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Welcome to Central Pacific College!

English Proficiency Program (EPP)

Student Handbook

Vision

To transform people's lives through English language learning for self-realization.

Mission

To provide high-quality English language teaching for multicultural communication among all learners.

English Proficiency Program (EPP) 128 weeks

The English Proficiency Program is a twenty-hour per week program for international students. This eight-level program is designed to develop students’ communicative and grammar skills. Students who enroll in this program may take morning (i.e., 9-1pm) or afternoon (i.e., 1-5pm) classes from Monday to Friday depending on the enrollment.

Class levels		Length of time to complete
1	True Beginner	16 weeks
2	Beginner	16 weeks
3	High Beginner	16 weeks
4	Low Intermediate	16 weeks
5	Intermediate	16 weeks
6	Low Advanced	16 weeks
7	Advanced	16 weeks
8	Proficiency	16 weeks
Total		32 months (2 years 8 Months)

- If you start at the True Beginner level, the average length of time to complete the EPP program is 32 months, or 2 years and eight months. However, many students begin at different levels and stay for different numbers of weeks. Therefore everybody’s time of study varies. If you make faster progress, you can take an Achievement Test to move up faster.
- Students may be enrolled at CPC for no more than three years regardless of the programs that they take.

Short Term English Program (STEP) 1 to 12 weeks

The Short-Term English Program (STEP) is a sixteen-hour per week program for international students who do not possess an F-1 student visa and arrive as temporary visitors. This eight-level program is designed to enhance students' communicative and grammar skills. Students enrolled in this program may take morning (i.e., 9 am - 1 pm) or afternoon (i.e., 1 - 5 pm) classes from Monday to Thursday (some Fridays, too).

TOEIC (Test of English for International Communication) 24 weeks

The TOEIC program is a twenty-hour per week program designed for students who have completed at least the Low Intermediate level. This course provides students with an overview of the exam as well as the necessary strategies and practice needed to take the TOEIC exam.

TOEFL (Test of English as a Foreign Language) 24 weeks

The TOEFL program is a twenty-hour per week program designed for students who have completed at least the Low Intermediate level. This course provides students with an overview of the exam as well as the necessary strategies and practice needed to take the TOEFL exam. After completing the TOEIC or TOEFL program, the student may continue in the EPP program from the last level that he or she completed.

EPP/TOEIC/TOEFL Program (20 clock hours/week)

Class Schedule			
Morning Session		Afternoon Session	
Monday – Friday		Monday – Friday	
Class	Time	Class	Time
Class 1	9:00 – 10:50	Class 1	1:00-2:50
Break	10:50 – 11:00	Break	2:50-3:00
Class 2	11:00 – 12:50	Class 2	3:00 - 4:50

*Breaks during classes are subject to the teacher's discretion. Students may go to the restroom when needed.

**According to the student's level, they will be placed either in the morning or in the afternoon. Please contact us for details.

Club Keiki Seasonal Program 1-6 weeks

The Club Keiki program is a seasonal children's program held in the spring and summer. Children enrolled in this program are engaged in four hours of activities in the morning and two and a half hours of study in the afternoon. Students may enroll for one week in the spring and a maximum of six weeks in the summer.

EPP Grading and Advancement

Students will be graded in five different areas: Participation, Weekly Assessments, Quizzes, Weekly/Term Projects. Adequate progress through each level requires the student to achieve a cumulative GPA of 3.0. A failed level may be repeated one time with approval from the Director of Studies. The student must meet with their instructors and the Director of Studies to devise a study plan to ensure that the student makes progress towards the next level. Students who fail to make progress a second time will be automatically dismissed from CPC.

Grading criteria	% of grade
Participation	15%
Weekly Assessments	50%
Quizzes	25%
Weekly/Term Project	10%

Course grade	GPA
A (90-100)	4.0
B (80-89)	3.0
C (70-79)	2.0
D (60 &below)	1.0

Students who fail to achieve a cumulative level GPA of 3.0 will be notified by the Director of Studies of their failure to adequately complete the level. They will be given the opportunity to repeat the level or take the Achievement Test.

