



## *CCLS Refund Policy- In-State Tuition*

### **Refund Eligibility and Payment**

- If the course is cancelled by CCLS, all fees paid for that course 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.
- 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 purchased and handed over to the student are not refundable.

CCLS will consider partial attendance in a week the same as a whole week provided the student attended at least one class during the schedule week.

Refund payments will be made within forty-five (45) days of the date of determination, which is 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 policies.

Credit card payments 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.

## *CCLS Academic Progress Policy*

### **Attendance**

Students should maintain at least an **80%** attendance. Tardiness or early departures over 15 minutes will be noted on your record. Three tardies or early departures will be recorded as one absence. Attendance counts up to **10 points** towards your final grade.

### **Class Participation**

Your engagement and performance in class will be evaluated on a daily basis and count up to **10 points** towards your final grade. The use of electronic devices in class will decrease your participation grade.

### Assignments

Oral and written exercises will help you assimilate the new structures and vocabulary more effectively. Completion of all work assigned by your teachers counts up to **10 points** 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 & Final Written Exams – 35%
3. Attendance – 10%
4. Assignments – 10%
5. Participation – 10%

#### CSK Courses

1. 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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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 Academic Progress Policy will comply with them accordingly.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student/Guardian Signature

\_\_\_\_\_  
Date

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