



CCLS Refund Policy- In-State Tuition

Refund Eligibility and Payment

- If the course is cancelled by CCLS, all fees are refunded.
- If the student never attends or cancels before course’s start date, a full tuition refund will be made.
- If an attending student withdraws at or before the first course’s midpoint, CCLS will retain four weeks of tuition.
- If a continuing student withdraws at or before the course’s midpoint, CCLS will retain a prorated amount of tuition fees. The prorated amount will be made in weeks up to the last day of attendance. CCLS will consider partial attendance the same as a whole week provided the student attended at least one class during the schedule week.
- If a student withdraws after the midpoint of any course, CCLS retains all of the tuition fees for that course.
- Courses not taken will be refunded but any discounts based on prepayment of multiple courses will be voided and the courses taken recalculated based on the prevailing tuition fee.
- Materials are only refundable if they are in “new” condition, in their original packaging and have never been used or handled. If tuition was discounted based on the acquisition of materials, it will be recalculated according to the full monthly rate.

Refund payments will be made within forty-five (45) days of the date of determination, which is the date the student withdrew, or the last day of attendance, or the date on which CCLS dismisses the student due to excessive absences (30 calendar days, excepting school recess) or the student’s failure to adhere to the institution’s attendance and conduct or violation of local, state, or federal law.

Credit card payments made to CCLS Miami will be credited to the same credit card account (credit card must be presented at the time of the refund). All other forms of payment will be refunded via a CCLS check or wire transfer, at CCLS’ discretion, minus bank or courier fees.

CCLS retains student records for three (3) years after the date of determination. If CCLS is unable to contact or locate the student within three years of the date of determination, CCLS will retain any refunds due.

 By signing below, I acknowledge that I have had the opportunity to review and translate this document to a language I understand. I accept the terms of the Refund Policy and will comply with it accordingly.

Student Name	Student/Guardian Signature	Date
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If the student is under 18 years of age, guardian name: _____

CCLS Academic Progress Policy

Attendance

Good attendance (80% or higher) translates in maximum benefit from your language program. Tardiness or early departures over 15 minutes will be noted on your record. Three notations are considered one absence. We grade attendance as an incentive to students to attend every class.

Class Participation

Active participation in class in the target language will help you achieve the desired results more quickly and efficiently; therefore, your engagement and performance in class will be evaluated on a daily basis.

Assignments

Homework is an integral part of your language program and will help you assimilate the new structures and vocabulary more effectively. Completion of all work assigned by your teachers counts towards your final grade.

Student Evaluation and Advancement

At the end of the course, you will be evaluated by means of written and oral exams, as well as your attendance, participation in class and homework completion. The weight of each component of your final grade is as follows:

EEC / EBR / ESI / WAH Courses

1. Final Oral Exam – 35%
2. Midterm (EEC only) & Final Written Exams – 35%
3. Attendance – 10%
4. Assignments – 10%
5. Participation – 10%

CSK Courses

1. Class presentations – 40%
2. Midterm & Final Oral Exams – 30%
3. Attendance – 10%
4. Assignments – 10%
5. Participation – 10%

The passing grade is 70%. Students enrolled in the Intensive English Program (EEC + CSK courses) will receive one final average grade. The EEC courses represent 70%, while the CSK courses represent 30%.

EEC – English for Effective Communication

CSK – Communication Skills

WAH – Wah Ahead

ESI – Español Internacional

EBR – Expresso Brasil

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Student Name

Student/Guardian Signature

Date

If the student is under 18 years of age, guardian name: _____