

## Understanding Your PALS Invoice

**Below is a detailed explanation of some common terms you may see on your PALS invoice:**

### **Required Fees:**

- **Tuition** - Tuition fees are **charged for each five, six or seven week session** to fund the cost of your classroom instruction at PALS. These fees cover the cost of teacher salaries, administration salaries, focused study groups and all other academic services provided to you.
- **Placement Testing Fee** – The Placement Testing fee is **charged only once** and covers the cost of administration, grading and placement. This test is essential for placing you into the correct level of course work when you enter the program. We are currently providing the TOEFL ITP (Institutional Testing Program) as our placement test. We are also charged by ETS (Educational Testing Services) for each test we give out. They provide us with the student’s official score/grade sheet and certificate both of which are provided to the student when received. In addition to the ITP, we administer an interview and writing sample component to the placement test which is graded by a panel of instructors using the TOEFL standard rubric.
- **Campus Fee** – The Campus Fee is paid to PALS by **all** students to cover costs of various activities, cost of using PALS computers and technology equipment, cost of using and maintaining university facilities such as classrooms, parking lots, rest rooms, gas, electricity etc.
- **Rutgers SEVIS Administration Fee** – The SEVIS administration fee is paid by all F1 Visa holding students upon initial processing of their I-20 documents. It is also charged to continuing students in January and in September of each year. This fee covers the cost of issuing I-20 documents and maintaining the federal database that monitors all visa holders. This fee is separate and in addition to any fees charged by the United States government in order to issue an F-1 Visa.
- **Rutgers Basic Major Medical and Health Insurance Fee** – **This is a required fee for all F1 Visa students** and is charged each session. This fee covers visits to Rutgers University Health Centers, emergency hospital visits and discounted medications from University health centers. This fee is decided by the Rutgers University Board of Governors.
- **Textbook and Learning Materials Fee**- This fee is charged to cover the cost of the textbooks and learning materials for each course. PALS charges a minimum administration fee on the textbooks for the time the staff spend

ordering, purchasing and distributing textbooks. All textbooks must be purchased from PALS.

- **Late Registration Fee** – This fee is charged when a student does not pay his/her tuition and fees by the appointed due date.
- **Returned Check Fee** – This fee is charged when a student's check is returned from his/her bank and the designated funds are not paid to PALS.
- **TOEFL Boot Camp** – TOEFL Boot Camp is an intensive test prep program consisting of 20 classroom hours/week. Students will complete multiple practice tests and write ample timed essays to improve their ability to write effectively under pressure. The additional cost for Boot Camp is in consideration to the time-intensive grading process of the practice tests, speaking tests and essays.
- **Deregistration Fee** - Deregistration is an administrative action taken when a student fails to fulfill a financial obligation or established administrative deadline while enrolled at the Program in American Language Studies. When a student is deregistered, the International Student Advisor will notify the student that he/she is not permitted to attend any educational or school related activities. During the period of deregistration, the student will be assigned a grade of zero (0) for missed educational or school related activities, and will accumulate unexcused absences which will affect the student's visa status. The Program Coordinator will re-register the student once the student satisfies any and all financial or administrative obligations and pays a re-registration fee of \$50.00.

**Optional Charges:**

- **Express Mailing Fee** – This fee covers the cost of mailing documents overseas via UPS or TNT Express.
- **Dormitory and Meal Plan Fees** – These fees cover the cost of dormitory rental and meal plan service for students who choose to utilize them. **These fees are paid for each session.** The Dormitory and Meal Plan are decided by the Rutgers University Board of Governors.
- **Transcript Fee** – This fee covers the cost of processing and mailing official transcripts to academic institutions for students who request this service.

**Additional Fees which will be separate form your PALS Invoice:**

- **Recreation Fee** – Students who wish to use the University recreation facilities are required to pay a small fee for this service.
- **Parking Fee** – PALS has obtained special parking permits from Rutgers Parking and Transportation Services for its students. These permits are available for purchase in the PALS office for all students who wish to park their cars on campus.