



# **ADMISSIONS POLICIES & PROCEDURES FOR NON F-1 VISA STUDENTS**

*Cultural Center for Language Studies*

CCLS methodically screens and enrolls its students. Administrative staff is guided by checklists, applications forms, and the oversight of the Director to responsibly review and enroll students. CCLS' Admissions Policies & Procedures are set forth to ensure the consistent execution of these practices.

## **Staff Involved**

The school Director, Academic Coordinator and Customer Service Associates (CSA) share responsibility for the admission of non-F-1 visa students. The Customer Service Associates are responsible for enrolling students and accepting payment. The Director and Academic Coordinator oversee the placement of prospective students according to the written and oral placement test results.

## **Timeline and Procedures for Application of New Students**

Students must do the following to successfully apply for admission at CCLS:

1. Receive clear and complete information on courses offered and related fees, course schedules and starting/end dates.
2. Receive information on any available discount, including eligibility and how long the discount will be valid.
3. Take the placement test to gauge applicants' target language proficiency (if student is not an absolute beginner). Beginner level applicants will enroll in course 1.
4. Fill out the online application form, which states both the Satisfactory Academic Progress Policy (SAP) and refund policy.
5. Make payment for the course and student materials.
6. Receive an emailed payment receipt.
7. Receive course materials.

## **Timeline and Procedures for Application of Continuing Students**

Students must do the following to successfully enroll for additional courses at CCLS:

1. Successfully complete the previous course or have been placed on academic or attendance probation by the Director or Academic Coordinator prior to enrollment.
2. Confirm one's current email, and telephone number, so we always have updated information on each of our students.
3. Receive information on the class schedule available as well as course start and end dates.

Approved: 6/8/12  
Amended: 6/18/21

4. Receive information on any available discount, including eligibility and how long it will be valid.
5. Make payment for the course and student materials.
6. Receive an emailed payment receipt.
7. Receive course materials.

## **Payments**

Our accepted payment methods give students convenient payment options:

- Cash
- Check/money order
- Credit Card (Visa, MasterCard, and AMEX)
- Zelle and wire transfers

## **After Enrollment**

After enrollment, the student will receive their class schedule via email which clearly identifies the day and time students are to report for their first day of instruction.

## **Related Documents**

Below are the documents associated with the admissions process which are internally used to monitor enrollment processes:

- Excellence in Customer Service Manual
- Class Cancellation and Refund Policy
- Satisfactory Academic Progress Policy