

UCSD Extension International Programs 2017

The information on these pages is considered accurate through Fall 2017, but dates and/or prices may be subject to change if UCSD campus revises its academic calendar or its fees for classes and facilities. All prices in this document are in U.S. dollars.

Application Fees and Program Change Fees

Application fees are listed in this document for each program group. They are \$150 USD for English language programs, and \$200 USD for all other programs.

To change one or more programs after submitting the original application, the applicant must pay \$150 USD for each time that one or more changes are requested and he must submit a new application to indicate the desired change(s), along with any new required documents.

Application fees and program change fees are non-refundable and must be paid before we can begin to process and review an application for admission to any program.

1. Application fees are per program start-date and are not transferable to different start-dates

Each application fee applies to all of the programs within a program group as originally submitted on the application form. (For example, the student can apply for any one or more 4-week and/or 10-week ESL programs on one application form for just one application fee.) If an applicant wants to change to a different program start-date after submitting the original application form, he must submit a new application and a \$150 USD program change fee plus updated supporting documents for the (that) program.

No matter how many times an applicant changes program start-dates, he must pay the \$150 USD program change fee each time and he must submit a new application and any required supporting documents for the program that he wants to change to.

Example 1: A student submits a \$150 USD application fee with his application to enroll in the 10-week Communication & Culture program which starts on January 9, 2017. Then he decides to postpone his studies in the Communication & Culture program to the next session, which starts on April 3, 2017. In order to change his program start-date, he must send us his request in writing to cancel his enrollment in the program which starts on January 9, 2017, a new completed application form with the new start-date for the Communication & Culture program starting on April 3, with his signature on the application form, with updated supporting documents, and with the \$150 program change fee.

2. An applicant or current student may change to a different program with the same start-date on his original application—the change fee of \$150 is required for each program change.

An applicant must pay the program change fee each time he changes programs and he must submit a new application and any required supporting documents for the program that he wants to change to.

Example 2A: A student submits an application for admission to UCSD-ELI's 4-week Conversation & Fluency program followed by a 10-week Intensive Academic English program. He includes the \$150 USD application fee to cover both ESL program enrollments. UCSD-ELI receives his application, charges the \$150 application fee, and enrolls him in both programs. Then the student decides to change the 10-week Intensive Academic English program to the 10-week Intensive TOEFL Preparation program. He must send his request for the program change to us in writing with a new application form with his signature and the \$150 program change fee. Then he decides to change his 4-week Conversation & Fluency program to our 4-week Academic English program. In order to make this second change in program, he must send us a new completed application form for the 4-week Academic English program with his signature on the application, with the additional \$150 program change fee, and with any updated supporting documents for the Academic English program which may be required.

(Additional examples for students who change programs but not program start-dates) --

Example 2B: A student submits an application for admission to UCSD-ELI's 4-week Conversation & Fluency program followed by a 10-week Intensive Academic English program. He includes the \$150 USD application fee to cover both ESL program enrollments. UCSD-ELI receives his application, charges the \$150 application fee, and enrolls him in both programs. Then the student decides to change both of his programs – he wants to change to the 4-week Academic English program and to the 10-week Intensive Business English program. He must send his request for the program changes to us in writing with a new completed application form for the two new programs, with his signature on the application, with the additional \$150 program change fee and with any updated supporting documents which may be required.

Following are examples of program changes where the student will not pay a program change-fee:

Example 2C: A student arrives to start his 4-week Medical English program. His English placement test scores on the first day of the program show that his English proficiency is not adequate for this program and the school's policy requires that he transfer to the 4-week Academic English program. He is not required to pay the program change fee because the school requires him to change his program, and the school will refund the full difference in tuition to him because the Academic English program is cheaper than the Medical English program.

Example 2D: A student arrives to start his 10-week Intensive Legal English program. His English placement test scores on the first two days of the program show that his English proficiency is not adequate for this program and the school's policy requires that he transfer to a different 10-week English program. He selects the Intensive Academic English program and the school makes that change in his enrollment record with no program change fee because it is the school's requirement for the student to transfer to a different program. In addition, the school will refund the full difference in tuition because the Intensive Academic English program is cheaper than the Intensive Legal English program. **Note:** If the student decides the next day that he would rather be in the Intensive Business English program, then he must pay the \$150 program change fee.

3. Students who attend a UCSD English program or certificate program and then return to their country or transfer to a different school must submit all required documents and application fees as new students if they want to return to a UCSD program.

Example 3: A student finishes a 4-week English program in October 2017 and will return to his country right after that. He decides that he wants to return for a 10-week English program in January 2018. There is a 4-week English program available in November 2017 but he does not want to continue on to that next-available program. He wants to skip that program and return to a later program. Therefore he will be a "returning" student but he will not be a "continuing" student according to our enrollment records. Therefore, he must submit a new application form, the \$150 application fee, and updated supporting documents for the 10-week English program which will start in January 2018. We will issue acceptance materials and a new Form I-20 for the student to use in re-entering the United States. The student should meet with our Immigration Advisor to find out if he will need to apply for a new visa.

