English Language Institute

- Intensive English Program
- Pre-Undergraduate Program
- Pre-MBA and Pre-Graduate Program
- English for Professionals Program
- TOEFL & GMAT Preparation
Special Programs

The English Language Institute also designs special programs for groups. Corporate programs for employees can be taught on-site. Short-term programs for visitors can be designed to include housing and cultural activities. We can plan a program to meet your needs. For more information about special programs, contact the Institute and ask for the Director.
Pace means opportunity. The English Language Institute (ELI) at Pace offers international students the opportunity to improve their English skills through a variety of intensive programs. For nearly a century, students from around the world have come to study at Pace University. Pace offers what few universities can — academic excellence, the diversity of New York City, and a practical approach to education. There are over 100 undergraduate majors, taught by a qualified and respected faculty. Total enrollment is about 13,000 with students from over 68 countries. Pace offers a wide range of academic and professional programs at the undergraduate, master’s, and doctoral levels in six colleges and schools. In short, the ELI at Pace offers the perfect place to immerse yourself in the study of the English language. ELI students are considered full-time Pace University students with all rights and privileges accorded them, such as access to medical and counseling services, computer labs, several libraries, cafeterias, banking facilities, and an International Students Office that coordinates international programs and services. Many international students who attend ELI apply to Pace University as undergraduate or graduate students.

Pace University is composed of the following schools and colleges:
- Dyson College of Arts and Sciences
- Lubin School of Business
- School of Computer Science and Information Systems
- School of Education
- School of Law
- Lienhard School of Nursing
Choose the city

Undergraduate and graduate programs are offered at the New York City campus in lower Manhattan near Wall Street.

Many courses are also offered at the Pace Midtown Center at 5th Avenue and 45th Street.

Choose suburban

Undergraduate and graduate programs are offered at the Pleasantville/Briarcliff campus in Westchester County, New York, 64 kilometers north of New York City (45 minutes by train or car from midtown Manhattan).

Graduate programs are offered at the White Plains campus in White Plains, New York, the metropolitan center of Westchester County. White Plains is the home of the Pace Law School and the Pace Graduate Center, 37 minutes by train from midtown Manhattan.
- Two convenient locations: New York City or Westchester County, NY.
- Small classes and friendly, helpful staff.
- Experienced, professional faculty.
- Full use of Pace University facilities: libraries, cafeterias, computer labs, athletic facilities, health clinics.
- Undergraduate credit courses available to qualified students.
- Conditional admission to Pace University undergraduate programs for academically qualified students.
- TOEFL requirement waived for undergraduate students who successfully complete the advanced level of the ELI.
- Affordable housing available in campus dormitories and nearby student residences.
- Free e-mail accounts so you can stay in touch with friends and family.
- Conversation Partner program.
- Full program of fun and cultural activities.

### Summary of ELI programs

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<th>Intensive Program</th>
<th>Pre-Undergraduate</th>
<th>Pre-MBA/Pre-Graduate</th>
<th>English for Professionals</th>
<th>Private Instruction</th>
<th>Customized Programs</th>
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<tbody>
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<td><strong>Page</strong></td>
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<td>5</td>
<td>6</td>
<td>7</td>
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<tr>
<td><strong>Levels</strong></td>
<td>Beginner to Advanced</td>
<td>Advanced</td>
<td>Advanced</td>
<td>Intermediate to Advanced</td>
<td>All levels</td>
<td>All levels</td>
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<td><strong>Locations</strong></td>
<td>New York City</td>
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<td><strong>General English</strong></td>
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<td><strong>Academic English</strong></td>
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<td><strong>Business English</strong></td>
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<tr>
<td><strong>Test Prep</strong></td>
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<tr>
<td><strong>Credit Courses</strong></td>
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<tr>
<td><strong>American Culture</strong></td>
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<tr>
<td><strong>Number of Weeks</strong></td>
<td>Jan. Term: 3</td>
<td>Fall/Spring: 14 Summer: 12</td>
<td>Fall/Spring: 7 or 14 Summer: 6 or 12</td>
<td>Immersion: 2 or 4 Evening: 6</td>
<td>As requested</td>
<td>As requested</td>
</tr>
</tbody>
</table>
This program is designed to help students, visitors, and recent immigrants improve their English skills for academic study, career advancement, or personal enrichment. The curriculum integrates grammar, writing, reading, speaking, and listening. Cultural and social activities provide additional real-life opportunities to use English skills actively.

