high-intermediate level students and uses *Clear Speech*. Textbooks are not included in the tuition; both *Pronunciation Pairs* and *Clear Speech* cost \$31 each.

<i>Intermediate- Hi-Intermed.</i>	COMMUNICATION SKILLS FOR BUSINESS	<i>Monday-Thursday (25 hours, 5 weeks)</i>	<i>2:00-3:15 PM</i>	\$325
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This course focuses on English use on the job. It focuses on speaking and listening skills. Topics include speaking with business contacts, describing a company and a job, talking about facts and figures, telephoning, and discussing work issues. Other possible topics include job interviews and résumés.

Text: *English for Global Business*, University of Michigan Press. Cost: to be determined.

<i>Intermediate- Advanced</i>	TOEFL PREPARATION	<i>Monday-Thursday (35 hours, 5 weeks)</i>	<i>2:30 - 4:20 P.M. (w/10-minute break)</i>	\$465
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This course is for intermediate- through advanced-level students who want to take the Test of English as a Foreign Language (TOEFL). Focus: the iBT (Internet-based TOEFL) and the Paper-based Institutional TOEFL and its components. Course goals: 1) to provide extensive practice in listening, speaking and writing skills for the iBT; 2) to supply structure/writing and reading practice for the iBT; 3) offer systematic analysis of each of the skill areas of the test; 4) teach successful test-taking strategies designed to improve TOEFL scores. TOEFL B uses the Longman Preparation Course for the TOEFL iBT Test with answer key and CD. The price is \$55.00 and is paid at registration.