CPC Description of Proficiency Levels

	16 WEEKS	16 WEEKS	16 WEEKS	16 WEEKS	16 WEEKS	16 WEEKS	16 WEEKS
A0	10-20 GSE	True Beginner	Grammar Use and Integrated Skills [320 hours / 16 weeks / 4 modules] This level familiarizes learners with new sounds, simple vocabulary, and basic concepts of English grammar. LISTENING: Students can understand basic questions about personal details if addressed slowly and clearly. SPEAKING: Students can ask and answer simple questions about things they have in a limited way. READING: Students can recognize familiar names, words and very basic phrases on simple notices. WRITING: Students can complete basic forms with basic personal details.				
A1	10-30 GSE	Beginner	Grammar Use and Integrated Skills [320 hours / 16 weeks / 4 modules] This level provides learners with the foundational skills needed to participate in basic English conversation. LISTENING: Students can follow simple, everyday transactions [interactions] if carried out slowly and clearly. SPEAKING: Students can use brief, everyday expressions to describe wants and needs, and request information. READING: Students can follow simple instructions to carry out a straightforward [simple] task. WRITING: Students can write simple sentences about someone's life and routines.				
A1-2	25-45 GSE	High Beginner	Grammar Use and Integrated Skills [320 hours / 16 weeks / 4 modules] This level encourages learners to further expand the development of basic conversation and grammar skills. LISTENING: Students can follow the main points of short talks on familiar topics if delivered in clear standard speech. SPEAKING: Students can express belief, opinion, agreement, and disagreement politely. READING: Students can generally understand straightforward [simple] factual texts on familiar topics. WRITING: Students can write a story [narrative] with a simple linear sequence.				
A2-B1	40-55 GSE	Low Intermediate	Grammar Use and Integrated Skills [320 hours / 16 weeks / 4 modules] This level emphasizes the use of practical grammar and conversational structures needed to participate in everyday discussions in English. LISTENING: Students can distinguish facts from opinions in a simple [conversation], presentation or lecture. SPEAKING: Students can explain the main points in an idea or problem with reasonable precision. READING: Students can distinguish between the main idea and related ideas in a simple academic text in order to answer specific questions. WRITING: Students can write personal emails/letters, reporting recent events in detail.				
B1-B2	50-65 GSE	Intermediate	Grammar Use and Integrated Skills [320 hours / 16 weeks / 4 modules] This level focuses on enhancing and improving students' use of complex grammar and conversation structures. LISTENING: Students can extract the main points from news items, etc. with opinions, arguments, and discussion. SPEAKING: Students can express opinions about news stories using a wide range of everyday language. READING: Students can summarize, comment on and discuss a wide range of factual and imaginative texts. WRITING: Students can systematically evaluate the advantages and disadvantages of various options.				
B2	60-75 GSE	Low Advanced	Grammar Use and Integrated Skills [320 hours / 16 weeks / 4 modules] This level focuses on developing students' critical thinking skills via interaction with complex grammar structures and high-interest discussion topics. LISTENING: Students can follow lines of argument in a linguistically complex presentation, [conversation] or lecture. SPEAKING: Students can paraphrase information taken from a linguistically complex academic text [or topic]. READING: Students can identify the main line of argument in a linguistically complex academic [or fictional] text. WRITING: Students can use a range of idiomatic phrases as part of a structured text.				
B2-C1	75-85 GSE	Advanced	Grammar Use and Integrated Skills [320 hours / 16 weeks / 4 modules] This level focuses on communicative fluency through the development of academic vocabulary and writing skills. LISTENING: Students can understand the main points of complex and abstract presentations in their field. SPEAKING: Students can give a presentation on an academic topic in their field of specialization using linguistically complex language. READING: Students can synthesize information from two or more linguistically complex problem-texts in a specific field. WRITING: Students can write a structured paragraph on an academic topic, using linguistically complex language.				
B2-C1	75-85 GSE	Proficiency	Grammar Use and Integrated Skills [320 hours / 16 weeks / 4 modules] This level develops proficiency through high-level test-taking strategies and academic task-based activities. LISTENING: Students can understand the details of extended and linguistically complex professional and technical presentations. SPEAKING: Students can effectively participate in a debate on complex or abstract topics using linguistically complex language. READING: Students can understand linguistically complex academic texts in specialized fields. WRITING: Students can create well-structured complex texts with underlying inferred meaning.				
	TOEIC®		B1 • B2 • C1				
	TOEFL®		B2 • C1				

Making Satisfactory Academic Progress Policy (EPP)

To comply with their F1 Visa guidelines, students must adhere to the following:

1. Maintain a cumulative GPA of 3.0.
2. Attend 80% (or higher) of classes per term and cumulatively across all terms (see Attendance Policy).