Payment of an application fee or a program change fee does not guarantee admission or conditional admission to any program. All program acceptances depend upon the availability of space in the program, the applicant's qualifications for admission to the program, and the available time for processing the application and issuing acceptance materials in time for the student to make arrangements to come to UC San Diego.

ADVANCE REGISTRATION CHECKLIST

Important: 30-day advance payment of tuition/fees and early purchase of UCSD student medical insurance or submission of the Medical Insurance Verification Form is recommended to ensure smooth and timely completion of registration on the first day of the program. Incomplete registration and unpaid fees will result in delayed program attendance and a \$200 Late Registration fee for the student. We recommend, if possible, that students schedule appointments for student visas after their acceptance materials and I-20s are in their hands.

Completing registration before program start-date

Here is a list of all registration items which **students should complete 30 or more days before the first day of the published program start-date** in order to avoid delays that might complicate their registration and program attendance:

1. Payment of full tuition (Please see the next page for payment procedures.)
2. Payment of International Student Services (ISS) fee
3. Submission to iphealth@ucsd.edu of the following two documents:
 - a) Medical Insurance Verification Form (page A5 of the application form), or payment for UCSD student medical insurance (See "Medical Insurance" on pg. 3.)
 - b) TB Assessment form, completed by student's healthcare provider (page A6 of the application form)

NOTE: We cannot accept early payment for textbooks. Students can pay for books only after they arrive and start their program at UCSD.

Following is a list of additional required items which the student must complete or show by 4 p.m. on registration day when he or she arrives at UCSD for the published start-date of the program:

4. Completion of address card to report local San Diego address
5. Show passport
6. Show form I-20

Do continuing students need to register again for their next program?

Yes, all continuing students must go to the International Student Services office, located at UCSD Extension Building E, before the last week of their program during the announced times in order to confirm all required registration items for the following program. There are no exceptions to this registration requirement. No matter what the student's enrollment or sponsorship status is, he or she must register at the end of one program session in order to continue into the next program session.

Government-sponsored students (such as Saudi Arabian students sponsored by SACM) must pay a non-refundable \$200 tuition deposit in place of full tuition payment in order to complete registration. We will give the students a receipt for this payment so that they can obtain reimbursement from their financial sponsors. If they later cancel their program registration, there is no refund of the \$200 tuition deposit. All other students must pay the full tuition amount during continuing student registration and can get a full refund if they decide to cancel the program before the published program start-date in the brochure and on our website.

Students with incomplete registrations (payments, medical insurance, immigration document check, submission/confirmation of local address) cannot attend classes, and they cannot receive their UCSD Extension student identification number (ID) cards. All registration items must be completed and confirmed on Registration Day in order for new and continuing students to begin their programs.

PAYMENT METHODS & PROCEDURES

Advance payment advice

It takes 15 - 20 days for payments to be posted to a student's account. Payments made by credit card are sometimes delayed because of credit card limits.

Therefore, **we strongly recommend that students or their agents complete payment of all tuition and fees at least 30 days before their published program start-date** to ensure timely receipt and recording of payment and the student's on-time attendance on the first day of classes.

Note: For applications received fewer than 8 weeks before the program start-date, all tuition, fees, and documents listed in section H1-4 on page A1 of the application form must be submitted all together with the application form.

Credit card payments

UCSD Extension accepts Visa, MasterCard, Discover, American Express, and JCB credit card payments. You can request a blank Credit Card Authorization form from ipinfo@ucsd.edu. To protect the credit card holder's personal information, **please do not send credit card numbers by email or by email attachment. Instead, please send the credit card information and authorization to our secure fax number: 001-858-534-5703. Please write "Attention: IP Financials" on your Credit Card Authorization for the credit card payment.**

Bank-to-bank wire payments

We can receive payment of invoiced tuition and fees by bank-to-bank payment via Western Union Business Solutions online, as described in the following paragraph. But please use a credit card, not bank wire, to pay the application fee and the express mailing fee. We do not accept bank wire payments for the application fee and express mailing fee.

UC San Diego Extension International Programs works with Western Union Business Solutions to provide international students with a low-cost option for paying their student invoice in their home currency. Western Union Business Solutions offers a competitive rate of exchange for processing payments in many international currencies. It allows students, their families, or sponsors the opportunity to securely send bank-to-bank transfers for payment of tuition and fees in their home currency. For instructions on how to send bank wire payments using Western Union Business Solution online, please email our finance team at ipfinancials@ucsd.edu.

NOTE: Payments made by ACH transfers cannot be accepted because our campus General Accounting office cannot identify payments made in this manner.

Cash payments

For security reasons, please do not send cash through any kind of mail service.

Payment by traveler's checks

UCSD Extension accepts payment by traveler's checks. For security reasons, the student should not counter-sign the traveler's checks until the day of program registration.

Non-Tuition Fees -- ALL PROGRAMS

ISS Program Change Fee

This fee is required each time the applicant wants to change programs or program dates after submitting the original application for enrollment.

\$150 per change

International Student Services Fee

Fees are due 30 days before the program start-date.

International Student Services provides access to computer labs, visa counseling, campus Student Health Services, housing assistance, assistance with medical insurance matters, the planning and implementation of recreational/social activities, and other general student advising needs.

