



# GENERAL INFORMATION & CONDITIONS OF ADMISSION FOR IEP STUDENTS (F-1 VISA)

*Cultural Center for Language Studies*

## INTRODUCTION

CCLS offers a unique and successful approach to language learning which focuses on interactive lessons with multimedia support. Language students worldwide have participated in and benefited from our intensive English programs. CCLS is accredited by ACCET (Accrediting Council for Continuing Education and Training) and active members of NAFSA (Association of International Educators), Study USA and TESOL (Teachers of English to Speakers of Other Languages). CCLS is also authorized under American Federal Law to enroll nonimmigrant alien students (student visa F-1).

## CCLS MISSION STATEMENT

*"Our mission is to contribute to an individual's education by teaching languages and providing insights into other cultures, thereby fostering personal and professional growth which will help students become informed and active members of society."*

To achieve this, trained, motivated teachers use interactive educational techniques and technology to obtain excellence in teaching

## BEFORE APPLYING

Students interested in obtaining the student F-1 visa must study a minimum of 18 hours a week of teacher led classes at CCLS Miami. Additionally, students must inform CCLS of their desired length of study (in months) and starting date (month and year). This information is requested in the application form.

## COURSE STRUCTURE

CCLS' unique interactive multimedia method emphasizes student participation in class. English is the only language spoken in class, so students notice immediate improvement in their conversation skills. All our teachers are qualified professionals, carefully trained in our methodology. CCLS students have free, unlimited access to our language lab and enjoy unlimited after-class activities that will help them improve their writing, reading, listening, and speaking skills.

## CERTIFICATES

CCLS issues Certificates of Completion to students who successfully complete their course of study.

## CCLS INTENSIVE ENGLISH PROGRAMS (IEP)

CCLS' Intensive English Program consists of thirteen courses of four (4) weeks each. The program is divided in four levels of instruction: Basic level (3 courses), Intermediate level (3 courses), High Intermediate level (3 courses) and Advanced level (4 courses).

### Basic to Upper-Intermediate Level Courses:

- **English for Effective Communication and Listen & Talk** – These courses were designed for young adult and adult students who wish to learn how to communicate accurately and effectively in

everyday situations such as conversing at a bank, restaurant, airport, workplace, etc. The courses place a premium on oral skills but also address reading and writing.

#### **Advanced Level Courses:**

- **Advanced English Studies and Listen & Talk** – Students with an upper-intermediate level of instruction will benefit from these courses and improve their communication skills (listening, speaking, reading, and writing). Students interested in pursuing college and university studies will greatly benefit from both courses and they develop critical thinking and also writing skills.

#### **PROGRAM SCHEDULE AND FEES**

For tuition and enrollment fees, please refer to the cost chart on our website at:

[http://www.cclscorp.com/wp-content/uploads/2014/CCLS\\_Miami\\_Price\\_List\\_Final.pdf](http://www.cclscorp.com/wp-content/uploads/2014/CCLS_Miami_Price_List_Final.pdf)

Classes are held either in the morning (9:00 a.m. to 12:40 p.m.), afternoon (2:00 p.m. to 5:40 p.m.) or evening (6:00 p.m. to 9:40 p.m.). Students will be assigned morning or afternoon schedules according to their level of instruction. The evening schedule is offered on a need basis.

#### **PLACEMENT TEST**

Oral and an online written placement tests are available at no additional charge for non-beginner level students and must be taken prior to the student's arrival in the USA. The oral placement may be administered over the phone or via Skype. To be eligible to take the placement tests, students must have paid the application fee.

#### **PROGRAM OPTIONS**

Registration is open year-round, and classes start every month (except December). International students have different program options:

- a) They may join our IEP group classes
- b) They may choose a private tuition program.
- c) They may form an IEP semi-private or corporate group of their own.

All program options require 18 hours per week of teacher led classes in order to qualify for the F-1 student visa. Please ask for further information about private and corporate group tuition fees at [info@cclscorp.com](mailto:info@cclscorp.com)

#### **HOW TO APPLY**

In order to apply for the F-1 student visa from abroad, a prospective student (or legal guardian if the applicant is under the age of 18) should do the following:

1. Fill out and sign the Application for Admission Form provided
2. Fill out and sign the Certificate of Financial Support Form provided
3. Attach certification of financial support (see below) to the Certificate of Financial Support
4. Attach a copy of the identification page of the applicant's passport
5. Submit the above documentation to CCLS along with the **non-refundable** application fee of USD\$100 or USD\$200 (for change of status), and **non-refundable** courier fee (as described on the Application for Admission form). To avoid a courier fee, students or their appointees may opt to pick up the I-20 form directly from the school.

