



STUDENT VACATION POLICY

Cultural Center for Language Studies

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 courses = 8 months) are eligible for a vacation length not to exceed the duration of one course (2 months)
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 their grades and/or attendance record.
1. Submit, in writing, a formal notification of intent to take vacation two weeks before intended vacation start date, including intended start and end dates for the vacation.

Additional criteria:

1. Students are advised that their next level of instruction may not be available upon their return. In that case, the student may be tested to gauge their ability to skip a course or need to retake the previous course (if they were borderline to 70%)
2. If vacation is granted (due to extraordinary circumstances) to a student after the start of a course, the student is responsible for making up assignments and taking the midterm and end-of-term exams. The student must earn a final weighted grade of 70% in order to progress to the next level of instruction.

Important notes:

CCLS runs on an eight-week course schedule, and does not offer the same courses 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 transfer out.

Failure to satisfy the requirements of this policy may result in termination of the student's USCIS record.