In order to be eligible for a vacation, students need to be in status as per US Customs & Immigration Service (USCIS). A student must also receive approval from the school administration.

## **Eligibility requirements:**

- 1. Completed one (1) academic year (4 consecutive courses) are eligible for a vacation length not to exceed two months (1 course).
- 2. Maintained valid F-1 status, per United States Customs & Immigration Service (USCIS) policies. If on academic probation, the student must show he has worked on improving his grades and/or attendance record.
- 3. Submit, in writing, a formal notification of intent to take vacation two weeks before intended vacation start date.

## Important notes:

CCLS runs on a two-month course schedule, and does not offer all course levels every term. Students should note that CCLS cannot guarantee that the course they require will be offered upon their return. In cases where students cannot continue their course of study at CCLS, they will be able to <u>transfer out</u>.

Created: 10/07/2012 Amended: 05/13/2022