**Program Benefits and Highlights**
- Five levels — from Beginner to Advanced
- Students from more than 30 countries
- Experienced and professional faculty, with master’s degrees
- Undergraduate credit courses open to students at the advanced level
- Conditional admission to Pace undergraduate degree programs for qualified students
- Three-week January term and two six-week summer terms

**Levels**
There are five levels. Each level requires 14 weeks to complete (12 weeks in the summer).

040 = Beginner  
050 = Advanced Beginner  
060 = Low Intermediate  
070 = High Intermediate  
080 = Advanced

Choose to study part-time (3-12 hrs/wk) or full-time (16-24 hrs/wk).

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**Sample Schedule: Intensive English**

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<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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<tbody>
<tr>
<td>Grammar and Writing</td>
<td>Grammar and Oral Skills</td>
<td>Grammar and Writing</td>
<td>Grammar and Oral Skills</td>
<td>Scheduled activities or Multi-Media Lab or free time</td>
</tr>
<tr>
<td>Reading and Vocabulary</td>
<td>Conversation and Listening</td>
<td>Reading and Vocabulary</td>
<td>Conversation and Listening</td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>Multi-Media Lab or Elective</td>
<td>American Culture or Multi-Media Lab</td>
<td>Multi-Media Lab or Elective</td>
<td>American Culture or Multi-Media Lab</td>
<td></td>
</tr>
</tbody>
</table>
Pre-Undergraduate Program

This program is designed to prepare advanced students for study in an undergraduate degree program at Pace or another American university.

**Program Benefits and Highlights**
- Preparation for American undergraduate programs
- Experienced faculty with master’s degrees
- Pace University credit courses for qualified students, which can be used at Pace or for transfer
- Academic advisement and counseling
- Completion of Pre-Undergraduate program used as a substitute for TOEFL at Pace

**Curriculum**
- Academic reading, writing, and study skills
- TOEFL preparation
- Credit courses (3-6 credits)
- Lectures by Pace faculty
- Field trips

Choose to study part-time (6-12 hrs/wk) or full-time (16-26 hrs/wk).

“The ELI courses are taught by outstanding teachers who helped me adjust to American culture more quickly, get more out of my academic courses, and learn about the cultures of students from all over the world.”

Guzal Rasulova, Uzbekistan

Sample Schedule: Pre-Undergraduate

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Writing</td>
<td>Academic Writing</td>
<td>Academic Writing</td>
<td>Academic Writing</td>
<td>Scheduled activities or Multi-Media Lab or free time</td>
</tr>
<tr>
<td>Reading and</td>
<td>Reading and</td>
<td>Reading and</td>
<td>Reading and</td>
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<tr>
<td>Academic Skills</td>
<td>Academic Skills</td>
<td>Academic Skills</td>
<td>Academic Skills</td>
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<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>TOEFL Prep</td>
<td>University course (for credit) or Multi-Media Lab</td>
<td>TOEFL Prep</td>
<td>University course (for credit) or Multi-Media Lab</td>
<td></td>
</tr>
</tbody>
</table>
Pre-MBA/Pre-Graduate Program

For:
Students preparing for MBA or other graduate study

Pre-MBA/Pre-Graduate Phase I: Fall or Spring (7 or 14 weeks)
For students who are preparing to apply to MBA or other graduate programs and need to improve their English skills and raise their test scores. Students who enter in September or January enroll for 14 weeks. A limited number of students will be admitted at midterm (October or March).

Pre-MBA/Pre-Graduate Phase II: Summer I and/or II (6 or 12 weeks)
For students who have already been accepted to graduate programs and want to prepare for September. Also for students who are preparing to apply.

Program Benefits and Highlights
- Experienced faculty with master’s degrees
- Undergraduate credit courses for qualified students (can be applied to graduate degree)
- Academic advisement and counseling

Curriculum
- Academic reading, writing, and study skills
- Speaking and oral presentation skills
- Library and Internet research skills
- Case analysis
- TOEFL and GMAT preparation
- Lectures by Pace faculty
- Visits to New York companies, Stock Exchange, etc.

