



CENTER FOR ENGLISH LANGUAGE
AND ORIENTATION PROGRAMS

Summer 2012 Part-Time Courses

Important Program Dates

Check-in:	May 18, 2012, 10:00am
Placement Testing:	May 18, 2012, 1:00pm
Classes begin:	May 30, 2012
Last class:	August 16, 2012

Classes meet 5 hours a week, on Monday and Wednesday or Tuesday and Thursday, from 1:30 to 3:50.

Part-time Student Requirements

- Please provide a copy of your passport and all immigration travel documents (I-20, DS-2019, Green Card, etc.)*
- All Boston University students must show proof of receiving the required immunizations. You may either fax your records to 617-353-3557 or go to Student Health Services at 881 Commonwealth Avenue and receive the shots. Complete and return the enclosed Health History Report before Check-in on January 13, 2012.*
- All international students (F-1, F-2, J-1, J-2) at Boston University are automatically enrolled in the Boston University Student BASIC Medical Insurance Plan and their student accounts are charged for the coverage. If the student has a comparable level of health insurance coverage, a Medical Insurance Waiver may be completed to waive participation in the plan. You may either fax your Medical Insurance Waiver to 617-353-3313 or go to Student Accounting Services at 881 Commonwealth Avenue. Complete and return the form by February 1, 2012.*
- All BU students must create a BU email and login. Please see Lesley in Room 267 to create your email.*
- After you have created your email you must enter your emergency phone number into your Student Link Account. Please let us know if you have questions about how to do this.*

There is NO refund for part-time classes after class has started.

Policies

Eligibility

To apply to study at Boston University/CELOP, you must meet the following requirements:

1. You must be at least 17 years old.
2. You must be a high school (secondary school) graduate.

How to Apply

Enrollment in CELOP classes is limited, so it is best to apply early. Part-time students may apply for one or two courses.

Visitors in B-1/B-2 status may take a class that is considered short-term and recreational in nature (e.g., one English language class or a sports or music class).

Therefore, you can take only one English class at CELOP with a B-1/B-2 visa. You cannot continue at CELOP after that course is finished unless you have an F-1 status visa.

If you are already in the United States on a B-1 or B-2 visa, you will have to apply for a change of status before you can study full-time at CELOP. This can be a long process, and, in many cases, you may be required to return to your home country to get your F-1 Student visa.

Please contact William Marion at wmarion@bu.edu to schedule an appointment to discuss your immigration status.

Payment Options

1. Check or money order (payable to Boston University/CELOP).
2. Credit card: Visa, MasterCard, Discover (Boston University does not accept American Express).

Registration Fee

When you apply, you will be charged one \$40 registration fee, whether you take one or two classes. This fee and tuition is non-refundable.

Course Changes and Cancellations

If CELOP changes or cancels your course, you will be notified and given the option to select another course or receive a full refund, including the \$40 registration fee.

Refunds & Withdrawals

If you choose to cancel your application before the first day of class, you will receive a tuition refund. (You will not be refunded the \$40 registration fee.) After the first day of class, no refunds will be given.

If, after attending one class, you decide it is not appropriate for your needs, you may request a change to another course in the same semester. No tuition refunds will be given. You may not change your course after the second class has taken place.

Placement Tests

All new CELOP students are required to take a placement test to determine their level of English ability. If you are a current CELOP student, you may select to "waive test" and fill in the name of your teacher and your level.

If you do not place into your chosen course(s), you will have the option of selecting a different course or receiving a full tuition refund.

Books & Supplies

Most classes will work from a textbook or books, which students can purchase at the Boston University Barnes & Noble in Kenmore Square. The cost of books is not included in course tuition.

Snow Closings

In case of snow and other emergencies, please call Boston University's Snow and Emergency Closings Hotline at 617-353-SNOW (7669) to find out if you should come to class.