Students who fail to achieve the minimum cumulative GPA necessary to move to the next academic level will be given a "Level Failure Letter." They must retake the level. The student must then meet with the Director of Studies before the start of the term to work on a study plan that will enable the said student to make progress towards the next level. Students who fail to make progress above 80 % a second time during a term will be dismissed from CPC.

Students can take the achievement test to move up a level at the end or beginning of each module. They need to schedule it during the last week of the current term or the first one of the following one.

Assessment and Evaluation (EPP)

Each term, both instructors meet individually with all EPP students to discuss their personalized learning plan for 5 minutes. These meetings place during the first weeks and weeks 8 or 9. Students will receive their previous term grades, and a copy of the report will be placed in their file.

Students will complete their weekly assessments every Friday and take quizzes every two or three weeks, depending on the syllabus. For students who are unable to do their weekly assessment or their quiz they must inform their instructors or the director of studies at least **a week in advance**. Makeup assessments or quizzes will only be administered (no later than one week) to students who have a valid (e.g., sickness, travel) reason for missing their assessments or quizzes. Proof (e.g., doctor's note, plane tickets) must be provided to the academic staff before the make-up assessment or quiz. Students who miss a chapter quiz without a valid excuse will be given a zero.

All **completing students** must take an **exit exam** and an **exit survey** before leaving CPC. The exit survey will allow the student to evaluate such areas as curriculum, instructors, facilities, student services, housing (if applicable), and administrative staff. The office assistant will notify the completing student of the dates/times that are available for taking the exit exam.

Completing a Level

All students must complete a level to move to the next level. Completing a level is defined as having completed all required coursework (four full modules), receiving a minimum GPA of 3.0, and attending a minimum of 80% of scheduled class hours.

Attendance Policy

All students must attend **all** classes so that they can make adequate progress (a minimum of 80% cumulative attendance per quarter and across all quarters for VISA purposes). Please refer to the example below for information on maintaining student status.

Student A

Student B

Enrollment dates:	12/30/15~3/21/2016	Enrollment dates:	12/30/15~01/10/16
Total # of class hours (excluding holidays):	Class #1: 114 hours Class #2: 114 hours	Total # of class hours (excluding holidays):	Class #1: 16 hours Class #2: 16 hours
Maximum # of absence hours allowed:	Class #1: 22.8 hours Class #2: 22.8 hours	Maximum # of absence hours allowed:	Class #1: 3.2 hours Class #2: 3.2 hours

- Students who accumulate more than the maximum number of absence hours allowed per class will have their I-20 terminated and will have to leave the United States **immediately**.
- An "Attendance Warning Letter" will be distributed to all students who have accumulated half of the maximum number of absences allotted and a final warning letter when they are one absence away from the maximum number of allowed absences.
- For students who extend their program in the middle of the term, the number of absences allowed will be recalculated from the point of extension. For example:

For Example, Student A:

Original enrollment dates: **12/30/2015 ~ 02/21/16**

Class hours: Class #1 (72) + Class #2 (72) = **144 total class hours**

Max. absence hours allowed: Class #1 = **14.4 hours**; Class #2 = **14.4 hours**

Dates of extension: **02/24/2016 ~ 03/07/2016**

Class hours: Class #1 (20) + Class #2 (20) = **40 total class hours**

Max. absence hours allowed: Class #1 = **4 hours**; Class #2 = **4 hours**

- Instructors will take attendance at the start of every class, and will follow the below guidelines:
 - a. 9:00-9:09: Present
 - c. 9:10~: Absent
- Students who leave their classroom for ten minutes or more will be marked as absent for the entire class.
- Students will not be allowed to enter class twenty minutes after it has started.
- Students who have accumulated ten consecutive days of absences will automatically have their I-20 terminated.

