REGISTER YOUR GROUP IN STEP

To register your group in the **Short Term English Program (STEP)**, please choose one of the following registration options:

Option 1: Register Individuals Online (Credit Card Payment)

Participants can register directly online for any open session of STEP by following the instructions on the "How to Register" section of the program webpage.

If you wish for your participants to register online, please note:

- Each participant must register individually using the online registration form.
- After submitting the registration form, each student will receive an email with a unique invoice link
  - The student will click on the link and submit the credit card payment via the secure payment portal *OR*
  - The student may forward the email to a 3rd party (family member, agent, etc.) ,who then clicks on the link and submits credit card payment via the secure payment portal.
  - Payment is applied to student's account in real-time
  - Visa, MasterCard, and American Express are accepted forms of payment. We do not accept Discover.
  - A service charge fee of 2.75% is charged for each credit card transaction.
- The full registration and program fees are due at the time of registration.
- Program information will be sent directly to the student's email address.
- A transaction summary will be e-mailed to the address you provide.
- If you would like to request commission for your participants, you must have an active agency contract **before** your participants start the course. Please send a list of your participants to STEPteam@uw.edu as soon as possible to verify your participants' association with your organization.

Option 2: Register Participants as a Group (Wire Transfer Payment)

Please note that this process is for current agency and university partners. If you are not an agency or university partner, please email us at STEPteam@uw.edu.

> Three to six months prior to the program start date:

1. Review the available STEP sessions on the program website and select the session or sessions that your participants would like to join. Participants may enroll in any number of available sessions during each season.
2. Send accurate estimates of the number of participants in your group to STEPteam@uw.edu. STEP staff will let you know if there is space available.
3. Contact STEPteam@uw.edu immediately if there are any changes in your group size.

> Eight weeks prior to the program start date:

- Send a finalized group list to STEPteam@uw.edu.
  - Your group list must be complete and should include the following details about each participant using our approved template:
    - Last (family) name
    - First (given) name
    - Gender
    - Date of birth (month/day/year)
    - E-mail address (please use the participant's personal email address)
    - U.S. Social Security number or Tax ID number (if available)
- STEP staff will send you a "Letter of Total Fees" outlining the total cost for your group. Review this letter and contact STEP staff if you have any concerns.
- Our staff will process your group's registration. You will receive a "pro forma invoice" for the total cost of your group with instructions for completing the wire transfer payment.
- Pay the pro forma invoice. Payment is due **at least four weeks** before the course start date.
- STEP staff will share additional program details with you and your group as needed.
- Refunds will **not** be offered after payment.

Please note that STEP reserves the right to release the space reserved for your group if payment is not received at least four weeks prior to the beginning of the session.

Registration Requirements

UW International & English Language Programs welcomes applications from students who are at least 18 years old by the time the program begins or are 17 years old and have graduated high school.

Additional requirements, including proof of English proficiency for some programs, are detailed in the "Requirements" section on the "How to Register" webpage for each program.   Requirements may differ by program type.

Refund Policy

Payments for participation in STEP, including application, registration, and deposit fees, are subject to the refund policy outlined on the STEP websites. Please see "Refund Policy" on the "Program Details" page for your program. Refunds will **not** be offered to groups or individuals that register using Option 2 above (wire transfer payment).

Questions? Contact us at STEPteam@uw.edu at any time for assistance.