

GTLI POLICIES

Attendance Policy

The Language Institute and the United States Citizenship & Immigration Service (USCIS) rules require students to attend class on a regular, daily basis. This means that students are expected to arrive on time to each class and be prepared for the day's lesson. We realize that in some emergency cases, you will not be able to attend class. However, there are no excused absences. Consult your teacher about late policies. Teachers must report all student absences. If you are not in a class on a particular day, you will be counted absent. If you are 5-15 minutes late to class, you will be marked late. If you arrive more than 15 minutes late, you may be counted absent. Check with your teacher about the late policy.

Absences

The Language Institute does not excuse absences. If you are sick or need to miss class for any other reason, it is your responsibility to make up all class assignments. If you know in advance that you are going to be absent, you should let your teachers know about your absence and arrange to make up your assignments. If your absence is unplanned, you should talk to your teachers as soon as possible to make plans for completing missed assignments.

Code of Conduct

A student enrolling in the Georgia Institute of Technology assumes an obligation to conduct himself or herself in a manner compatible with the Institute's function as an educational institution. Actions that violate the code of conduct may be subject to discipline and fall into the categories of academic and nonacademic misconduct. The Student Code of Conduct clearly defines these expectations. The purpose of the Student Code of Conduct is to educate all members of the Georgia Tech Community and to maintain an environment conducive to academic excellence. The GT Student Code of Conduct can be found online at: <http://www.policylibrary.gatech.edu/student-affairs/code-conduct>

Students who violate the Georgia Tech Student Code of Conduct may be dismissed from the program. Students who are dismissed for misconduct are not eligible for a refund.

Language Institute students also agree to follow the GTLI Student Code of Conduct:

GTLI Student Code of Conduct

The Georgia Tech Language Institute (GTLI) Student Contract

I want to be part of the GTLI.

Attendance/Punctuality

1. I will seek to have 100% attendance in all of my classes.
2. I will arrive on time to all of my classes, and I will not leave my classes early.

Academics

3. I will do all of the homework assignments that my teachers give me every day for each of my classes.
4. I will try hard to pass all of my classes by taking my assignments seriously and studying on my own.
5. I will do my assignments and take my tests honestly without copying, cheating, or receiving inappropriate help from anyone else.
6. If I miss class, I will find out what I missed and arrive prepared to the following class.
7. If I do not do a homework assignment or any other type of assignment, I understand that I will receive a 0 and this will affect my overall grade.
8. If I do an assignment or take a test and receive a failing grade, I will seek to understand why I failed. I will also ask the teacher what I need to do to improve my performance.
9. If I try hard and fail a course, I will understand that I failed because I still need to develop certain skills, and I will retake the course so that I might develop those abilities.

Classroom Behavior

10. I will pay attention and stay focused.
11. I will set my cell phone to silent before class, and I will not use my cell phone, text, or surf.
12. I will speak only English.
13. I will bring my textbooks and other required materials to every class.
14. I will seek help from my Lecturers when I do not understand an assignment or class material.

General Behavior

15. I will treat the staff, the teachers, and the students of the GTLI politely and respectfully at all times.
16. I will take responsibility for meeting all Georgia Tech administrative requirements (immunizations, financial guarantee letters, and registration).
17. I will check Georgia Tech e-mail daily to find out important information.
18. I will treat the building, furniture, computers, and other property of the GTLI with care; I will clean up after myself in the classrooms and public spaces (e.g., bathrooms, lounge areas).
19. I will participate in student activities at the Language Institute and Georgia Tech.
20. I will use English in every possible opportunity.