Dismissal Policy

A student will be dismissed from school for the following violations:

- Violation of the student code of conduct
- Violation of the attendance policy
- If they become a risk to students, teachers or staff

Leave of Absence Policy

Students may be granted an emergency leave of absence (LOA) **only** if they need to be absent for more than five **consecutive** days. The maximum number of days allotted for LOA is based on the number of days enrolled. International students cannot extend their leave beyond 50% of the length of period for which the student is enrolled (the leave of absence lasts for less than half of the number of weeks of their initial total enrollment).

1. **Medical Leave of Absence:** If a student or their child gets sick or injured, they may be granted a medical leave of absence. To be granted a leave of absence, the student must provide an official doctor's note that meets the following conditions:
 - a) It must be written on the doctor's regular letterhead, **not** on a notepad.
 - b) It must give the exact beginning and end dates that the students will not be able to attend classes, and it must have the doctor's signature.
 - c) It must indicate that the severity of the illness prevents the student from attending regular classes. It must include a description of the symptoms (the name of the disease must be specified; "injury and other vague descriptions are not acceptable) and the diagnosis.
2. **Bereavement:** A student may be granted emergency leave in the event of a death of a family member or close friend, and they need to attend the funeral.
3. Other such emergencies of extraordinary circumstance that have been approved by the administration.

Vacation Policy

Students are allowed to take one of two options:

- 1) A three-month vacation after being enrolled at CPC for at least one academic year (three terms);
- 2) A one-month vacation after being enrolled at CPC for a full term and at least 16 continuous weeks (four months). Students must start this vacation period only on the start dates set for EPP enrollment (F1 students) and must to return to class on the next enrollment date.

The vacation will be approved provided that the student meets the following criteria:

- Have maintained a minimum cumulative GPA of 3.0 (80%).
- Have maintained a minimum cumulative attendance average of 80%.
- All students requesting a vacation must complete and submit the Vacation/Emergency Leave Authorization Form to the Front Desk at least two weeks before the start of their vacation period.
- After grades have been submitted, the vacation request will be verified by the Director of Studies. Students will be notified whether or not their application has been approved after all grades have been reviewed in the system.
- Students must report back to the school on the return date indicated on the Vacation/Emergency Leave Authorization Form (see the appendix for additional information). **Failure to report by the return date will result in termination of their I-20.**
- After returning from their vacation, students must take a placement exam to reassess their level if they have been gone for three months.

Changing Class Levels

Changing class levels for new students

- Incoming students who receive a placement score, putting them between levels (for example, High Beginner and Low Intermediate) will be placed in the higher level.
- If they feel that the level is too challenging, they may request to move to a lower level within the first week of class. They must consult with the Director of Studies who will then review their placement test scores.
- Students who have achieved a 'solid' placement test score (for example, an average rating equivalent to Low Intermediate) and their instructors confirm that the students are placed correctly will be advised to remain in the level and to consult with the instructors for additional assistance.

Changing class levels for continuing students

- EPP continuing students may ask their current instructor permission to change levels during the first weeks of school. The instructor will notify the Director of Studies who will consult with the student's previous instructors. At the instructors' recommendation, students can take the Achievement Exam for the term they wish to skip once each term. The student must receive a score of 80% or higher to move levels. Please consult with the Director of Studies for further information.

Changing Class Times

Students may change their class time (from morning to afternoon and vice-versa) depending on availability. They may only change their class time once per term.

Immigration Information

Legal Responsibilities of International Students

PLEASE BE ADVISED THAT REGULATIONS CAN CHANGE AT ANY TIME!

FOR IMMEDIATE UPDATES, go to www.ice.gov

1. Your passport must be valid at all times. It can be renewed in the United States at your country's embassy or consulate. See the administration for assistance.
2. You may only attend the school that is written on your I-20. If you entered the United States on a Central Pacific College I-20, you must attend Central Pacific College until transfer to another institution is processed.
3. Your I-20 must remain current at all times. If your I-20 is near expiration, consult with the front desk to apply for an extension.
4. You must be registered as a full-time student.
5. **Working without employment authorization is illegal.** Doing so can cause extreme difficulties and financial expense for legal fees.
6. Make photocopies of your I-20 and sections of your passport: i.e., pages with passport number, issued date, expiration date, picture page, visa stamp page, and the I-94, and keep them in a safe place.
7. U.S. Customs & Immigration Enforcement (USICE) requires students to notify them of a change in address within ten days. Should you decide to move, pick up a change of address form at the reception desk, or you can download the form at <http://www.uscis.gov/ar-11>

