

**Departmental Verification of Payment Form for IIE Communication Skills for Professionals  
(212:002)**

To simplify the payment process with the Business Office, the IIEP does not require the \$100 tuition deposit for students whose tuition is being paid by their department. Departments are requested to sign the form below, indicating their agreement to pay all fees required by the IIEP. Students will receive a U-bill which can be paid directly to the Business Office with a requisition. Please complete the form below and return it to the IIEP Office, 1112 University Capitol Centre (UCC). If you have any questions, please call Michele Gerot at 5-5630.

\_\_\_\_\_ guarantees payment of the tuition for  
(department or program name)

\_\_\_\_\_ for the course IIE Communication Skills for Professionals.  
(student name)

We understand that the Iowa Intensive English Program (IIEP) is not asking for the usual non-refundable \$100 tuition deposit since we are a University department, but that if the student does not enroll, we will need to CV \$100 to the IIEP. If the student chooses to defer enrollment to a later semester, the IIEP will apply the deposit to that semester's registration. We also understand that once a student is registered, the tuition must be paid in full, even if the student chooses to drop the class.

\_\_\_\_\_ (departmental authorization)

\_\_\_\_\_ (date)

Please return this form to:  
ESL Programs  
1112 University Capitol Centre  
The University of Iowa  
Iowa City, IA 52242

Fax: 335-6037