



# Cultural Center for Language Studies

*Fluency in Languages*

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## Enrollment Conditions and Refund Policy

This policy applies to all English and Spanish students, including those studying in-person, hybrid, or online formats.

### Section 1: Admission and Enrollment

CCLS New Jersey welcomes adults and young adults who are at least 16 years of age. Students are considered enrolled when they: **(a)** have satisfied all documentation requirements, **(b)** have been granted an F-1 visa, if applicable, and **(c)** have made the required payments for the course of study chosen. Furthermore, a student is considered enrolled until one of the following criteria is met: **(a)** the date indicated on the I-20 has been reached and the student has not filed a petition for an extension, **(b)** the student has completed the highest course level offered by the school, **(c)** the student withdraws or transfers to another SEVP-approved school, **(d)** the student has been terminated by the school (see reasons for dismissal).

#### 1a: Length of Study

While our program only takes a little over a year and a half to complete, students are allotted a maximum of four (4) calendar years to complete a full course of studies. CCLS-NJ's policy accounts for factors such as the repeating of classes, student vacation, and temporary breaks, that may prolong program completion.

### Section 2: Orientation

To assist our students in understanding school policies and what to expect from the program, CCLS New Jersey provides three (3) types of orientation: pre-arrival, initial, and ongoing. As a student, you are expected to review the material provided in the pre-arrival orientation, and to attend both initial and ongoing orientation sessions at CCLS New Jersey.

### Section 3: Classes

CCLS New Jersey limits the number of students per class, where the minimum is five (5) and the maximum fifteen (15), and an average of eight (8). If a group does not meet the minimum number of students, the school will offer the students one of the following options: **(a)** a different schedule (morning or evening), **(b)** a different class in the same or lower level, **(c)** to transfer to another SEVP-approved school.

All students are required to purchase books for each course level. Book fees, as described in the schedule of fees, are per level and are subject to change. Books can only be purchased directly from CCLS New Jersey and may not be purchased online or from previous students. Furthermore, disseminating digital formats of the text (e.g., taking a photo and sending it to classmates through a messaging application) is prohibited.

Students who miss an exam will incur a testing fee to take that exam on a different day or time. (See schedule of fees).

### Section 4: Tuition payment

For full-time F-1 students: Tuition is based on the length of time agreed, as indicated on the Form I-20. CCLS New Jersey offers a progressive discount based on the number of months of instruction being

purchased. F-1 students are required to pre-pay at least 2 months of instruction prior to starting classes (if applicable). F-1 students are given the option to pay the balance in equal installments which are due on the 1<sup>st</sup> day of class and on the same day every month thereafter. The pre-payment of two months will be applied to the end of the program as indicated on the Form I-20, meaning that on the 1<sup>st</sup> day of class, F-1 students are required to make a tuition payment. The balance must be paid off 2 months before the end date specified on the I-20.

Moreover, for part-time students and full-time local students: Students have the option to pay tuition in two ways. First, they can purchase a full level in advance. Secondly, students can pay monthly. Paying per level means that no matter how long a level takes to complete, the level is paid, and no additional fees will be added, whereas for those paying monthly will continue to pay every month, on the same due date, indefinitely, until they finish their studies, or withdraw.

For all students: A late fee will be assessed (see schedule of fees) to late payments, based on the number of calendar days after the due date, not to exceed 30 calendar days. After 30 calendar days, the student account will be considered delinquent. Students whose accounts are delinquent will be marked as absent until the past due balance is paid in full. Students who withdraw from the program, or transfer to another school, are responsible for the payment of any past due amounts. Overdue balances that are not resolved within that period may result in collection actions and/or legal action, in which case the student will be liable for any applicable legal and administrative fees.