Fee:

\$140 for programs of 1-4 weeks

\$350 for programs of 5-10 weeks
(up to 1 quarter)

\$700 for programs of 6 months (2 quarters)

\$1,050 for programs of 9 months (3 quarters)

\$1,400 for programs of 12 months (4 quarters)

Medical Insurance

Medical insurance is required for all students. Students are not required to purchase UCSD's insurance as long as they submit the completed Medical Insurance Verification Form to confirm coverage for both routine and urgent healthcare in the U.S. for the entire duration of studies and with the required minimum coverage limits listed below.

Students with their own insurance must send proof of it in English to UCSD Extension International Student Services before the first day of the program, and they must do this by getting their medical insurance provider to **complete the Medical Insurance Verification Form on page A5 of the 2017 UCSD Extension International Programs application form and include a summary of benefits in English on the insurance company letterhead**. Otherwise, they will automatically be charged for UCSD's student medical insurance. They will not be allowed to attend classes until they purchase or provide proof of acceptable insurance coverage in English. Below are the requirements for students who choose to purchase non-UCSD student medical insurance.

Coverage must be comprehensive and it must be portable. It must clearly show the dates of coverage to prove that the student is covered for the full duration of the program study dates, and it must show the following minimum coverage limits: \$250,000 USD per illness or injury, including all pre-existing and mental health conditions without exclusions; \$50,000 USD for medical evacuation; \$25,000 USD for repatriation of remains; 100% coverage of all medical care and 50% coverage of prescribed medicines after the deductible payment. The deductible must not exceed \$75 USD per illness or injury and coverage must be at 100% after the deductible. Clear instructions for reimbursement must be explained in English on the document from the medical insurance company. The student's medical insurance company must certify these coverage amounts and the dates of coverage on the **Medical Insurance Verification Form** and it must list all of these coverages in a summary of benefits on company letterhead.

Coverage and Fees:

Programs shorter than 4 weeks: \$45 per week

ELI 4-week: \$180

Summer Session – each 5-week session: \$225

ELI 10-week: \$585

UPS – 1 quarter: \$585

Certificate programs:

1 quarter: \$585

2 quarters: \$1,170

3 quarters: \$1,800

4 quarters: \$2,340

Medical insurance for spouse or children of enrolled Extension IP students:

\$35 per week per person

Non-Tuition Fees -- ALL PROGRAMS (continued)	
Express mailing fee (optional but strongly recommended because regular overseas airmail takes 10-12 weeks for delivery)	Fee: \$50 per mailing
UCSD photo ID card (optional but recommended)	Fee: no cost for initial card (\$15 to replace a lost card)
Books Students purchase books and materials separately at the UCSD campus bookstore.	Textbook prices vary according to specific classes.
Late Registration fee <u>New</u> students who do not complete all required registration items by 4 p.m. on the first published date of the program must pay a Late Registration fee. <u>Continuing</u> students who do not complete all required registration items by 4 p.m. on the last day of continuing-student registration must pay a Late Registration fee.	Fee: \$200 (not charged if registration is completed on the published start-date of the program—new students only) Fee: \$200, if all registration items are not completed by the announced date for mandatory in-person registration for continuing students
Late Arrival fee <u>Continuing</u> students who do not arrive by 4 p.m. on the first day of classes must pay the Late Arrival fee.	Fee: \$200 (not charged if the continuing student arrives before 4 p.m. on the first day of classes)

ENGLISH LANGUAGE INSTITUTE: 10-WEEK PROGRAMS

Communication & Culture, Intensive Communication & Culture, Intensive Business, Intensive Academic, Intensive TOEFL, Intensive Legal English, University Preparation Academy

2017 Jan 9 – Mar 24
Apr 3 – Jun 16
June 26 – Sep 8
Sep 25 – Dec 8

Application deadlines: There are no exact deadlines for application to our English language and university preparation programs, but we strongly recommend the submission of complete applications and all supporting documents at least four months before the program start-date, to allow enough time for UCSD-ELI to review documents, communicate with the applicant or the agent as needed, issue the acceptance materials, and allow enough time for the student to schedule the visa interview and make arrangements for travel and accommodations.

Application fee: \$150

Tuition: **Communication & Culture**
\$3,250
**Intensive Communication & Culture,
Intensive Business, Intensive
Academic, Intensive TOEFL**
\$3,750
**Intensive Legal English, University
Preparation Academy**
\$4,400

Books: Up to \$400

Last possible day to register in person with permission for late arrival and payment of Late Registration/Late Arrival fee: Friday of the second week of published program start-date.

Intensive Pre-University

2017 Jan 9 – Mar 25
Apr 3 – Jun 16
June 26 – Sep 9
Sep 25 – Dec 16

Note: Only certain students who have completed at least one 10-week English language program at UCSD-ELI at an advanced proficiency level and achieved high final grades in all classes can be considered for admission to the IPU program. Their previous two years of academic studies must also demonstrate superior performance (90%). The UCSD Academic Advisor will explain the academic selection criteria and language proficiency requirements to interested students who are currently studying at UCSD-ELI. Students who have not completed at least one quarter of successful studies at UCSD-ELI in the quarter prior to the desired IPU program may not apply to the IPU program.

