



## CONDITIONS OF ADMISSION – TRANSFER IN STUDENTS International Students – F-1 (Student) Visa status

### STEPS TO PROCESS YOUR TRANSFER TO CCLS MIAMI

1. Apply to our Intensive English Language Program (information below)
2. Fill out the CCLS transfer form and present it to your current school
3. Upon receipt of the complete transfer form from your current school, CCLS will make a decision on your transfer request. If you are accepted, CCLS will send your current school a letter of acceptance and request your transfer to CCLS
4. Enroll for your first course upon confirmation of transfer. CCLS will provide you with a new I-20
5. Be ready to start classes on the date indicated on your I-20 (item 5)

### HOW TO APPLY TO CCLS' INTENSIVE ENGLISH PROGRAM (Step 1 above)

1. Fill out and sign the Application for Admission form provided
2. Fill out and sign the Certificate of Financial Support
3. Attach certification of financial support to the Certificate of Financial Support (see below)
4. Attach a copy of the current I-20 form, your passport Identification page and F-1 visa page (or Form I-797 for change of status students)
5. Submit the above documentation to CCLS along with the **non-refundable** application fee of USD100. You may submit the documentation by fax, email or mail.

Note: There is no need to pay another SEVIS Fee (Form 901)

#### **CCLS contact information**

Email: [info@cclscorp.com](mailto:info@cclscorp.com)

Fax: 305 443-8538

Address:

**CCLS** – Cultural Center for Language Studies

International Student Admission Office

3191 Coral Way, Suite 114

Miami, Florida 33145

USA

### **Acceptable certification of financial support (item 3 above): Choose one of the following:**

1. A current personal bank statement or a notarized letter in English, Spanish or Portuguese from the student's financial institution showing that the student has sufficient funds to pay for school, housing, food and any incidental expenses during his stay in the Miami **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 stay in the Miami, **AND** a bank statement (or notarized 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. **OR**
3. An official scholarship letter (in English, Spanish or Portuguese) from the student's employer or other organization that will cover all his school and living expenses.

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3191 Coral Way, suite 114 Miami, FL 33145 Tel (305) 529-2257 Fax (305)443-8538

Email [info@cclscorp.com](mailto:info@cclscorp.com) [www.cclscorp.com](http://www.cclscorp.com)



## **ENROLLMENT AND COURSE PAYMENT**

The full payment of tuition and course materials for the first term **must** be received by CCLS prior to the beginning of classes.

Students may receive tuition refunds for courses he will not take by completing and submitting the Refund Request Form at least **five** days prior to commencement of classes. In this case, the student will forfeit any discount based on multiple term payments. There are NO refunds for the program in session.

If a student is dismissed from school for any reason, NO refund will be given for the term in session, but only for future courses for which they may be registered.

Once students have enrolled for classes, they will abide by the course schedule and CCLS rules and regulations. Rescheduling or program cancellation due to student illness, early departure, or any other circumstance presented by the student, will be approved or denied at CCLS' discretion and in accordance to SEVP/USCIS regulations.

## **MEDICAL INSURANCE**

Students should purchase medical insurance. Proof of insurance coverage must be submitted to CCLS along with the course payment.

## **PUBLIC HOLIDAYS AND UNFORESEEN CIRCUMSTANCES**

There is no tuition refund as a result of classes missed due to unscheduled holidays, unforeseen circumstances or Acts of God, such as fire, hurricanes, storms, etc.). CCLS will not be liable for being unable to render services that are impossible to supply for reasons that are beyond the control of CCLS and its representatives. All efforts will be made to make up for cancelled classes due to unforeseen events.

## **ATTENDANCE**

Students are expected to attend all classes and are required to fulfill all their assignments. If students miss a class, they are responsible for reviewing the subject themselves. Absences cannot exceed **20%** in each course or students will be placed on probation. Exceptions will be made only if students present medical or other official documentation to support their inability to attend classes as indicated by SEVP/USCIS regulations.

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