The above documentation may be scanned and emailed to [info@cclscorp.com](mailto:info@cclscorp.com), faxed to 305 443-8538 or mailed to:

**CCLS** – Cultural Center for Language Studies  
International Student Admission  
3191 Coral Way, Suite 114  
Miami, Florida 33145  
U.S.A.

6. F-1 visa students who are currently in the U.S. and maintain legal status may transfer their SEVIS record to CCLS. They need to fill out the Application for Admission form, pay the USD100 fee, fill out the Transfer Form, and submit it to the DSO of their current school along with CCLS acceptance letter. This process must be completed before the current program end date (stated on paragraph 5 of the I-20). The courier fee is waived in this case.
7. If the student currently holds legal status in the U.S. and wishes to change his/her status to F-1, s/he should contact CCLS Miami for information. Tourists under the visa waiver program cannot apply for change of status. They must apply for a student visa in their country of origin. Students changing status from B-1 and B-2 visas may not start their course of study until their petition is approved by the USCIS.

#### **ACCEPTABLE CERTIFICATION OF FINANCIAL SUPPORT (ONE OF THE FOLLOWING)**

1. A current personal bank statement or a letter in English, Spanish or Portuguese from the student's bank showing that the student has sufficient funds to pay for school, housing, food, and any incidental expenses during his/her stay in the U.S.; **OR**
2. Both a sponsorship letter/affidavit of support (in English, Spanish or Portuguese) from the student's parents or other source of support (a relative, an employer, etc.) stating they will be responsible for the student's expenses during his/her stay in the USA, **AND** a bank statement (or bank letter) verifying the sponsor's financial ability to meet the student's expenses. In the sponsorship letter, it should be clearly stated that the sponsor will cover all school and living expenses during the student's stay; **OR**
3. An official scholarship letter (in English, Spanish or Portuguese) from the student's employer or other organization that will cover all his/her school and living expenses in the US.

#### **NOTES**

- The above documentation is required by USCIS (United States Citizenship and Immigration Services) for the issuance of the I-20 form.
- As the student will need to present the same financial documentation to the American embassy or consulate in his/her country of origin, CCLS suggests that students only send CCLS copies of the above listed financial documentation.
- If the sponsor is a permanent resident or citizen of the USA, s/he will fill out Form 134 at <https://www.usimmigration.us/immigration-forms/affidavit-of-support-i-134/>. Otherwise, a notarized letter stating intent will suffice.
- The student should contact the American consular office in his/her country of origin and inquire about their time frame for processing the F-1 Student Visa. That information will help the student plan accordingly and process his/her documentation before the program start date.
- Students applying for an F-1 visa need to pay the I-901 SEVIS fee prior to their interview at the U.S. embassy or consular office. The fee is USD\$200 and may be paid online at:

[www.fmjfee.com/i901fee/index.html](http://www.fmjfee.com/i901fee/index.html). CCLS may process the I-901 fee payment on behalf of the applicant. Check the appropriate box on the application form. There is no fee for this service.

- CCLS will not return any documentation or forms sent to the school for the processing of the I-20 form.

## **UNDERAGE STUDENTS**

Students under the age of 17 will only be accepted if accompanied by or staying with an adult who will take responsibility for the minor during his/her stay in Miami. CCLS takes no responsibility for its students outside the school premises.

## **FORMS OF PAYMENT**

We accept wire transfer, money orders in US dollars, checks payable by a US bank, traveler's checks, and credit cards (American Express, Visa, and Master Card) for the payment of application, courier, and tuition fees.

## **PAYMENTS MADE THROUGH AGENTS**

Students may enlist the help of educational or travel agents to fill out forms and process payments to CCLS on their behalf. Students must be aware that, in case they are entitled to any refunds pursuant to the Refund policy, students' monies collected by CCLS authorized agents will be refunded by the agents, not by CCLS. CCLS will not be held responsible for any engagements students enter 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.

## **AFTER THE APPLICATION IS PROCESSED**

CCLS will process the student's application in approximately five business days upon receipt of the complete documentation and application fee payment. If the student's application is accepted, CCLS will issue and mail the I-20 to the student along with a letter of acceptance. If the application for admission is not accepted, CCLS will inform the student or his/her agent by email.

