

4 Payment Procedure (Please print or type)

Every quarter of your study you must submit by the deadline:

- Application Fee
- Program Fee
- Student Service Fee

In addition, every quarter you must submit:

- Course Fees

Additional fees may be required; please see the Fees and Deadlines Chart on page 18 in this brochure.

Note:

- Application for one or more quarters does not guarantee a space in the program. Only students who enroll (pay Program and Student Service Fees) are guaranteed a space in the program. Students who apply for three quarters and only enroll (pay) for one quarter are not guaranteed a space in the program for the second or subsequent quarter(s) unless they enroll in the second or subsequent quarters at the same time.
- Some quarters fill three months in advance and space in the program is not available after that time.

When students initially pay the Application Fee and pay Program and Student Service Fees at the same time for the total number of quarters they wish to enroll, there is only a one-time Application Fee.

Examples:

1. Initial Payment of:
 \$170 Application Fee
 \$965 Program Fee
 \$465 Student Service Fee = guaranteed space for 1 quarter

 2. Initial Payment of:
 \$170 Application Fee
 \$1,930 Program Fee
 \$930 Student Service Fee = guaranteed space for 2 quarters
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3. Continuation of study for an additional quarter:
 Payment of:
 \$170 Application Fee
 \$965 Program Fee
 \$465 Student Service Fee = guaranteed space for 1 quarter

 4. Initial Payment of:
 \$170 Application Fee
 \$2,895 Program Fee
 \$1,395 Student Service Fee = guaranteed space for 3 quarters
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Application Fee \$170/quarter \$ 170

Save \$170 each quarter if applying and paying for Application and Program Fees for two or more quarters at the same time.

Program Fee ___ # quarters x \$965/quarter \$ _____

Enclosed payment is for the following quarters:

- Fall 2009 Winter 2010 Spring 2010 Summer 2010

Student

Service Fee ___ # quarters x \$465/quarter \$ _____

Enclosed payment is for the following quarters:

- Fall 2009 Winter 2010 Spring 2010 Summer 2010

TESOL Professional Sequence Award \$2,170 \$ _____

TESOL Professional Certificate \$3,295 \$ _____

Additional Fees *

Late Application	\$ 100	\$ _____
Late Payment	\$ 100	\$ _____
Late Arrival	\$ 100	\$ _____
Wire Transfer Processing	\$ 35	\$ _____

Grand Total \$ _____

Note: Fees are subject to change without notice.

* For additional fees see the Fees and Deadlines chart on page 18 in this brochure.

PAYMENT OPTIONS (U.S. dollars only. Do not mail cash.)

- Credit Card Payment**—Visa or MasterCard
 To pay online, please visit our secure online payment link:
<https://secure.xlrn.ucsb.edu/secureline.php>
 To pay by mail: Mail Code 1110, University of California,
 Santa Barbara, CA 93106-1110
 Questions: Phone: (805) 893-5854 E-mail: apply@els.ucsb.edu

- Pay by **Bank Draft, Money Order, or Check** in U.S. Dollars
 Total Amount Enclosed: \$ _____
 Enclose payment payable to UC Regents. The money must be drawn on an account held at a U.S. bank or a U.S. branch of your bank.

- Wire Transfer of Funds** Banking Information:
BANK: Bank of America NA, 100 West 33rd Street,
 New York, New York 10001
ROUTING/TRANSIT (ABA) Number: 026009593
SWIFT ADDRESS: BOFAUS3N
PAYEE: Regents of the University of California (UCSB/UNEX)
ACCOUNT #: 0780500030

— **VERY IMPORTANT** —

BE SURE TO INCLUDE ON THE WIRE TRANSFER:

1. UCSB/UNEX (This identifies UCSB Extension as the recipient.)
2. INVOICE # (This is the number located at the top of your bill.)
3. STUDENT NAME(S)
4. COMPANY/AGENT/UNIVERSITY NAME

IF THE ABOVE INFORMATION IS MISSING, IT WILL DELAY THE CREDITING OF YOUR ACCOUNT

Please fax your confirmation of Wire Transfer to:
 (805) 893-4943, UCSB Extension, Attention: Cindy Odegard-Cicileo

Please add an additional \$35.00 to invoice total if you are paying via wire transfer. Your bank may assess service charges in addition to our \$35.00 service charge.

