

# PLEASE NOTE: THERE ARE NO REFUNDS

## CULTURAL CONNECTIONS INSTITUTE PROGRAM POLICIES

### CLASS FEES

- Students must **pay** all fees, including book & materials fees, **before** beginning any **class**.
- Students must **bring** their **Student ID Card** to **re-register one week before the last day** on the Card. CCI-LEX **cannot guarantee** your place in the class if you **pay late**.
- Registration **fees cannot be extended** for any reason.
- If a **break** in a registration period is required, an administration **fee of \$50.00** will be charged. CCI-LEX will **hold** your fees for a **maximum of 3 months**.
- Fees cannot be transferred to another student.
- **THERE ARE NO REFUNDS IF A STUDENT STOPS OR MISSES CLASSES.**
- If CCI-LEX closes a class:
  - i. If the class *has not started*, students are entitled to a full refund of all fees.
  - ii. If the class *has started*, students are entitled to a refund equal to the classes remaining and less registration and materials fees.

### TESTING AND PROGRAM CHANGES

- There is a final test at term-end. Students in a General ESL class need a score of **80%** to pass.
- Students changing class must **pay** for **books & materials** for the **new class**.
- CCI-LEX can **combine or cancel** classes at any time.
- **All class changes** must be **approved** by CCI-LEX.

### CERTIFICATES AND LETTERS

- Students may **request** letters or certificates from the office by completing the **required form**.
- The office requires a minimum of **2 business days** to complete all requests.
- **Attendance rates** less than 80% will be **reported** in the letter.
- CCI-LEX **does not** provide **transcripts, grades or report cards**.

## CCI-LEX SCHOOL & STUDENT POLICIES

- **Regular attendance** is required (**minimum 80%**). Repeated absences, lateness and/or leaving early are not accepted. Students must **inform** CCI-LEX if they will be **absent** for **1 week** or more.
- **Be on time**. If you are late, you must wait until the break to go to class.
- **No cell phone use during class time**.
- **Treat all staff, teachers and students with respect**. Treat the building with respect.

***CCI-LEX has the right to cancel or refuse registration or re-registration of any student who does not respect school or program policies on a repeated basis. Registration will be cancelled with NO refund.***

I have read and understood CCI-LEX's policies and I agree to follow them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