## **F-1 STUDENT VISA APPLICATION AT THE US EMBASSY/CONSULATE IN THE STUDENT'S HOME COUNTRY**

The applicant will present the following documents to the consular officer:

1. Form I-20 issued by CCLS, dated and signed by the applicant;
2. CCLS letter of acceptance;
3. \* Form I-901(SEVIS) fee receipt;
4. Evidence that the student/sponsor has financial resources to pay for the student's studies and personal expenses in the U.S.;
5. Applicant's passport, valid for the duration of his/her stay in the U.S. plus six months;
6. Form DS-160, available from the consulate;
7. A payment receipt of the visa processing fee (information available from the consulate or at <http://usembassy.state.gov> (select your country));
8. \*\* Evidence that the applicant will return to his/her country of origin upon completion of his/her studies in the U.S.

## **NOTES**

- \* The I-901 payment can only be made after the I-20 has been issued by CCLS.

**\*\*** The F-1 visa is a non-immigrant visa. It means CCLS F-1 visa holders cannot work legally in the U.S. The port-of-entry officers may request that applicants show evidence that they intend to return to their home country. Evidence of intent may be (examples):

- a. Letter from current or prospective employer supporting the student's studies in the U.S. and guaranteeing his/her position upon return from the U.S.;
- b. Proof that the applicant's family (spouse and children) will remain in his/her home country;
- c. Documents showing ownership of assets or family business in the applicant's country of origin;
- d. Evidence that the applicant is financially stable and has no interest in immigrating to the U.S. The applicant's most recent income tax return and/or paycheck stub should be provided to the consular officer.

## **STUDENT VISA INTERVIEW**

The consular interview is a serious and formal event and the candidate must be respectful and dress accordingly. The interviewee must be prepared to answer the consul's questions in a succinct and confident manner. Some of the most common questions are:

1. Why do you wish to study English in the U.S. when there are excellent English institutes in your own country?
2. How will this language program help you accomplish your goals when you return home?
3. Why did you choose CCLS Miami for your English studies?

Note that answers such as "They speak proper English in the USA"; or "I would like to visit the USA"; or "It's cool to travel to the USA"; or "I can't understand when Americans speak" are not plausible responses. The student visa is granted to applicants who need to learn English quickly and effectively for professional, personal, or academic goals. Maybe the student wants to advance his/her language studies in a short time; be accepted at a Master's or PhD program in the U.S. or his/her country; obtain a promotion at his/her current job; expand his/her business contacts internationally; or any other number of reasons that would justify the investment (of resources and time) required to take a language program in the U.S. Otherwise, the consul may determine the student's intentions to be frivolous or believe that s/he does not have a good enough reason to study in the U.S.

The consular officer will make the final decision to grant a student visa, or not.

## **FIRST COURSE PAYMENT**

The full payment of tuition for the first course **must** be received by CCLS **within five business days** of the student's visa petition approval and prior to the student's arrival in the USA. If the student fails to make the payments as indicated, CCLS may cancel the student's application and SEVIS record.

## **STUDENT WITHDRAWAL, TRANSFER, COURSE CANCELLATION, AND REFUND POLICY**

Requests for withdrawal must be in writing. Written notification of withdrawal is a condition for processing refunds. The refund policy is described below:

### **1.1 Full Refund**

1. If the program/course of study is cancelled by CCLS. In this case, application fees are also refunded.
2. If a student is denied the F-1 visa (student visa).
3. If the student has not entered the U.S. The student Form I-20 will be cancelled.
4. If the student has paid for multiple courses, monies paid for courses not taken will be refunded in

full (excepting the first course, as indicated in 1.3.1 below). In all cases, the student forfeits any discounts based on prepayment of multiple courses. Used courses of discounted tuition will be charged at the published monthly rate when any refund is calculated.

### **1.2 Partial Refund**

1. If a student withdraws at or before the course's mid-point (excepting the first course, as indicated in 1.3.1 below), CCLS will retain a prorated amount of tuition fees.

The prorated calculation will be made in weeks up to the last day of attendance. CCLS will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.

### **1.3 Ineligibility for Refund**

1. If a student in initial status has entered the US and enrolled in a course that lasts four (4) weeks or less and cancels his first course or is a no-show, CCLS will retain all tuition fees for that course.
2. If a student withdraws after the midpoint of any course, CCLS will retain all of the tuition for that course.
3. If a student is terminated due to violation of the institution written disciplinary and/or attendance policies or local, state, or federal law, NO refund will be given for the course in session, but only for future courses for which the student has paid.

## **2 Non-refundable Fees**

1. The application fee of USD100 or USD200 (for change of status) and the courier fee (as described on the Application for Admission form) are non-refundable, except in 1.1.1. above.
2. Materials are refundable only if they are in "new" condition and in their original packaging. CCLS does not accept materials that have been used (even if the writing has been erased) or show signs of wear and tear.

