

# Application for Tutoring & Individualized Instruction



## Application Requirements

- Application and Program Fees
- Tuition Payment
- MMR Vaccination

**Apply** – Submit application to CESL 101. Only complete applications will be accepted. Full payment (application and program fees, and tuition) and verification of MMR vaccination must be submitted at the time of application.

**Eligibility** – All students must be at least 18 years of age or be high school graduates. Tutoring must take place on the University of Arizona campus.

**Immunizations** - All students born after 1956 and attending classes on the UA campus must show proof of TWO immunizations against each disease - measles, rubella, and mumps (MMR). If you do not have a record you must be re-immunized. See Pima County Health or Campus Health Center. [www.pimahealth.org/immunizations/adult\\_imm.htm](http://www.pimahealth.org/immunizations/adult_imm.htm). Please include documentation with your application.

**Payment** - May be made by credit card, (Visa, American Express, or MasterCard), international money order, bank check drawn on a U.S. bank, or by wire transfer. We cannot accept Western Union payments. Returned checks and denied credit cards have a \$40.00 processing fee. Checks and money orders should be payable to THE UNIVERSITY OF ARIZONA. Application and program fees (\$50) will be waived for current full and part-time applicants. No discounts are offered for tutoring.

**Refund Policy** - Refunds are limited and apply only to tuition; fees are not refundable. For details, please see the refund policy on the web page: <http://www.cesl.arizona.edu/docs/WithdrawalRefundPolicy.pdf> CESL gives no refunds except in documented, extenuating circumstances. All refunds must be approved by the program administrator and require surrender of the original receipt. If payment was made by cash or check, refunds are processed through the University check request system. Note that this process can take 4-6 weeks. Credit card refunds are processed directly by CESL via credit back to the card that was used for payment.

## Tutoring and Individualized Instruction Options

All programs are a minimum of 10 hours and must be completed within an 8 week period

English area	Category	Description of category.
<b>GENERAL ENGLISH</b>	General Tutoring Fee: \$30/hr (10 hr min.)	This tutoring is generally for students who want help with general English for CESL courses or for undergraduate university work.
<b>GENERAL ENGLISH</b>	Elite Tutoring Fee \$50/hr (10 hr min.)	This tutoring is for students who want higher-level, more intense tutoring in general English skills. This tutoring is for advanced academic or professional work.
<b>SPECIFIC ENGLISH SKILLS</b>	Tutoring Packages (\$700 /package, 10 hrs.)	This tutoring is for students who want intensive, focused instruction from an ESL teacher in some particular area of English. Please see the descriptions on the other side of this sheet.
<b>LAB PASS</b>	Computer lab pass (price varies)	This is a pass for students to use CESL's computer lab during free time. Rates depend on length of time of pass (see attached page).
<b>PLACEMENT TEST</b>	CESL's placement test (\$60)	Students have the option of taking CESL's placement test without enrolling. The fee may be applied to tuition later, if the student wishes.

Center for English as a Second Language  
1100 E. James E. Rogers Way  
University of Arizona PO Box 210024  
Tucson, Arizona 85721-0024 USA  
Tel: 1 (520) 621-3637  
Fax 1 (520) 621-9180  
[esltutor@email.arizona.edu](mailto:esltutor@email.arizona.edu)



CESL and the UA welcome all students, including students with disabilities.

## CESL Tutoring Packages – Specific English Skills

**TOEFL:** Get extra help getting ready for the TOEFL exam. With this package you will receive a TOEFL preparation book and your tutor will work with you intensively on preparing for the TOEFL, and especially in helping you get stronger in your weaker areas. This package also includes library checkout privileges and a lab pass to use in CESL's computer labs. This package is for intermediate- and advanced-level students. (Exam information: <http://www.ets.org/toefl>.)

**IELTS:** Get extra help getting ready for the IELTS exam. With this package you will receive an IELTS preparation book and your tutor will work with you intensively on preparing for the IELTS exam, and especially in helping you get stronger in your weaker areas. This package also includes library checkout privileges and a lab pass to use in CESL's computer labs. This package is for intermediate- and advanced-level students. (Exam information: <http://www.ielts.org>.)

**Grammar:** This package focuses especially on grammar. You will get help in different aspects of grammar and have the chance to review and practice with the tutor. You will also get a grammar chart book that you can look at anytime you need to review your grammar. This package also includes library checkout privileges and a lab pass to use in CESL's computer labs. This package is appropriate for all levels.

**Reading:** In this package you will work with a tutor to improve your reading skills. You will work on strategies to read better, and you will practice these with different readings. With this package you will receive three short books that you can read with your tutor. These books can be the same level or different levels. This package also includes library checkout privileges and a lab pass to use in CESL's computer labs. This package is for all levels.