Application fee: \$150

Tuition*: \$4,600

Books: Up to \$400 (Technical textbooks may exceed this amount.)

*Tuition does not include optional student recreation fee, optional library use fee, any required course lab fees, or additional premium tuition fees for certain technical courses.

Last possible day to register in person with permission for late arrival and payment of Late Registration/Late Arrival fee: Friday of the second week of published program start-date.

ENGLISH LANGUAGE INSTITUTE: FOUR-WEEK PROGRAMS

Last possible day to register in person with permission for late arrival and payment of Late Registration/Late Arrival fee: One day after the published program start-date.

<p>Academic English</p> <p>2017 Jan 4 – 27 Jan 30 – Feb 24 Feb 27 – Mar 24 Apr 3 – 28 May 1 - 26 May 30 – June 23 July 3 – 28 Jul 31 – Aug 25 Aug 28 – Sept 22 Oct 23 – Nov 17</p>	<p>Application fee: \$150 Tuition: \$1,900 Books: Up to \$175</p>								
<p>Business English</p> <p>2017 July 3 – 28 Jul 31 – Aug 25</p>	<p>Application fee: \$150 Tuition: \$2,200 Books: Up to \$175</p>								
<p>Medical English</p> <p>2017 Jan 4 – 27 July 3 – 28 Jul 31 – Aug 25</p> <hr/> <p>Optional Medical English UC San Diego Health Communications Observership to follow the completion of the Medical English program: Jan 28 – Feb. 10 Jul 29 – Aug 11 Aug 26 – Sept 8</p>	<p>Application fee: \$150 Tuition: \$2,500 Books: Up to \$175</p> <hr/> <p>Application fee: \$150 Tuition: \$1,200 Books: none</p>								
<p>Conversation & Fluency/ Conversation</p> <p>2017</p> <table border="0"> <tr> <td>Jan 4 – 27</td> <td>July 31 – Aug 25</td> </tr> <tr> <td>Jan 30 – Feb 24</td> <td>Aug 28 - Sept 22</td> </tr> <tr> <td>Feb 27 – Mar 24</td> <td>Sept 25 – Oct 20</td> </tr> <tr> <td>July 3 – 28</td> <td>Nov 20 – Dec 15</td> </tr> </table>	Jan 4 – 27	July 31 – Aug 25	Jan 30 – Feb 24	Aug 28 - Sept 22	Feb 27 – Mar 24	Sept 25 – Oct 20	July 3 – 28	Nov 20 – Dec 15	<p>All 4-week Conversation & Fluency/Conversation sessions:</p> <p>Application fee: \$150 Tuition: \$1,900/\$1,400 Books: Up to \$175</p>
Jan 4 – 27	July 31 – Aug 25								
Jan 30 – Feb 24	Aug 28 - Sept 22								
Feb 27 – Mar 24	Sept 25 – Oct 20								
July 3 – 28	Nov 20 – Dec 15								

UNIVERSITY CREDIT PROGRAMS

Last possible day to register in person with permission for late arrival and payment of Late Registration/Late Arrival fee: One day after the published program start-date.

University and Professional Studies (UPS)

Application deadlines:

2017	Jan 4 – Mar 28	Nov 4, 2016
	Mar 27 – Jun 16	Feb 10, 2017
	Jun 19 – Sept 9	May 12, 2017
	Sept 20 – Dec 16	July 28, 2017

Application fee: \$200

Tuition*: \$7,800

Books: Up to \$500
(Books for technical courses may exceed this amount.)

*Tuition does not include optional student recreation fee, optional library use fee, any required course lab fees, additional premium tuition fees for certain technical courses, or tuition for units in excess of 12 units per quarter.

Summer Session 2017

Session I: July 3 – August 5
Session II: August 7 – September 9

Please see ip.extension.ucsd.edu for Summer Session tuition and other details in March 2017. The supplemental application for course enrollment for international students will be available in April 2017.

Academic Year Program (AYP)

Sept 19, 2017 – June 15, 2018

Application deadline:

May 5, 2017

Placement in pre-selected required courses and access to elective courses in one of these three study tracks:

Modern Society and Urban Development (Division of Social Sciences)

Law and Society (Division of Social Sciences)

U.S. History, Culture, and Thought (Division of Arts and Humanities)

Application fee: \$200

Tuition*: \$27,500 (total for 3 quarters)

Books: Up to \$500 per quarter

*Tuition does not include optional student recreation fee, optional library use fee, any required course lab fees, additional premium tuition fees for certain technical courses, or tuition for units in excess of 12 units per quarter.

Academic Connections International (ACI)

2017 July 9 – July 29 (3 weeks)

(16–18 years of age ONLY – for academically advanced high school students who also have advanced English language proficiency)

Students arriving directly from overseas for this program should plan to arrive on July 9 or before and stay with family or friends in San Diego until the program starts on July 10.

Students who do not have family or friends to stay with before the ACI program starts can stay in on-campus apartment housing with Extension International Programs. For this, check-in is any time of the day or night on July 8 or 9 to accommodate international flight arrivals; on July 10, Extension International Student Services staff will assist the student in arriving at Academic Connections registration and moving to an assigned campus dormitory space with American roommates in the Academic Connections program.

