

ENGLISH AS A SECOND LANGUAGE “I UNDERSTAND” STATEMENT

In an effort to ensure your success, it is important that you understand the following points:

Initials	I UNDERSTAND
	It has been fully explained that the purpose of the ESL program is to teach me the English language in order that I may obtain employment using already existing skills, knowledge, or training. I MUST PROVIDE THE COLLEGE AND MY INSTRUCTORS / ADVISOR WITH UP-TO-DATE CONTACT INFORMATION AT ALL TIMES.
	I am registering for class or classes that will extend for a 15-WEEK SEMESTER AND I MUST CENSUS (ATTEND) EACH CLASS NO LATER THAN THE TENTH (10th) DAY OF THE SEMESTER. I AM RECEIVING TEXTBOOKS / MATERIALS FOR ALL CLASSES FOR WHICH I AM REGISTERED AND WILL BE CHARGED AS SUCH!!
	I must attend the class(es) for which I am registered. If needed, I may see my ADVISOR to formally change my schedule.
	If I fail to participate in at least 75% of all class activities, my grade will be lowered. IF MAKE-UP WORK IS PERMITTED, I WILL RECEIVE ONE GRADE LOWER THAN IF COMPLETED AND SUBMITTED ON TIME.
	The ESL Program offers courses that address the seven elements of learning a language (Speaking, Listening, Pronunciation, Grammar, Reading, Writing, and Vocabulary). Class sizes will usually average 20-23 students. I am enrolling for all seven skill areas.
	I will be assigned an Academic Advisor whose principal responsibility is to communicate with me and assist along the way until I GRADUATE.
	After class census, I am enrolled for the semester and must PERSONALLY NOTIFY THE BUSINESS OFFICE / FINANCIAL PLANNING TO OFFICIALLY WITHDRAW. CEASING ACADEMIC ACTIVITY IS NOT AN OFFICIAL WITHDRAWAL. (Applicable charges will continue for the semester.) If I withdraw before completing the first academic year, I will be charged a \$100 Administrative Fee.
	Tuition / Fees are charged by the SEMESTER AND ARE NOT BASED ON ANY TYPE OF FINANCIAL AID! Failure to complete the semester <u>MAY</u> result in some loss of Federal Aid (if applicable), and the amount I must personally pay will increase.
	I am expected to complete <u>ONE</u> Academic Year (2 Semesters-30 Weeks) unless graduation occurs earlier, before scheduling a break. Breaks may be taken between semesters. Breaks should be limited to five weeks. My Academic Year is From: _____ To: _____ Scheduled Break (if desired) From: _____ To: _____ I Am Scheduled to Return On: _____. If the above is followed, no Re-Entry Fee is required.
	All payments are due on or before the 20 th of each month (unless previously paid). A late fee of \$25 is added on the 3 rd business day after this date and SUSPENSION FROM CLASS IS IN FORCE ON THE FIFTH (5th) DAY. FINAL GRADES WILL BE 0.0 – <u>FAIL</u>.
	I will apply for GRADUATION AND COMPLETE THE EXIT PROCESS.
	ESL GRADUATES WILL QUALIFY FOR INSTITUTIONAL SCHOLARSHIPS TO ATTEND OTHER ICT ACADEMIC PROGRAMS.

Congratulations on your decision. Thank you for choosing Interactive College of Technology.

STUDENT CERTIFICATION

Last Name	First Name (Please Print)	Middle Name	Date
(Student Signature)			Date
Interpreter Name (if applicable) (Please Print)			Date
College Representative's Signature			Date