Sample Schedule: Pre-MBA/Pre-Graduate

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grammar and Writing</td>
<td>Graduate Oral Skills</td>
<td>Grammar and Writing</td>
<td>Graduate Oral Skills</td>
<td>Scheduled activities or Multi-Media Lab or free time</td>
<td>GMAT Prep (morning)</td>
</tr>
<tr>
<td>Graduate Academic Skills</td>
<td>Graduate Academic Skills</td>
<td>Graduate Academic Skills</td>
<td>Graduate Academic Skills</td>
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<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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</tr>
<tr>
<td>TOEFL Prep or Multi-Media Lab</td>
<td>Undergraduate course or Multi-Media Lab</td>
<td>TOEFL Prep or Multi-Media Lab</td>
<td>Undergraduate course or Multi-Media Lab</td>
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<tr>
<td>GMAT Prep (evening)</td>
<td>GMAT Prep (evening)</td>
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</table>

Note: Admission to the Pre-MBA/Pre-Graduate program does not imply or guarantee admission to Pace University’s MBA program or any other degree program. Students interested in applying to Pace graduate programs should contact the Office of Graduate Admission. Graduate programs will require submission of official test scores even if the applicant has completed the ELI’s Pre-MBA/Pre-Graduate program.
Pace University is known for offering high-quality business education through its Lubin School of Business. Now the Pace ELI offers customized English and English Plus programs for business executives and other professionals. You decide when you want to take classes, how long you want to study, and what you want to study. We recommend that you plan a program of at least two weeks to maximize your learning.

**Program Benefits and Highlights**
- Design your own program, combining group and private English classes
- Private tutoring available morning, afternoon, and evening
- Experienced and professional instructors
- Professional, corporate environment and facilities
- Access to e-mail and the Internet
- English Plus programs also available using offerings from other Pace programs, such as the Lubin School of Business and the Computer Learning Center.

**Curriculum**
- American Business Culture
- Oral Presentation Skills
- Accent Reduction
- Professional Writing
- Communication Skills
- Cultural Activities

**Locations**
Instruction is offered in several professional settings. Private tutoring can be arranged at all locations listed below.
- The Pace Midtown Center at 5th Ave. and 45th St.
- The Pace Graduate Center in White Plains, NY
- The Pace Pleasantville Campus in Westchester County, NY

Choose to study part-time (2-12 hrs/wk) or full-time (15-30 hrs/wk).

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**Sample Schedule: English for Professionals**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Skills</td>
<td>Grammar and Writing</td>
<td>Communication Skills</td>
<td>Grammar and Writing</td>
<td>Communication Skills</td>
</tr>
<tr>
<td>American Idioms</td>
<td>Oral Presentations</td>
<td>American Idioms</td>
<td>Oral Presentations</td>
<td>American Idioms</td>
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<tr>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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<tr>
<td>Private lessons (Accent Reduction) or Multi-Media Lab</td>
<td>Private lessons</td>
<td>Private lessons (Accent Reduction) or Multi-Media Lab</td>
<td>Private lessons or Multi-Media Lab</td>
<td>Free time or cultural activity or Multi-Media Lab</td>
</tr>
<tr>
<td>Business Writing (evening)</td>
<td>Multi-Media Lab</td>
<td>Business Writing (evening)</td>
<td>Multi-Media Lab</td>
<td>Multi-Media Lab</td>
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</tbody>
</table>
Admission to ELI

For All Students
Admission to the ELI is open to any student who is at least 16 years old and who has completed secondary school. (Special arrangements can be made for younger students.) TOEFL is not required. Applicants to the Pre-MBA/Pre-Graduate and Pre-Undergraduate programs should be at advanced level (equivalent to 480-550 TOEFL). Applicants to the English for Professionals Program should be at intermediate to advanced level (equivalent to 430-550 TOEFL).

For F-1 Students
The ELI is authorized to issue the I-20 document for full-time English study of 18 or more hours per week. Students who want an I-20 must submit the ELI Application and financial documentation which shows sufficient funds for studying and living in the United States. See the ELI Application for specific instructions on visas and how to obtain an I-20. Visit www.pace.edu/eli.

For Students Who Want Housing
Housing is available to full-time ELI students on a first-come, first-served basis. (Full-time means at least 16 hours per week of study.) Students who want to reserve a space must submit the ELI Application with a housing deposit. See the ELI Application for instructions and specific information about housing. Visit www.pace.edu/eli.

Admission to Pace

Undergraduate Programs
Admission to the ELI is separate from admission to Pace University and does not constitute admission to a Pace University degree program. Students who want to enter an undergraduate degree program should apply directly to the Office of Undergraduate Admission. Pace University offers conditional admission to undergraduate students who need to improve their English but are otherwise academically qualified. Conditionally accepted students must take an English proficiency exam and, depending on the results, may have to enroll in ELI courses for at least one semester. Students can also apply to a degree program after they begin English study in the ELI. The ELI’s end-of-semester evaluation can be used as a substitute for TOEFL.