Academic Honesty Policy

The members of the Georgia Tech community believe the fundamental objective of the Institute is to provide students with a high quality education while developing in them a sense of ethics and social responsibility. We believe that trust and self-discipline are important parts of the learning process. We also believe that dishonesty of any kind hurts the entire community. It is with this in mind that we have made the Student Academic Honor Code at Georgia Tech. Like other students at Georgia Tech, Language Institute students are expected to follow the Georgia Tech Academic Honor Code <http://www.honor.gatech.edu/plugins/content/index.php?id=9>

The following will be considered violations of Georgia Tech's Academic Honor Code:

- Possessing, using or exchanging improperly acquired written or verbal information in the preparation of any essay, examination, or other assignment included in an academic course;
- Submission of material that is wholly or substantially identical to that created or published by another person or person, without adequate credit notations indicating authorship (plagiarism);
- False claims of performance or work by the student.

Complaint Policy

It is very important to the Language Institute that all students have the best possible experience during their stay at the Language Institute. If a student has a problem or complaint about any aspect of the program, the student has the opportunity to have the problem addressed. If a student has a complaint, s/he should complete a Student Complaint Form, which is available at the Front Desk. After completing the form, the student should return it to the Front Desk. The form will then be directed to the appropriate person to address the complaint.

Within 1-3 days, the student will receive a written response to the complaint from the Director or Associate Director, and in most cases the student will be able to meet with someone on the Language Institute staff to address their concerns and find a resolution to the problem.

Hold Policy

Students may have registration holds placed on their student accounts for failure to complete medical requirements and/or failure to complete payment or provide scholarship information prior to the start of the session. Registration holds prevent students from receiving a schedule for the following session.

Medical Holds

All Language Institute students who fail to satisfy the immunization and TB requirements, set forth by the Board of Regents, by the 5th week of the student's first session, will have a medical hold placed on their account. Missed classes due to medical holds are not excused.

Payment Holds

All Language Institute students will have a hold put on their account for any unpaid balances owed to GT. It is the student's responsibility to make sure tuition and fees are paid in full prior to the start of the session. Scholarship students must have a valid financial guarantee letter for the next session to avoid a hold on their account. If your guarantee letter will expire before the end of the session, you will have a hold placed on your account.

Attendance Probation

You will be placed on attendance probation for the following session of study if you fall into one of the two categories below:

- If you have 6-9 absences in 2 or more classes
- If you have 10 or more absences in 1 class

If you are on attendance probation, you may be dismissed and could be terminated from the program if you are absent more than 5 times in any classes.

Academic Probation

Students must maintain at least a 2.0 GPA for each session in order to remain in good status at the Language Institute. If a student falls below a 2.0 GPA in a particular session, he or she will receive a letter advising of academic probation and the need to pass the current level. If a student cannot pass the level during the probationary session, the student may not be permitted to enroll for additional sessions and could be terminated for failure to make academic progress.

Diversity, Equity, and Inclusion Policy

Georgia Tech is a diverse community, composed of individuals and groups with a variety of religious, racial, national, cultural, sexual, and educational identities. To belong to a global society, Georgia Tech must be a pluralistic institution. Only by embracing diversity and variety can we gain stature, strength, and influence in that global society. Website:

www.gatech.edu/gen_catalog/non-academic/gen-info/human-relations.php

Privacy of Student Records

The Language Institute will not release information about your grades at the Language Institute without your written permission. This policy and others are part of the Family Educational Rights Privacy Act (FERPA). More information can be found on the Registrar's website:

www.registrar.gatech.edu/ferpa.html

Privacy of Health Records

The Georgia Tech Health Services Department is dedicated to maintaining the privacy of your individually identifiable health information as required by the Health Insurance Portability Act and Accountability Act of 1996 (HIPAA). Website:

<http://health.gatech.edu/services/Pages/HIPAA/About-Your-Privacy.aspx>

Policy on Alcohol and Illegal Drugs

The Georgia Tech Policy on Alcohol and Illegal Drugs is consistent with state law and other Institute policies. In the United States, it is illegal to drink alcohol if you are under 21 years of age. Any drug not prescribed by a doctor is illegal. Students will be held accountable for violations of the policy and any other Student Conduct Code violations while under the influence of alcohol. Students who are aware of another student who has consumed large amounts of alcohol should ensure they receive medical attention by contacting Health Services or the Georgia Tech Police Department.

