

Application for Part –Time English Study



Application Requirements

- Application and Program Fees
- Tuition Payment
- MMR Vaccination

Apply – Submit application to CESL 101 at least one week prior to the start of the program session. Only complete applications will be accepted. Full payment (application, program fees, and tuition) must be submitted at the time of application.

Registration and Placement Exam – Please register in person at least one week before the start of the session in CESL 101 between 8:30 am – 4:30 pm. After registration you will take the placement exam to determine your English proficiency level and the courses available to you. For current course descriptions and schedules see: www.cesl.arizona.edu/docs/EPcoursedescriptions.pdf Students currently enrolled in the part-time program, who wish to enroll in the full-time program, will be required to take a placement exam.

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. 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.

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. Classes cancelled by CESL will be refunded in full with the original receipt.

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

cesl@email.arizona.edu

Admission information: <http://cesl.arizona.edu/applynow.htm>
CESL and the UA welcome all students, including students with disabilities.