Application fee: \$200

Tuition*: \$5,300

* Includes all program fees, activities, mandatory medical insurance, on-campus housing and meals in dormitories with American students, and chaperones on all field trips and in residence with the students at all times.

San Diego airport pick-up fee*: \$75

Shared-bedroom on-campus accommodation/meals on July 8 and/or 9: \$85 per night

Transportation to San Diego airport for departure*: \$75

*Available only to ACI students, and only if requested in advance.

TEACHING ENGLISH AS A FOREIGN LANGUAGE (TEFL) CERTIFICATE PROGRAMS

Last possible day to register in person with permission for late arrival and payment of Late Registration/Late Arrival fee: One day after the published program start-date.

Six-Month TEFL Professional Certificate Program

Application deadlines

2017	Jan 10 – Jun 16	Dec 9, 2016
	Apr 4 – Sep 8	Mar 24, 2017
	Jun 27 – Dec 8	Jun 16, 2017
	Sep 26 – Mar 24, 2018	Sep 15, 2017

Application fee:	\$200
Tuition:	\$8,300*
Books:	Up to \$400 per quarter

* Students enrolled in a UCSD-ELI 10-week ESL program just prior to starting the TEFL Professional Certificate program will receive a \$500 discount on the tuition of the TEFL Professional Certificate program.

Six-Month TEFL Professional Certificate Program with partial online component

Complete almost half of the 27-unit program online from your home country and the rest in person at UC San Diego. (Refer to the dates for all Three-Month TEFL programs to know the dates of the in-person courses which will complete the TEFL Professional Certificate Program.)

Four of the required Professional Certificate courses are offered online. They can be completed online either before or after your completion of the required face-to-face courses. The courses offered online are:

1. Best Methods in Teaching Listening Skills (3 units)
2. Teaching Writing for Academic and Professional Purposes (3 units)
3. Theories and Methods of Language Teaching and Learning (3 units)
4. Theory and Methods of Reading Instruction (3 units)

The remaining 15 units must be completed at UC San Diego. Students who complete all required 27 TEFL units in any combination of online or face-to-face offerings will receive the Professional Certificate in TEFL.

Application fee:	\$200
Tuition:	\$5,950 for 15 units of required in-person courses (commissionable) Plus \$395 for each of the four required TEFL courses online (non-commissionable)
Books:	Up to \$400 per quarter Note: For online TEFL courses, students will purchase required textbook material online.

Winter or Summer Intensive TEFL Professional

(This is the six-month TEFL Professional Certificate program in a very intensive format, completed in just 3 months.)

Application deadline

2017	Jan 10 – Mar 24	Dec 9, 2016
	Jun 27 – Sep 8	Jun 16, 2017

Application fee:	\$200
Tuition:	\$8,300*
Books:	Up to \$400

* Students enrolled in a UCSD-ELI 10-week ESL program just prior to starting the Summer Intensive TEFL Professional Certificate program will receive a \$500 discount on the tuition of the Summer Intensive TEFL Professional Certificate program.

Three-month Teaching English to Young Learners Program (TEYL)			Application fee: \$200 Tuition: \$4,750* Books: Up to \$400 * Students enrolled in a UCSD-ELI 10-week ESL program just prior to starting the SS-TEYL program will receive a \$250 discount on the tuition of the SS-TEYL program.
<u>Application deadlines</u> 2017 Jan 10 – Mar 24 Dec 9, 2016 Apr 4 – Jun 16 Mar 24, 2017 Jun 27 – Sep 8 Jun 16, 2017 Sep 26 – Dec 8 Sep 15, 2017			
Three-month Special Studies in TEFL (SS-TEFL)			Application fee: \$200 Tuition: \$4,750* Books: Up to \$400 * Students enrolled in a UCSD-ELI 10-week ESL program just prior to starting the SS-TEFL program will receive a \$250 discount on the tuition of the SS-TEFL program.
<u>Application deadlines</u> 2017 Jan 10 – Mar 24 Dec 9, 2016 Apr 4 – Jun 16 Mar 24, 2017 Jun 27 – Sep 8 Jun 16, 2017 Sep 26 – Dec 8 Sep 15, 2017			
Three-month TEFL Proficiency Program			Application fee: \$200 Tuition: \$4,750* Books: Up to \$400 * Students enrolled in a UCSD-ELI 10-week ESL program just prior to starting the TEFL Proficiency program will receive a \$250 discount on the tuition of the TEFL Proficiency program.
<u>Application deadlines</u> 2017 Jan 10 – Mar 24 Dec 9, 2016 Apr 4 – Jun 16 Mar 24, 2017 Jun 27 – Sep 8 Jun 16, 2017 Sep 26 – Dec 8 Sep 15, 2017			
LATE FEES AND PROGRAM CHANGE FEES FOR TEFL PROGRAMS: If a TEFL application, proof of English language proficiency, or any other required TEFL application document is submitted later than the TEFL application deadline, a \$100 late-submission fee will be required if we are able to accommodate a late application review and if there is space in the program. After a student has been admitted into a TEFL program, a change to a different TEFL program requires the approval of the TEFL Program Coordinator and a \$150 USD program change fee. This program change fee is required for any program offered by Extension International Programs each time that the applicant requests a program change or a change in the start-date originally requested on the student's application for enrollment in a program. (See "ISS Program Change Fee" on page 5.)			