Student Code of Conduct

Students are expected to follow these guidelines of appropriate student behavior. Depending on the severity of the violation, students will be subjected to the following procedures:

If a student violates any of the rules, they will be subjected to the following:

- a. A verbal warning and counseling by the Director of Studies
- b. A written warning issued by the Director of Studies
- c. Dismissal from school

ATTENDANCE:

CPC requires that international students attend twenty hours of class per week. Students must attend classes every day and bring all relevant school materials (i.e., textbooks, writing utensils) every day. Instructors will take attendance daily at the start of the class. Students must maintain at least 80% attendance per term and cumulatively across all terms. Accumulating less than 80% attendance per term will result in a terminated I-20. Please see the Attendance Policy for more details.

PARTICIPATION:

Active participation in class is assessed by regularly completing assignments, homework, quizzes, and projects. Your teachers will assess your participation daily, and this will serve as part of your total course grade.

RESPECT:

Respectful and appropriate behavior is expected toward classmates, teachers, and staff. Bullying or harassment (physical/verbal) in class or on school premises towards anyone **will not be tolerated**. Students who are caught doing so will be automatically dismissed from CPC and will have their I-20 terminated.

ENGLISH ONLY:

To enhance the students' learning experience while studying at CPC, all students are asked to follow the English Only Policy:

- * Students must speak **ONLY ENGLISH** during class and in the lounge. If a student speaks another language in class, he/she will receive a red warning card.

If you receive

- 1 Card = Warning
- 2 Cards = Meeting with teachers and Dr. Gonzalo Isidro Bruno
- 3 Cards = Meeting with Dr. Isidro Bruno and Ms. Yuka Nishimoto
- 4 Cards = Can no longer continue at CPC

COURSE MATERIALS:

All students are required to purchase and have the appropriate course materials and to bring them to class.

COPYING MATERIALS:

Students are not allowed to make copies of their textbooks or exams for themselves or their peers. Copying textbooks (and other copyrighted material) is against the law. Any student caught copying material (or in possession of copied material) is violating the Student Code of Conduct and will be subjected to the full range of consequences.

CHEATING AND PLAGIARISM:

In American schools, there are strict rules about cheating and plagiarism that may be different in your home country:

- ***Cheating*** includes giving or receiving answers on assignments and tests, submitting someone else's work as your own, or using notes, books or dictionaries for a test when these are prohibited.
- ***Plagiarism*** is copying from a book or other sources and submitting it as your own work. Plagiarism or cheating on exams will result in automatic dismissal from school.

CLEANLINESS:

CPC wants its campus to look as clean as possible. All students must clean up any messes they have made and dispose of it properly.

CELL PHONES:

Using a cell phone to make or receive phone calls, to text, and to surf the internet during class time is **prohibited**. If your phone has access to the internet, you may use it only for class related activities, such as consulting a dictionary.

SMOKING:

It is illegal to smoke inside the building. It is also unlawful to smoke in front of the entrance to CPC. Electronic cigarette smoking is banned from school property.

BELONGINGS:

Please take your belongings home every day. If you wish to leave your belongings at CPC, please store them in the bins in the student lounge.

BULLETIN BOARD:

It is your responsibility to stay informed. Please check the bulletin board daily so as not to miss any important announcements and activities.

Food and Drink

Complimentary coffee and tea are available in the student lounge. Long-term students (F-1 visa and long-term visitors) must bring a coffee cup to school. Disposable cups will be provided only to short-term visitors. Students may drink tea, coffee, or water in the classroom. However, it is prohibited to eat in the school during class hours. Please eat in the lounge before or after classes or during breaks.

Extending Course of Study

To extend their course of study students need to fill out an **Intention for continuation/change of status form** at the office and submit it two weeks before the student's last scheduled day of class (the student's "program end date"). If this form is not submitted two weeks in advance and payment is not received at least one week in advance, the student will not receive the usual discount for continuing studies at CPC. Please inform the Office Assistant right away of any changes in your course of study.

