



## Admission Policies and Procedures International Students (under 18ys)

### APPLICATION PROCEDURE FOR NEW STUDENTS

**Application deadline is 60 days prior to the start of the program.**

1. Choose your program session.
2. Fill out and submit the application and pay the application fee of \$120.
3. Take the Admission Test.
4. Get approved by receiving an acceptance letter.
5. Take the placement test and needs assessment.
6. Get placement test results and establish your level of competency.
7. Select your class schedule.
8. Pay \$150 for visa processing or \$500 for visa status change (NON-REFUNDABLE); \$100 for international express mailing *or* \$30 for domestic express mailing (NON-REFUNDABLE).
9. Submit bank statement or proof of financial support (minimum bank balance of \$9,000 USD within the last 6 months), written in English and show the amount in US dollars.
10. Receive Admission letter from the selected program and confirm your enrollment by sending a confirmation E-mail to the Admission Office and paying \$250 deposit within one week (which will be credited to your tuition).
11. Submit your photo ID and passport information to get the I-20 Form.
12. Receive the I-20 Form and apply for F-1 student visa at the U.S Embassy.
13. Fifteen days prior to the orientation, pay full amount of tuition and book/material fees.
14. Application for housing/homestay shall be submitted 60 days prior to the start of the program, if needed.
15. Other required documents see the **CHECKLIST BEFORE ORIENTATION**.

### APPLICATION PROCEDURE FOR TRANSFER STUDENTS

Transfer students refer to those who currently study at another institution in the U.S. on valid F-1 visa.

**Application deadline for transfer students is 30 days prior to the start of the program.**

1. Choose your program session.
2. Fill out and submit the application and pay the application fee of \$120.
3. Take the Admission Test.



4. Get approved by receiving an acceptance letter.
5. Take the placement test and needs assessment.
6. Get placement test results and establish your level of competency.
7. Select your class schedule.
8. Pay \$150 for visa processing or \$500 for visa status change (NON-REFUNDABLE); \$100 for international express mailing *or* \$30 for domestic express mailing (NON-REFUNDABLE).
9. Submit bank statement or proof of financial support (minimum bank balance of \$5,000 USD within the last 6 months), written in English and show the amount in US dollars.
10. Receive Admission letter from the selected program and confirm your enrollment by sending a confirmation E-mail to the Admission Office and paying \$250 deposit within one week (which will be credited to your tuition).
11. Submit your photo ID and passport information.
12. Submit a copy or scan of your F-1 visa stamp.
13. Submit a copy or scan of both sides of your I-94 card.
14. Fifteen days prior to the orientation, pay full amount of tuition and book/material fees.
15. Other required documents see the **CHECKLIST BEFORE ORIENTATION**.

**Notes:**

1. Incomplete or unacceptable documents will delay the admission process.
2. High Expectations reserves the right to cancel student's admission for failure to pay tuition in full prior to the deadline.
3. Faxed, **scanned**, emailed photocopies cannot be accepted.
4. Official (original) notarized copies must be clear and in good quality.
5. If any document is issued in the applicant's native language, please provide both the original document and an English translation of the document. Translated documents must be notarized. Translations must be submitted for all records not officially issued in English. These must be in the same format as the original-language documents, line-by-line, word-for-word, and must be typed.
6. All financial documents must be ORIGINAL documents in English and in U.S. dollars.



## REFUND POLICY

1. A student is entitled to a full refund of the \$250 deposit fee, but shall be responsible for the application fee, if the F-1 student visa is rejected by the USCIS. If a student wants to hold the spot for the future, no fees are refundable. In this case, the student is encouraged to re-apply for visa and enroll in the program within three months.
2. A student is entitled to a full refund of the \$250 deposit fee, but shall be responsible for the application fee, if the student cancels enrollment after receiving the admission letter but **BEFORE** confirming enrollment. A student may hold the spot for three months with payment of the \$250 deposit fee.
3. If a student cancels enrollment after confirmation and has paid the deposit fee, fees for application, express mailing, and deposit are **NOT REFUNDABLE**.
4. If a student cancels enrollment after the program has started, fees for application, express mailing, and deposit are **NOT REFUNDABLE**. Tuition can be refunded after deducting the payment for classes held.
5. High Expectations is not held responsible for costs incurred due to flight delays or cancellations.
6. Refunds or partial refunds will not be given for public holidays, days missed during the course, late arrival, or early departure.
7. Material fees (books and supplements) are NON-REFUNDABLE.
8. No refunds shall be made if High Expectations cancels a student's enrollment due to unsatisfactory attendance or unacceptable behavior according to the USCIS requirements for international students.
9. Students shall be responsible for any bank fees incurred for overseas payments for refund.

## REFUND PROCEDURE

1. Inquiries or requests regarding refund **MUST** be submitted in writing to the Chief Financial Officer. If a refund is approved, refunds are issued to the credit/debit card or person that paid the. Refunds will be processed within 15 business days from the day of receiving the request.
2. Although very few courses are canceled, High Expectations reserves the right to cancel a course if it has not enrolled enough students before the beginning of the course's instruction. In the case of course cancellation, all enrolled students are notified by email, dropped from the class and no longer charged for the class.
3. If a refund request is denied, students may submit a formal grievance within 30 days of receipt of the denial notice. Grievances must be submitted in writing to the school Director. After consideration of all available evidences, the Director may: (1) issue a refund in an appropriate amount, or (2) dismiss the grievance.