CONCURRENT TEFL CERTIFICATE

While enrolled in the Six-Month TEFL Professional Certificate program and/or the Special Studies in TEFL program, students can choose Teaching English Grammar (TEG) courses/workshops in order to complete the requirements for the TEG certificate.

Certificate in Teaching English Grammar (TEG)

Dates are concurrent with the dates of the TEFL Professional Certificate program or the Special Studies in TEFL program.

TEG Certificate Fee: \$100

(non-refundable, non-commissionable)

In order to fulfill the requirements for the TEG certificate, students must complete all required courses and the required number of elective course units. Not all courses are offered in one quarter. Therefore, it may take up to three quarters to complete each certificate. If the TEG requirements exceed the required courses and electives needed in order to complete either the Special Studies in TEFL or Six-Month TEFL certificate program, students will be charged per additional class in order to complete the TEG certificate. Each 3-unit class is approximately \$395 USD and each 1-unit workshop is approximately \$145 USD. Tuition and fees for the TEG courses are non-commissionable.

BUSINESS CERTIFICATE PROGRAMS

Each Business Certificate program listed on this page and the next page is considered as a different program.

After a student has been admitted into a Business Certificate program, a change to a different Business Certificate program requires the approval of the Extension Business Department.

If the student requests and is approved for a longer program, the student must pay a \$500 USD Business Program Extension fee, plus the additional tuition required for the longer program. However, if the student requests and is approved for a longer program during the first week of classes in their first quarter, the Business Department will waive the \$500 Program Extension fee.

Note: The \$150 program change fee is required for any program offered by Extension International Programs each time that the applicant requests a program change or a program start-date change. (See "ISS Program Change Fee" on page 5.)

The last possible day to register in person with permission for late arrival and payment of Late Registration/Late Arrival fee is: One day after the published program start-date.

Business Management Academic Year (9 mos. -- 3 quarters)	Application fee: \$200 Tuition: \$16,000 Books: \$300-\$800 per quarter
2017 Jan 4 – Sep 8 Mar 29 – Dec 15 June 21 – Mar 23, 2018 Sep 20 – Jun 15, 2018	
Business Management (6 mos. -- 2 quarters)	Application fee: \$200 Tuition: \$11,500 Books: \$300 - \$800 per quarter
2017 Jan 4 – Jun 16 Mar 29 – Sep 8 June 21 – Dec 15 Sep 20 – Mar 23, 2018	
Project Management (6 mos. -- 2 quarters)	Application fee: \$200 Tuition: \$12,500 Books: \$300 - \$800 per quarter
2017 Mar 29 – Sep 8 Sep 20 – Mar 23, 2018	

How much does a student pay if he/she wants to add on a quarter in Business Essentials or Intermediate Business Essentials to the Project Management program?

A Project Management program applicant applying for one quarter of Business Essentials or Intermediate Business Essentials, when completing application materials, will receive the bundle price of \$4,500 for one additional quarter. The Business Admissions Counselor will work individually with the applicant to find the best option for adding on a quarter.

Intermediate Business Essentials (3 mos. -- 1 quarter)	Application fee: \$200 Tuition: \$7,000 Books: \$300 - \$800 per quarter
2017 Jan 4 – Mar 24 Mar 29 – Jun 16 Jun 21 – Sep 8 Sep 20 – Dec 15	
Intermediate Business Essentials (6 mos. -- 2 quarters)	Application fee: \$200 Tuition: \$11,500 Books: \$300 - \$800 per quarter
2017 Jan 4 – Jun 16 Mar 29 – Sep 8 June 21 – Dec 15 Sep 20 – Mar 23, 2018	
Intermediate Business Essentials (9 mos. – 3 quarters)	Application fee: \$200 Tuition: \$16,000 Books: \$300-\$800 per quarter
2017 Jan 4 – Sep 8 Mar 29 – Dec 15 June 21 – Mar 23, 2018 Sep 20 – Jun 15, 2018	

Business Essentials (3 mos. -- 1 quarter)		Application fee:	\$200
2017	Jan 12 – Mar 24 Apr 6 – Jun 6 Jun 29 – Sep 8 Sep 28 – Dec 15	Tuition:	\$7,000
		Books:	Included – no cost
Business Essentials (6 mos. -- 2 quarters)		Application fee:	\$200
2017	Jan 12 – Jun 16 Apr 6 – Sep 8 Jun 29 – Dec 15 Sep 28 – Mar 23, 2018	Tuition:	\$11,500
		Books:	\$300 - \$800 per quarter
Business Essentials (9 mos. -- 3 quarters)		Application fee:	\$200
2017	Jan 12 – Sep 8 Apr 6 – Dec 15 Jun 29 – Mar 23, 2018 Sep 28 – Jun 15, 2018	Tuition:	\$16,000
		Books:	\$300 - \$800 per quarter
Business Essentials (about 12 mos. -- 4 quarters)		Application fee:	\$200
2017	Jan 12, 2017 – Dec 15, 2017 Apr 6, 2017 – Mar 23, 2018 June 29, 2017 – Jun 15, 2018 Sep 28, 2017 – early Sep 2018 (Exact date to be announced by the end of 2016.)	Tuition:	\$19,500
		Books:	\$300 - \$800 per quarter

Note: There is an additional \$500 Program Extension fee for Business certificate programs if the student decides after the first week of classes at UC San Diego to extend the duration of his/her Business certificate program. For details on the policy and procedure for this, please contact ipinfo@ucsd.edu.