Transcripts and Academic Records

Continuing students will receive an updated copy of their transcript during the first week of the new term. Once they have left CPC, students may request an additional copy of their transcripts or academic records from the admissions staff in accordance with the Family Education Rights and Privacy Act (FERPA). Students can refer to §99.10, §99.11, and §99.12 of the FERPA for more information.

Certificates

EPP students who complete their intended program with a passing grade (cumulative GPA 3.0 or higher) and cumulative attendance of 80% will be awarded a Certificate of Participation upon request. If they complete the highest level in the program, they will be awarded a Certificate of Program Completion upon request. If students shorten their original enrollment, they are not eligible for a certificate. STEP students who get a passing score and complete their enrollment with 80% attendance/participation may request a Certificate of Participation.

Students with a Child or Children

EPP students who are parents need to inform Central Pacific College if they intend to bring their child(ren) to school for the day if they are not able to find childcare. CPC does not have designated staff to attend to the needs of minors and must be given 24-hours-notice should a student decide to bring their child(ren).

Natural Disasters

If CPC must cancel classes due to the possible danger of natural disasters or other unforeseen circumstance, classes will have to be canceled. In such an event, teachers and staff will be able to provide students with possible ways to make up classwork, but no make-up classes will be held for lost time.

Refund and Cancellation Policy

Students may request a refund at any time during the program. Students must cancel their enrollment before the start of the program to receive a full refund. If a student is expelled from CPC, they may still receive a refund. Please see the CPC refund and cancellation policy form located in the Appendix for more details.

Late Payments

New students:

Tuition payment must be submitted no later than the first day of classes. Students who fail to submit payment by the deadline will be charged a \$100 late fee and will not be able to attend classes. After the period, students must pay their tuition fee in full along with the \$100 late fee before they can attend classes.

Continuing students:

Tuition payment must be submitted no later than one week before the start of classes. Failure to pay by the deadline will result in a \$100 late payment fee. If payment is not made before the first day of the extended period, the student will not be able to attend classes until payment is submitted.

Student Complaint Policy and Procedure

Students who have questions/concerns about their classes or the program may consult directly with their instructors. The students or instructors will be asked to fill out an Advisement Form. The instructor will inform the Academic Program Assistant immediately of the grievance/concern who will then speak to the Director of Studies. If the Director of Studies is unable to come to a resolution, the Managing Director will be consulted and will make the final decision.

Financial Aid

CPC currently does not offer this kind of assistance to students.

Job Placement Assistance

CPC currently does not offer placement assistance to students.

Student Safety Tips

Although Hawaii is one of the safest states in the United States, please be aware that it may **NOT** be as safe as in other places. Here are a few tips that can keep your property and person safe.

- **Be aware of your surroundings:** Avoid going alone to areas that are unfamiliar or have few people around. Avoid going out late at night by yourself.
- **Do not leave bags and things unattended:** Thieves will often take the opportunity to steal things that are left alone.
- **Do not leave purses, shopping bags, suitcases, cell phones, or valuables visible in vehicles:** Thieves will often break into cars if they see such valuables.
- **Lock your cell phone with a PIN or biometric lock:** Cell phones contain valuable information which thieves can take advantage of.
- **Be cautious of who you trust:** Although most people from Hawaii are friendly and trustworthy, many criminals target tourists due to their naivete.
- **If you need help in an emergency call 911:** This number is used for crime, fire, and medical emergencies.

Children Policy

Any CPC students who have children are allowed to bring them to CPC **with previous authorization** from the Director of Studies/Managing Director. You must notify CPC ahead of time if you plan to bring your children to CPC. You may bring your children to CPC if there is an emergency or situation when you have no other alternative. You will sign a waiver of responsibility because **CPC staff cannot supervise children** while you are in class.

Emergency Contact Information

Please contact Central Pacific College if you need assistance.

1221 Kapiolani Boulevard, Suite 740

Honolulu, HI 96814

Phone (808) 791-7800

Fax..... (808) 791-7804

Email info@cpchawaii.edu

CPC Student Services

Students who require assistance in finding suitable housing or seek counseling for a personal problem may consult with the administrative staff.

