



CCLS Refund Policy – F-1 Status Students

Refund Eligibility and Payment

- If the program of studies is cancelled by CCLS, all tuition fees and the application fee are refunded.
- If student cancels prior to their first course or is a no-show, CCLS will retain four weeks of tuition charges if the student has enrolled for fewer than 12 weeks and six weeks of tuition charges if the students has enrolled for 12 weeks or more.
- 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 (excepting the first course), CCLS will retain a prorated amount of tuition fees for that course.
- If a student withdraws after the midpoint of a course, CCLS will retain all the charges for that course.
- Materials in possession of the student are not refundable.

Attendance is calculated in weeks. Partial attendance in any week is considered a complete week of attendance.

Refund payments will be made within forty-five (45) calendar days of the date of determination, which is the date the student withdraws or the date on which CCLS terminates the student for being absent for 30 consecutive calendar days (excepting school recess) or due to the student's failure to adhere to the institution's policies and/or regulations.

In all refund cases, excepting if CCLS cancels a course) the student forfeits any discounts based on prepayment of multiple courses. Courses taken will be recalculated based on the full tuition fee, without discounts.

CCLS retains student records for three (3) years after the last day of attendance (LDA) or the first scheduled class date (FSCD). Students are entitled to applicable refunds up to three (3) years after the students' LDA or FSCD, after which, CCLS will retain all payments made.

Students who paid their fees through educational or travel agents will receive their applicable refund fees from the agent, not from CCLS. CCLS will not be held responsible for any engagements students have entered with educational or travel agents. However, CCLS will ensure and document that the refund has been made on behalf of the student to the agent.

Credit card payments made to CCLS Miami will be credited to the same credit card account. All other forms of payment will be refunded via a CCLS check or wire transfer, at CCLS' discretion, minus bank and courier fees.

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 1-13 Courses (Monday to Thursday):

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

CSK 1-13 Courses (Tuesday/Thursday)

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

EEC – English for Effective Communication

CSK – Communication Skills

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%.

Low attendance (below 80%) and low finals grades (below 70%) may result in termination of the F-1 status.

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 and will comply with them accordingly.

Student name

Student or guardian signature

Date

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