CANCELLATIONS AND REFUNDS

All application, testing, international student service, medical insurance, and on-campus housing fees are non-refundable. Any tuition refunds are given through the mode of original payment. Agent-referred students receive refunds through the agent.

All programs in this document lasting 10 weeks or more:

Prior to first day of the program (published start-date in brochure)	Full refund of tuition
First day of program through end of first week of classes (3:00 pm Friday)	50% refund of tuition minus a \$500 withdrawal fee
Week 2 of program classes and later	No refunds

English Language Institute programs and seminars, less than 10 weeks:

Prior to first day of the program (published start-date in brochure)	Full refund of tuition
Day 1 of program	50% refund of tuition minus a \$500 withdrawal fee
Day 2 of program and after	No refunds

Academic Connections International* and Summer Session I and II

Refund Schedules for Academic Connections International and Summer Session I and II may be found on the UC San Diego Extension International Programs website at www.ip.extension.ucsd.edu.

*Please note for Academic Connections:

- Tuition is not refunded for students who arrive late for the program, who leave because of homesickness, or who are dismissed from the program.
- All refund requests must be made in writing to: ipfinancials@ucsd.edu. You will receive a confirmation of your request. Approved refunds by check will take approximately 6 - 10 weeks to process and mail out. Approved refunds by credit card take about one week. Refunds are issued in the same method of payment (check or charge) as the original payment.

Holidays in 2017:

There are no classes at UC San Diego Extension International Programs on the following dates in 2017:

Jan 2-3 New Year's holiday	Sept 4
Jan 16	Nov. 10
Feb 20	Nov 22 (English language programs only)
Mar 31	Nov 23-24
May 5 (English language programs only)	Dec 25-26 Winter holiday
May 29	Jan 1-2, 2018 New Year's holiday
July 4	

HOUSING (See: www.ip.extension.ucsd.edu for additional information & updates.)

Note: Hotel tax of 10–12% applies to rent for less than 30 days in all off-campus apartments and hotels.

Homestay (includes breakfast & dinner daily)

www.sandiegohomestay.com or www.fshsandiego.com

Placement Fee: \$200 (non-refundable)

Airport pick-up fee: \$60 (San Diego airport only)
Airport drop-off fee: \$40 (San Diego airport only)

Rent with 2 meals daily: \$900 / 4 weeks private room/shared bathroom
\$2,475 / 11 weeks private room/shared bathroom

If a student breaks a contract with the homestay agency he/she has to pay a \$250 penalty.

Homestay (no meals included)

www.sandiegohomestay.com or www.fshsandiego.com

Access to kitchen for light cooking, but meals not included.

Placement Fee: \$200 (non-refundable)

Airport pick-up fee: \$60 (San Diego airport only)
Airport drop-off fee: \$40 (San Diego airport only)

Rent with no meals: \$800/ 4 weeks private room/shared bathroom
\$2062.50 / 11 weeks private room bathroom

If a student breaks a contract with the homestay agency he/she has to pay a \$250 penalty.

On-Campus Apartments (summer only)

Includes 3 meals per day at assigned campus cafeteria times.

www.ip.extension.ucsd.edu

email: iphousing@ucsd.edu

Note: If you cancel your on-campus space 14 or more days BEFORE the published move-in date, you will receive a full refund minus \$1,000. If you cancel your on-campus space less than 14 days before the published move-in date, there are no refunds.

Placement fee: None
Airport pick-up: Students arrange transportation to and from campus.
Reservation payment: Full payment must be received to reserve space.

	July 4-week programs (27 nights)	August 4-week programs (27 nights)
Move-in	July 2	July 30
Move-out	July 29	Aug 26
Shared bedroom	\$1,620	\$1,890
Private bedroom	\$1,890	\$2,160

Includes three meals per day at assigned campus cafeterias. Space is limited. Early reservations are important. Full payment is due at the time of submitting the reservation and should be paid by credit card. Other payment methods will delay or lose the reservation guarantee. No reservations will be made without full payment.

Additional nights before move-in date or after move-out date may be available. Inquire at iphousing@ucsd.edu for cost and availability.

Note: If you are in a 10-week summer program and you are interested in on-campus housing at UCSD, please contact iphousing@ucsd.edu for the availability and price of on-campus housing.

Near-Campus Apartments – Anatolia

No meals included. Free airport pick-up for students who rent from Anatolia for 10+ weeks. For stays of less than 10 weeks, San Diego airport pick-up costs \$55.