Graduate Programs
Students interested in graduate programs should contact the Office of Graduate Admission. Each graduate program has its own admissions requirements. Graduate programs will require submission of official test scores even if the applicant has completed the ELI’s Pre-MBA/Pre-Graduate Program.

For applications and more information about Pace degree Programs, contact:

Pace University Admission Information Center
1 Pace Plaza, New York, NY 10038-1598
Tel: 1-800-874-7223, ext. 2697
E-mail: infoctr@pace.edu
Internet: www.pace.edu
“Pace ELI classes are fun and filled with active participation. ELI teachers have a deep understanding of international students like me. They know what I want to learn and help me to have the confidence to express my thoughts and feelings in English.”

Ji-Young Chae
Korea

“To go from a Russian university to an American MBA program is a big jump. The educational systems are so different. The ELI Pre-MBA Program is an introduction to the American MBA. It gave me essential presentation skills and taught me how to write a research paper and do a case analysis. And, it made me speak and think critically in English.”

Igor Kuznetsov
Russia

“In a short time, Pace’s ELI courses facilitated my integration not only into Pace University, but also into American city life.”

Sandrine Ledoux
New Caledonia

“I didn’t speak a word of English when I came to the States. Within six months of studying in the ELI, I was able to understand, speak, and write English. In fact, my American friends are amazed when they find out I wasn’t born here. Now I am attending Pace University as an undergraduate student. The ELI has made my dream come true.”

Cecilia Li
Venezuela
Examples of activities for international students at Pace
(based on 7-week term)

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<thead>
<tr>
<th>week</th>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td>1</td>
<td>Classes begin</td>
<td>Orientation tour of Pace campus</td>
<td>Live music at Café Wha? in Greenwich Village</td>
<td>Trip to Ellis Island Museum</td>
<td>World of Finance tour with visit to New York Stock Exchange</td>
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<td>2</td>
<td>Volleyball in the gym</td>
<td>Meeting for new international students</td>
<td>Historic tour of Harlem</td>
<td>Free movie in Pace’s Student Union</td>
<td>Free trip to the Bronx Zoo</td>
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<td>3</td>
<td>Free movie in Pace’s Student Union</td>
<td>Trip to Museum of the American Indian</td>
<td>Free modern dance at the Winter Garden of the World Financial Center</td>
<td>Broadway play</td>
<td>End-of-term pizza party</td>
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Examples of activities for international students at Pace (based on 7-week term)
Services and Facilities

Computer Labs, Multi-Media Language Lab, Internet, Libraries
Computer labs with Internet access and e-mail accounts are available to English Language Institute students free of charge. Students are encouraged to visit the Multi-Media Language Laboratory to practice English, TOEFL, and GMAT using CD-ROM programs. ELI students have full access to all the Pace University libraries.

Conversation Partner Program
As a Conversation Partner, a student can make friends with a native English speaker, practice conversation, and teach this new friend about his or her native language and culture. Participation in the Conversation Partner Program is free of charge. Students decide on the time, place, and style of meetings.

End-of-Term Party
English Language Institute students celebrate the end of each term with a final activity that includes a dance party, student performances, a costume ball, or a picnic.

Academic Advising
Our Academic Advisors help English Language Institute students apply to degree programs at Pace University or other American universities.

Immigration Counseling
Pace’s International Student Advisors will assist you with U.S. immigration regulations and procedures, including maintaining status, changing status, transfers, etc.

Certificate of Completion
Students are awarded a Certificate of Completion upon successful completion of their English Language Institute program.

Health Services and Insurance
Each Pace campus has a health clinic that provides limited medical services for students free of charge. Each clinic is staffed with a nurse practitioner. All international (F-1, J-1) students are required to have health/accident insurance and are automatically enrolled in an insurance plan. The insurance fee will be waived if you show proof that you already have insurance that covers you in the United States.

“ELI’s activities are organized to help you feel comfortable in that great but foreign city. Activities like visiting other campuses or going to the theater enable students to get closer with classmates and meet other students.”

Zeynep Inanc, Turkey
Housing for ELI Students

Live in the Heart of New York City
Pace offers safe, affordable housing in New York City. Pace’s New York City campus is located in downtown Manhattan in the heart of the civic and financial center of the city. It is a short walk from Wall Street, Chinatown, Little Italy, and Soho. The major subway and bus lines run by the campus, so it is easy to get to stores, theaters, restaurants, and museums. A short ride will take you to Greenwich Village, Times Square, Central Park, 5th Avenue, and many other places you want to explore.