## **Section 5: Closures**

In observance of major holidays, CCLS New Jersey will be closed; no discount on tuition will be provided. Observed holidays are listed on our website. In case of inclement weather, the school will decide when to have a delayed start of classes, early dismissal, or whether to close, having the safety and well-being of both our students, staff, and faculty in mind. Weather-related closures will be posted on our website (cclsnj.edu). Alternatively, students may find information about weather-related closures on CCLS New Jersey's social media or by calling 973-344-2257. No discount on tuition will be provided for weather-related closures.

## **Section 6: Code of Conduct and Reasons for Dismissal**

Respectful conduct is expected from and towards all staff, faculty, and students. We maintain an environment free of harassment, or any form of discrimination based on ethnicity, color, religion, gender, age, sexual orientation, political affiliation, or national origin. Harassment of any kind, including hateful language, obscenity, or physical assault, will not be tolerated. Such disruptive and inappropriate behavior is cause for dismissal.

CCLS students are also expected to uphold institutional values of academic honesty and integrity. Students may not plagiarize work, which means using others' ideas while failing to credit the original source, or cheat. Plagiarism and cheating will not be tolerated (See section 6b for further information).

The use of alcohol, drugs, and any other controlled or illegal substance on school premises is not permitted. The possession of weapons, such as knives or guns, is expressly prohibited. Violation of these rules, as well as violations of local, state, or federal laws while on school premises may result in school dismissal and affect the student's legal status. Unlawful acts of any kind will be reported to the authorities. Other causes for dismissal include, but are not limited to, failure to maintain good academic status, failure to make satisfactory academic progress, and violating the conditions of the F-1 visa (if applicable).

## **Section 6a: Hybrid and Online Expectations**

To ensure hybrid and online students are achieving the same learning outcomes as in-person students, these participants should be aware they are expected to be logged into the class at the start time, be in a location conducive to studying, always keep their cameras on, have their microphones muted, and

participate in regular class discussions. Further, students should have access to a reliable device (e.g., laptop, desktop, tablet, or phone) where they can take classes and internet connection speeds should be a minimum of 200 mbps.

## **Section 6b: Plagiarism and Academic Integrity**

### **Plagiarism Policy**

Plagiarism is a form of academic dishonesty and may be a violation of U.S. Copyright laws and school policy. Plagiarism is defined as the act of taking someone else's words, opinions, or ideas and claiming them as one's own. By extension, plagiarism is the deliberate copying from a book, article, notebook, video, oneself, or other source material, whether published or unpublished, without proper credit using quotation marks, footnotes, and other customary means of identifying sources, or passing off as one's own ideas, words, writings of another, whether such actions are intentional or unintentional. Also, students are not permitted to receive any aid in exams. Students caught violating any condition of this policy can receive a failing grade and will forfeit the opportunity to retake the level.

### **Section 7: Maintaining Status**

Students on an F-1 visa are responsible for maintaining legal status. A detailed document on how to maintain status is available at [ccls.nj.edu/documents-and-policies](https://ccls.nj.edu/documents-and-policies).

### **Section 8: Refunds**

This policy is in accordance with N.J.A.C. 12:41-4.1

#### **8a. Fees and books (all students)**

- The application fee and all immigration fees, if applicable, are non-refundable.
- Books are refundable if they are returned in perfect condition for re-sale. Books that have been written on, damaged, or that show any signs of use, cannot be returned. If the books were provided to the student at a discounted rate or free of charge, the regular book fee will be deducted from the amount to be refunded unless the books are returned as described above.
- CCLS is not responsible for any homework, or any other material left at the school; unclaimed homework will be discarded 90 days after the student's inactivation date.
- Students who intend to and/or attend classes for two (2) weeks or more must purchase textbooks.

