

**TEXAS INTENSIVE ENGLISH PROGRAM  
AFTERNOON ELECTIVE COURSE REGISTRATION FORM  
FOR NON-TIEP STUDENTS**

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

Please bring the following to TIEP at 1103 W. 24<sup>th</sup> 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 at least 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 of tuition; 100% refund of textbook fee if textbook is in new condition with no visible markings
- Dropping after the first four class days = no refund of tuition or textbook fee
- All drops must be done officially through the Electives Course Supervisor.

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>	<b>CONVERSATION &amp; PRONUNCIATION SKILLS 1A</b>	<i>Monday-Thursday (25 hours, 5 weeks)</i>	<i>1:00 - 2:15 PM</i>	<b>\$325</b>
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<i>Intermediate- High-Intermed.</i>	<b>CONVERSATION &amp; PRONUNCIATION SKILLS 2A</b>	<i>Monday-Thursday (25 hours, 5 weeks)</i>	<i>1:00 - 2:15 PM</i>	<b>\$325</b>
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This course focuses on conversation skills and pronunciation. The course goals are to improve fluency and speaking competence by learning the vocabulary, expressions and grammatical forms needed for everyday social communication, and 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: *Pronunciation Pairs* and *Clear Speech*.

Cost of textbooks is \$36.00 for *Pronunciation Pairs* and \$35.00 for *Clear Speech* and is not included in tuition cost.

<i>Intermediate- High-Intermed.</i>	<b>COMMUNICATION SKILLS FOR BUSINESS</b>	<i>Monday-Thursday (25 hours, 5 weeks)</i>	<i>1:00-2:15 PM</i>	<b>\$325</b>
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This course focuses on English speaking and listening skills on the job. 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.

Textbook: *English for Global Business*, University of Michigan Press.

Cost of textbook is \$24.00 and is not included in tuition cost.

<i>Intermediate- Advanced</i>	<b>TOEFL PREPARATION</b>	<i>Monday-Thursday (35 hours, 5 weeks)</i>	<i>1:30 - 3:20 P.M. (w/10-minute break)</i>	<b>\$465</b>
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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). The focus of the course is the iBT (Internet-based TOEFL) and the Paper-based Institutional TOEFL and its components. The course goals are: 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.

Textbook: *Longman Preparation Course for the TOEFL iBT Test* with answer key and CD.

Cost of textbook is \$65.00 and is not included in tuition cost.