- **Fall and Spring Terms**
  New York City ELI students are placed in nearby student residences within walking distance of or a short subway ride from the Pace campus. All residences have 24-hour security, air-conditioning, and laundry facilities. Students may use the Pace cafeteria on campus or make their own meals. There is no mandatory meal plan.

- **Summer Terms**
  In the summer, ELI students may choose to live in the Pace Residence Hall on the New York City campus. The Residence Hall has 24-hour security, air-conditioning, cable TV, laundry facilities, and a gym. Students may use the Pace cafeteria on campus, but there is no mandatory meal plan.

Or Experience Suburban America in Westchester County, NY
If you enjoy rolling green lawns, trees, and fresh air, you’ll love Pace University’s Westchester campuses at Pleasantville/Briarcliff. These campuses are located 64 km north of New York City in beautiful Westchester County. The campuses offer an athletic/recreation center, horseback riding, tennis courts, and a swimming pool. There is shuttle bus service between the campuses and commuter train service to Grand Central Station in New York City. You can reach midtown Manhattan in 45 minutes by train or car.

- **Pleasantville/Briarcliff Residence Halls**
  The Pleasantville/Briarcliff residence halls on campus are available to ELI students throughout the year. All residence halls offer 24-hour security, air-conditioning, and laundry facilities. In the fall and spring, students must join the meal plan. There is no mandatory meal plan in the summer.

Off-Campus Housing
Students have the option of finding their own housing. For more information, students may contact Educational Housing Services, Inc. at [www.studenthousing.org](http://www.studenthousing.org) or Metro International at [www.metrointl.org](http://www.metrointl.org).

For housing fees and other specific information, visit [www.pace.edu/eli](http://www.pace.edu/eli). For floor plans and photos, visit [www.pace.edu](http://www.pace.edu) and click on Student Life, then Residential Life.
**Fees**
Current fees and term dates are listed on a separate insert. All fees are subject to change. The following fees are charged to all students and must be paid at the time of registration and before the first class meeting:

- Tuition for ELI and other Pace courses.
- General Institution Fee. This fee includes a Pace ID card and use of Pace University facilities.

**Additional Costs**
- Health/accident insurance (required for F-1, J-1 students).
- I-20 application fee (submitted with application).
- Housing deposit (submitted with application).
- Housing fee (paid on receipt of housing contract) and meal plan fees (optional in New York City).
- Books and study materials (purchased by the student).

**Payment Terms**
Full payment of tuition, the general institution fee, and health insurance is due at the time of registration. Payment can be made with cash, traveler’s checks, personal check, money order, or credit card (American Express, MasterCard, or Visa). Checks and money orders must be drawn on a U.S. bank.

**Refund Policy**
Students who wish to withdraw from (drop) a course or courses must submit a Change of Schedule form to the Registrar. A 100% refund is given if a student withdraws before the first class meeting, if a student visa is denied (proof required), or if the ELI cancels a course. The current refund policy is given below and is subject to change. The English for Professionals Program has a separate refund policy.

**If a student withdraws:**

<table>
<thead>
<tr>
<th></th>
<th>6- or 7-week courses</th>
<th>14-week courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first class meeting</td>
<td>100% refund</td>
<td>100% refund</td>
</tr>
<tr>
<td>During the first week of class</td>
<td>75% refund</td>
<td>80% refund</td>
</tr>
<tr>
<td>During the second week of class</td>
<td>25% refund</td>
<td>70% refund</td>
</tr>
<tr>
<td>During the third week of class</td>
<td>No refund</td>
<td>25% refund</td>
</tr>
<tr>
<td>During the fourth week of class</td>
<td>No refund</td>
<td>20% refund</td>
</tr>
<tr>
<td>During the fifth week of class</td>
<td>No refund</td>
<td>No refund</td>
</tr>
<tr>
<td>During the sixth week of class</td>
<td>No refund</td>
<td>No refund</td>
</tr>
</tbody>
</table>
Pace University operates in accordance with applicable laws on equal opportunity and non-discrimination in the consideration of eligible students for admission, scholarships, awards, and financial aid.

Pace is located in New York City on the east coast of the U.S.

Pace has four locations:
- New York City Campus
- Pleasantville Briarcliff Campus
- White Plains Campus
- Midtown Center
- New York City Campus

Contact ELI
1 Pace Plaza
New York, NY 10038-1598

Telephone: 212-346-1562
Fax: 212-346-1301

E-mail: eli@pace.edu
Internet: www.pace.edu/eli