#### **8b. Tuition (full-time students)**

- If a student cancels his or her course of studies, or requests a transfer, after an F-1 visa has been approved, a cancellation fee will be assessed before the calculation of the tuition amount to be refunded, if any. Please refer to the fee schedule at [www.ccls.nj.edu](http://www.ccls.nj.edu).
  - If the visa is denied, any tuition paid can be refunded upon request. The cancellation fee will be waived if evidence of visa denial is provided.
- If the student cancels his or her course of studies, requests a transfer, or is a no-show once the class has begun, the refundable amount will be calculated based on the date CCLS New Jersey receives a formal request for refund, as follows:
  - First week of classes: CCLS will retain **10%** of the total tuition agreed for the period indicated on the I-20.
  - Second or third week of classes: CCLS will retain **20%** of the total tuition agreed for the period indicated on the I-20.
  - After the third week of classes but before the completion of 25% of the course of studies: CCLS will retain **45%** of the total tuition agreed for the period indicated on the I-20

- After 25% but no more than 50% of the course of studies: CCLS will retain **75%** of the total tuition agreed for the period indicated on the I-20.
- After 50% of the course of study: no refund will be provided.

**Note:** If an F-1 student does not report to the school within thirty (30) calendar days of arriving in the country, they will be considered a no-show and will be reported to USCIS; as a result, their I-20 will be terminated.

**Note:** Any student participating in our monthly payment plan will adhere to the policy described above.

### **8c. Tuition (part-time students)**

- The student is entitled to a full refund of any tuition monies paid if he or she withdraws before the start of classes.
- Once classes have begun, students are not eligible for a refund and can only receive credit. Credit must be used within 90 days of issuance. Credit will be issued based on the date CCLS New Jersey receives a formal request for refund, NOT on the last day of attendance. The same applies to no-shows.
- Requests for a refund or credit may be submitted by email or WhatsApp. If the request is received outside regular business hours, it will be reviewed on the next business day.

### **8d. Processing time and form of refund (for all students)**

Refunds will be issued within ten (10) business days of the date CCLS receives a formal request for a refund, in the original form (check or credit card). Payments made via Zelle or in cash will be refunded by check. Payments made by wire transfer will incur a wire transfer fee. (See schedule of fees)

Students who pay their fees through educational or travel agents will receive their applicable refund fees from the agent, not from CCLS. CCLS will not be held responsible for any agreements students have entered with educational or travel agents. However, CCLS will document that the refund has been made on behalf of the student to the agent.

## **Section 9: Image rights release**

I grant CCLS New Jersey the unrestricted right to use photographs and video recordings of me, or members of my family, while in the school premises or at events or recreational activities organized by the school, for the purpose of promotion, advertising, or publication, in any manner or in any medium. I hereby release CCLS of all claims and liability relating to said images or video. Furthermore, I waive my right to any compensation. I also understand that I have the right to revoke this image rights release at any time by making a request in writing, which will be applicable to any future recordings.

## **Section 10: Liability release**

I expressly release The True Language Assistance Corp., The Cultural Center for Language Studies (CCLS), its parent companies, officers, and employees from any and all losses, damages, liability, or personal injury, within school premises, or arising from, or in connection to events promoted by CCLS in which the student chooses to participate. I acknowledge that The True Language Assistance Corp., The Cultural Center for Language Studies (CCLS), its parent companies, officers, and employees will not be held responsible for any losses, damages, liability, or personal injury pertaining to any unaccompanied minor F1 student. I also authorize CCLS to request medical services on my behalf in case of a medical emergency, and I understand that my health care plan will be solely responsible for all expenses incurred

in connection with the medical treatment provided to me. Furthermore, I understand that I may be personally liable for such expenses if I choose not to purchase health care coverage.

I acknowledge that I have had the opportunity to review this document (either in paper or on-line). I accept the enrollment conditions and the terms of the refund policy and will comply with them accordingly. I also take responsibility for reviewing the *Student Handbook*, which is available at [ccls.nj.edu](http://ccls.nj.edu), and abiding by all school policies in effect. Furthermore, I acknowledge that it is my responsibility to inform CCLS within ten (10) days of any changes in address or contact information.

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Student's name

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Student's or guardian's signature

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Date

If the student is under 18 years of age, name of guardian:

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