## **3 Method of Refund Payment**

1. Fees paid in cash are refunded in cash if up to USD50.
2. Fees paid in cash (over USD50) or by check are refunded via a CCLS check.
3. Refunds of fees paid by check will be processed only after the bank has cleared the original payment.
4. Payments made with a credit card will be refunded to the same credit card. If the student cannot produce the credit card for a refund, CCLS will issue a check.
5. Payments made via wire transfer will be refunded via check or wire transfer minus bank processing charges and courier fees (unless CCLS has cancelled the course/program).

## **4 Refund Timeline**

If an applicant meets the eligibility requirements, all applicable refunds to new students will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier. All applicable refunds to continuing students will be made within thirty (30) calendar days of the documented date of determination. The date of determination is the date the student gives written notice

of withdrawal or the date on which CCLS terminates the student due to the student's failure to adhere to the institution's attendance and conduct, or violation of local, state or federal law, whichever is earlier. Students are responsible for securing CCLS has a secondary channel of payment if the first option is not viable.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

In order to maintain good academic standing, students must meet all the requirements below:

- receive a cumulative weighted grade of at least 70% for each course
- meet CCLS 80% cumulative attendance requirements
- not repeat the same course more than twice

International students enrolled for one month must meet the Satisfactory Academic Progress Policy. If not, their SEVIS record will be canceled at the end of the term for not being in compliance with the international student visa requirements.

CCLS' grading policy for each course is as follows:

#### EEC/AES Courses

Attendance	10%
Participation	10%
Assignments	10%
Oral Exam	35%
Written Exam	35%

#### L&T Courses

Attendance	10%
Participation	25%
Assignments	15%
Oral Evaluations	50%

EEC-English for Effective Communication

AES- Advanced English Studies

L&T- Listen & Talk

### **ACCOMMODATION AND TRANSPORTATION**

CCLS offers recommendations for accommodation and transportation services and is happy to assist students as they make these decisions. Please contact [info@cclscorp.com](mailto:info@cclscorp.com)

### **TRAVEL INSURANCE**

The U.S.A does not provide free health care to international students. All students should purchase travel/health insurance valid for the duration of their course of study and provide their agents or CCLS with their travel insurance information upon enrollment. If a student refuses to acquire medical insurance, s/he will sign a Student Health Care Waiver, accepting full responsibility for any medical expenses incurred while studying in the U.S.A.

We strongly recommend students acquire health insurance in their countries of origin as they may obtain better rates, coverage and pay in their own currency. If the student desires to obtain coverage in the USA, some of the most popular insurers are:

Global Student USA - [www.insubuy.com](http://www.insubuy.com)

HTH Worldwide- [www.hthworldwide.com/insurance\\_intstudents.html](http://www.hthworldwide.com/insurance_intstudents.html)

Compass - [www.compassstudenthealthinsurance.com](http://www.compassstudenthealthinsurance.com)

Gateway USA - [www.gatewayplans.com/gw\\_usa/](http://www.gatewayplans.com/gw_usa/)

International Student Protection - [www.intlstudentprotection.com](http://www.intlstudentprotection.com)

ISO Med - [www.isoa.org/iso\\_med\\_main.aspx](http://www.isoa.org/iso_med_main.aspx)

## **HOLIDAYS AND UNFORSEEN CIRCUMSTANCES**

There is no tuition refund as a result of classes missed due to unscheduled holidays, unforeseen circumstances or Acts of God, unless CCLS is unable to resume classes within 10 (ten) business days. Program end dates will be postponed to accommodate make up lessons for the above mentioned reasons. CCLS will not be liable for its inability to render services that are impossible to supply for reasons that are beyond the control of CCLS and its representatives.

## **OUR LOCATION**

CCLS is located in the heart of Miami, Florida (The Sunshine State), a few miles south of Downtown, at 3191 Coral Way. The neighborhood is a very safe residential/commercial area. There is a shopping mall a few yards away from CCLS. There are a variety of conventional restaurants (American, Chinese, Italian, and Latin-American fare) and fast food places and pizzerias close to our school, as well as a full-size supermarket within walking distance. Vending machines and a cafeteria are available in the building. There is bus service to Downtown Miami, Coconut Grove and Coral Gables commercial district.

## **UNDERGRADUATE STUDIES**

CCLS is affiliated with some American universities and is happy to assist students transfer once they have completed their language studies.