Website: www.ac-housing.com

Contact: info@ac-housing.com

	4 weeks	8 weeks	11 weeks	26 weeks
Shared bedroom:	\$875	\$1,695	\$2,245	\$4,945
Private bedroom:	\$1,475	\$2,915	\$3,975	\$8,995

All prices are per person for shared rooms (two people to a room, four to an apartment) and private bedrooms. Contact Anatolia for price/availability of single and family apartments.

A non-refundable placement fee of \$250 is required (not applied to rent) in order to make the reservation.

All fees payable directly to Anatolia (not UC San Diego).

HOUSING (See: www.ip.extension.ucsd.edu for additional information & updates.)

Note: Hotel tax of 10–12% applies to rent for less than 30 days in all off-campus apartments and hotels.

<p>Near-Campus Hotel — The Residence Inn by Marriott La Jolla</p> <p>Includes daily breakfast and dinner Monday-Wednesday Studio apartments with small kitchenette</p>	<p>Maximum 3 people can share cost; free shuttle to/from UCSD by appointment.</p> <p>See www.residenceinn.com/laica or the “Student Life” section of www.ip.extension.ucsd.edu Ask about the discounted rate for UCSD guests</p>
<p>Hotel — Clarion Del Mar Inn</p> <p>Includes daily breakfast; next to the beach; 30 minutes by public bus from UCSD</p>	<p>Maximum 2 people can share cost; free shuttle to/from UCSD by appointment.</p> <p>See www.delmarinn.com/ucsd for discounted rate for UCSD guests.</p>
<p>Hotel — Embassy Suites San Diego-La Jolla</p> <p>Includes daily breakfast; next to the University Town Center shopping mall; 15 minutes by public bus from UCSD</p>	<p>Maximum 3 people can share cost; King or Double suite with pull-out sofa in living room.</p> <p>See http://embassysuites3.hilton.com/en/hotels/california/embassy-suites-san-diego-la-jolla-SANLJES/index.html for hotel information. Ask about the discounted rate for UCSD guests</p>

CONTACT INFORMATION

The following persons can be contacted for relevant inquiries. You may access more information on our website: <http://www.ip.extension.ucsd.edu>.

Front Desk	Ms. Isabel Chou Mr. Corey Carpenter Mr. Derek Shackleton +1-858-534-6784	ipinfo@ucsd.edu
Admissions/Form I-20s	Mr. Alex Dausch Ms. Adriana Ota-Sims Ms. Jessica Alvarez +1-858-534-6784	ipadmission@ucsd.edu
Housing/Health issues	Ms. Brittany Raab Ms. Megan Tchir +1-858-822-2727	iphousing@ucsd.edu iphealth@ucsd.edu
Immigration / Visa Issues	Ms. Olga Piro +1-858-534-6784	opiro@ucsd.edu or
Billing / Payment	Ms. Stacy Warneke Mr. Robert Van Unen Ms. Sarah Vogel Ms. Veronica Rich +1-858-534-6784	ipfinancials@ucsd.edu
ELI Academic Coordinator	Ms. Lisa Kovacs +1-858-534-6784	lkovacs@ucsd.edu
Fluency Development Program Coordinator	Ms. Ali Sanchirico +858-822-1570	conversationleaders@ucsd.edu
Activities & Events Coordinator	Ms. Shaily Jariwala +1-858-822-1964	iss-events@ucsd.edu
Director, International Programs and English Language Institute	Ms. Roxanne Nuhailey +1-858-534-6784	rnuhailey@ucsd.edu
Associate Director, English Language Institute	Ms. Tanya Davis +1-858-246-1643	T7davis@ucsd.edu
Operations Manager	Mr. Mike Ryan +1-858-534-6784	mpryan@ucsd.edu
Marketing and External Relations	Ms. Gwendolyne Guzman Rose Ms. Joy Frye +1-858-534-0413	geguzman@ucsd.edu jsfrye@ucsd.edu or ipmarketing@ucsd.edu
TEFL Program Coordinator	Ms. Kim Lawgali +1-858-822-1733	tefl@ucsd.edu
TEFL Student Advising	Mr. Chad Baldwin +1-858-534-7418	tefl@ucsd.edu
University & Professional Studies (UPS) & Summer Session	Ms. Kristen Delmonte Ms. Valerie Nickels +1-858-246-1644	ups-program@ucsd.edu
ELI Program Assistant	Ms. Alecia Wallingford +1-858-822-4346	eliprogramassist@ucsd.edu
ELI Student Advisor	Ms. Ashley Arvanites +1-858-246-1644	eliadvisor@ucsd.edu
ELI Custom Programs Coordinator (also in charge of 4-week programs)	Mr. Scott Ferry +1-858-822-2397	sferry@ucsd.edu
Custom Programs Assistant/ Student Advisor	Ms. Ling-chih Kao +1-858-822-5964	ipshortterm@ucsd.edu
Business Certificate Programs	Ms. Mindy Flanagan +1-858-534-5143	bpis@ucsd.edu

Brazil Representative	Ms. Ivana Bonaccorsi	ivanab@ucsd.edu
China Affairs Representative	Ms. Etran Chane McComic	echane@ucsd.edu