Refund Policy

Refund requests must be submitted for approval before the Friday of the second week of the session and must include the following:

1. A complete early withdrawal form (available at the front desk)
2. Please submit your forms to Anna Potter (Room 102) or Mary Ellen Whelan (Room 108)

Scholarship students who withdraw from the program are required to self-pay for their tuition and required fees prior to departure from the Language Institute. The table below lists the amounts due according to the week of withdrawal.

	Tuition Charges Due	Fees Due (if services are used)	Fees Due (if services are not used)
Week 1 (87% Refund)	\$69.55 per course	\$80 Health Center \$209 Health Insurance	\$0 Health Center \$0 Health Insurance
Week 2 (75% Refund)	\$133.75 per course	\$80 Health Center \$209 Health Insurance	\$0 Health Center \$0 Health Insurance
Week 3 (No Refunds)	\$535.00 per course	\$80 Health Center \$209 Health Insurance	\$0 Health Center \$0 Health Insurance
Week 4 (No Refunds)	\$535.00 per course	\$80 Health Center \$209 Health Insurance	\$0 Health Center \$0 Health Insurance
Week 5 (No Refunds)	\$535.00 per course	\$80 Health Center \$209 Health Insurance	\$0 Health Center \$0 Health Insurance
Week 6	\$535.00 per course	\$80 Health Center	\$0 Health Center

(No Refunds)		\$209 Health Insurance	\$0 Health Insurance
Week 7 (No Refunds)	\$535.00 per course	\$80 Health Center \$209 Health Insurance	\$0 Health Center \$0 Health Insurance
Week 8 (No Refunds)	\$535.00 per course	\$80 Health Center \$209 Health Insurance	\$0 Health Center \$0 Health Insurance

Vacation/Leave Policy

Temporary Departure from the United States:

- If you plan to leave the United States for a short vacation or an emergency and plan to return to the Language Institute to continue your studies, you must meet with a Designated School Official (one of our registration coordinators) prior to your departure for approval to travel. Please bring your I-20, airline ticket and passport to room 108 **at least three business days before you plan to travel.**

Traveling Between Sessions:

- If you want to be authorized to travel outside the US between sessions, bring your I-20 and plane ticket to room 108 **at least 3 business days before you need it.** Only students that are in good standing at the time of the request will be authorized to travel. If you are not in good academic and attendance standing (are on probation) you will be sent a letter for re-entry through email after grades are released if you return to good standing.
- If you are not returning to the Language Institute, we cannot authorize you to come back into the US. If you decide to travel to another country after you finish studying you will not be able to re-enter the US on your student visa.

Taking an Authorized Break:

Students who have completed 9 consecutive months of study (4 sessions) are eligible to have a 1-session authorized break in study. The student is allowed to stay inside the U.S. during the break or travel outside the country.

In order to take a break, the student must enroll for the session after the break during the pre-enrollment period of the current session. To enroll, the student must:

- Complete the appropriate forms.
- Pay the non-refundable \$500 deposit which will be applied to the tuition for the next session.
- Pay \$209 fee for insurance coverage on the break.

Transferring to a New School:

When a student successfully completes a level (maintains at least a C average, GPA 2.0 or above) at the Language Institute and wants to transfer to another school, there are several steps to complete. Information about transferring is available at the front desk.

- Apply to another program.
- When the student receives an acceptance letter from the new school, it should be submitted to the Registration Coordinator along with a transfer out request form. A student in good standing has 60 days from the last day of the session to complete a transfer to a new school.
- If a student is dismissed from the Language Institute, s/he has only 15 days to transfer.

The Language Institute will transfer the student's record in SEVIS after the acceptance letter and the transfer out form are received. It is the student's responsibility to make sure that the Language Institute has all required documents to complete the transfer within the given time frame.

Returning Home

Students who successfully complete their program have 60 days from the end of the session to return home. Students who are dismissed from the Language Institute have 15 days to leave the US.