Housing (808) 791-7800

Advising (808) 791-7800

Community Resources

Emergency Dispatch 911

Hawaii Immigrant Justice Center..... (808) 536-8826

Hawaii Poison Center..... (808) 941-4411

Health Center (Waikiki)..... (808) 922-4787

Health Center (Diamond Head) (808) 733-9281

HelpLine 211

Legal Aid Society (808) 536-4302

Mental Health Access (808) 832-3100

Mental Health America of Hawaii..... (808) 521-1846

National Suicide Hotline (24 hours)..... (800) 273-8255

Suicide/Crisis Center (24 hours) (808) 832-3100

Appendix

- 1) Intention Form
- 2) Refund and Cancellation Policy
- 3) Vacation/Emergency Leave Authorization Form

REFUND & CANCELLATION POLICY

To be considered for a refund, a student must notify the school of the intent to withdraw. If a student has been consecutively absent for 30 days, they will be automatically withdrawn. The refund due will be calculated using the last date of attendance and be paid within forty-five calendar days.

Cancellation Before Classes Begin or No-show

If a student cancels before attending classes and have not entered the United States, CPC will refund all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee if applicable) of up to \$500.

Refunds will be paid either within 45 calendar days of the student's cancellation date or within 45 calendar days of the first scheduled day of class, whichever is earlier. The cancellation date is determined by the student's notification to withdraw.

Cancellation Before Classes Begin-Entry into the U.S.

Students who will enroll for fewer than 12 weeks, all the tuition charges for up to four weeks and all non-refundable charges will be retained. For enrollment periods more than 12 weeks, all the tuition charges for up to six weeks and all non-refundable charges will be retained.

Students Denied Visa/Entry

A student denied a student visa or entry into the United States will be given a full refund of all monies paid less non-refundable charges (i.e., registration fee, I-20 mailing fee, accommodation processing fee, if applicable). Refunds will be made within 45 calendar days from the date of notification of visa or entry denial.

Withdrawal or Termination After Classes Begin

If a student withdraws from school after the first four weeks, but before or at the midpoint of the term, CPC will retain a pro-rated amount of tuition.

If a student withdraws after completing the first term but before or at the midpoint of the course of study, CPC will retain a pro-rated amount of tuition up until the midpoint of their course of study. For students who withdraw after the midpoint of their course of study, CPC will retain all of the tuition.

Students who are terminated because of violations of CPC rules/policies (including attendance) will receive a pro-rated refund. The refund will be calculated using the date from which the student was terminated.

REFUNDS (DOES NOT INCLUDE NON-REFUNDABLE CHARGES)

Long-Term Pre-paid Tuition

Students who cancel after the start of the program will not receive a refund for the first four weeks of enrollment. Cancellations before the midpoint of the study program will receive a refund on the weeks not completed. Cancellations after the midpoint of the program will not be eligible for a refund.

Students who withdraw after extending their program will receive a pro-rated refund. If withdrawal takes place during the first four weeks of the extension, students will be eligible for a refund provided that it is before or at the midpoint of the program.

Short-Term Pre-paid Tuition

1 - Week	- 100% of tuition will be refunded for cancellation before the first day of instruction.
2-4 Weeks	- 100% of tuition will be refunded with cancellation before the 1 st day of instruction. - No refund after the 1 st day of instruction.
5-12 Weeks	- 100% of tuition will be refunded with cancellation before the 1 st day of instruction. - The first four weeks of charges will be retained for cancellations within the first four weeks of enrollment. - For students who withdraw after the first four weeks but before or at the midpoint of the program, a prorated amount of tuition will be refunded. Students who withdraw after the midpoint of the program will not be given a refund.

NON-REFUNDABLE CHARGES

Registration fee, express mailing fee, I-20 re-issuing fee and accommodation processing fee.

Accommodation

Accommodation arrangement may be made through CPC. However, accommodation rules are subject to each accommodation company's individual policy such as deposit fees, refunds and cancellation. Please contact the individual company regarding these policies.

*Subject to change without notice.

CPC Refund & Cancellation Policy 11/7/16

I have read, understand, and agree with the CPC Refund & Cancellation Policy

Printed Name _____

Signature _____

Date _____