**Vocabulary:** This package will help you build your vocabulary. For beginning-level students, you will develop your basic vocabulary and you will receive a picture dictionary and CD to help you practice on your own. Intermediate- and advanced-level students will receive an advanced American dictionary with CD-ROM for home reference or an idiom dictionary to improve your knowledge of English idioms. Both packages also include library checkout privileges and a lab pass to use in CESL's computer labs.

**Writing:** In this package you will work on improving all aspects of your writing, including sentences, paragraphs, essays (if appropriate), organization, spelling, punctuation and style. Your tutor will help you correct your mistakes and learn the techniques to become a good writer. Beginning-level students will receive a writing book to help them with general writing organization and grammar mistakes and an English spelling book to help them improve their spelling. Higher-level students will receive an advanced writer's reference book to use at home and in their future studies. Both packages also include library checkout privileges and a lab pass to use in CESL's computer labs.

**Speaking:** In this package, you will work with a tutor to improve all aspects of your speaking skills, including pronunciation, intonation, speed of speech and comfort having a conversation in English. In addition to working with a tutor, you will be given a free conversation partner to practice your speaking skills with, and your tutor will train you on our lab programs that help you with your speech. You will also receive a book at your level to help you with your speaking. This package also includes library checkout privileges and a lab pass to use in CESL's computer labs. This package is for all levels.

**Pronunciation:** This package is for people who want intensive, focused tutoring especially on their pronunciation. The tutor will work with you on the most challenging aspects of English pronunciation, including difficult sounds, intonation, and rhythm. With this package you will receive a book and a CD to help you improve your pronunciation at home. Your tutor can also train you on a computer pronunciation program. This package also includes library checkout privileges and a lab pass to use in CESL's computer labs. This package is for all levels.

**Presentation skills:** This package is especially for people who want to improve their presentation skills, and people who have to make class presentations or professional presentations. Your tutor will help teach you how to make a good presentation, and will help you with your speaking so that your presentation will be clear and easy to understand. You will also receive a book that will give you helpful guidelines for making a presentation. In addition, if you wish, your tutor will teach you how to use PowerPoint presentation software. This package also includes library checkout privileges and a lab pass to use in CESL's computer labs. This package is for intermediate to advanced students.

# Application for Tutoring Program



Date \_\_\_\_\_

## PLEASE COMPLETE ALL INFORMATION

FAMILY NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_

Birthdate: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ City & Country of Birth \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_

Country of Citizenship \_\_\_\_\_

Are you a current or former CESL student? \_\_\_\_ Dates of attendance? \_\_\_\_\_ Student ID# \_\_\_\_\_

### Local Address

\_\_\_\_\_  
\_\_\_\_\_

Your E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_

### Please select the program(s) you would like to enroll in (\$50 application fee for tutoring):

- General Tutoring
- Elite Tutoring
- Tutoring Package (circle one: TOEFL, IELTS, Grammar, Reading, Vocabulary, Writing, Speaking, Pronunciation, Presentation skills)

For tutoring, when do you wish to begin your program? \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (month / date / year)

### Computer lab pass or placement test (\$10 application fee)

- 1 month (\$15)  2 months (\$20)  3 months (\$30)  4 months (\$40)
- Placement test (\$60 test fee may be applied to tuition in a CESL class)

I have read and completed all pages of this application accurately, truthfully and understand the conditions. I am 18 years of age or older, and/or I have completed high school or its equivalency, and I can read and write in my own language. I have presented proof of measles, mumps, and rubella immunization (MMR) for study on the UA campus. I have read and understand the CESL refund policies.

Sign Here \_\_\_\_\_ Date \_\_\_\_\_

APPLICANT'S SIGNATURE. This application will not be processed without the applicant's signature.

If the applicant is less than 18 years old, a parent or guardian must sign below and note their relationship. The applicant must also submit additional application documents: Medical Consent to treat a Minor and Behavioral Agreement, and Recommendation from a current teacher. Please print the additional **Application for Minors** at <http://www.cesl.arizona.edu/docs/APPLICATIONforMinors.pdf>

\_\_\_\_\_  
Relationship \_\_\_\_\_  
Signature of Parent or Guardian

Total amount enclosed with this application. \$ \_\_\_\_\_

### CREDIT CARD AUTHORIZATION FORM

I hereby authorize The University of Arizona to charge the total payment above (US) to my credit card. There is a \$40.00 processing fee for denied credit cards.

MASTERCARD  VISA or American Express CID # \_\_\_\_\_ Card # \_\_\_\_\_ Expiration Date \_\_\_\_/\_\_\_\_

Card holder name (Please print) \_\_\_\_\_ Card holder Signature: \_\_\_\_\_

Billing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email address \_\_\_\_\_