

**INSTITUTO CULTURAL DOMÍNICO AMERICANO, INC.
LANGUAGE SCHOOL**

Registrar's Office



Junior and Adult Program

Information that all students must know

Additional Information: 809-535-0665
www.eldominico.edu.do

I. REGISTRATION

New Students

The registration process for new students requires that those interested in the adult program bring a copy of their ID/ passport and complete an institutional form with their personal information. The ones interested in the junior program 13 to 17 years old must bring a copy of their birth certificate.

PRE-REGISTRATION

Current Students

The current student can register during the final week of exams and before their final grades have been posted.

The language school and the registrar's office reserve their rights to make changes and close courses, with the objective of benefiting students. There is no guarantee that a student will always study with the same group.

RE-ADMISSION

Formally withdrawn students

The student who does not register for one or more cycle (s) and requests a new admission is considered as a re-entry student and must register on the established date.

If a student has remained out of the institution for more than two cycles, he/she must take the placement test before registration.

ICDA does not guarantee schedule availability

II. SCHEDULE CHANGE

The students that would like to change their schedule have to comply with the following steps:

1. Show registration receipt
2. Pay the corresponding fee to change schedule
3. Pay the difference between one schedule and another, if necessary

The ICDA does not guarantee schedule availability

III. COURSE CANCELLATION

ICDA reserves the right to cancel a course if there are not enough students registered.

The institution will provide students with the possibility of changing schedule or getting a refund via check after 15 working days from the moment the course has been cancelled.

IV. FORMAL WITHDRAWAL

During the first week of class, students can formally withdraw from the cycle at the Registrar's Office. After the first week of class, there will not be a refund for the course that has been paid.

If students withdraw during the period established, ICDA will refund 70% of the total amount paid.

V. ATTENDANCE POLICY

The programs from the language school are abided by policies that protect academic time. Therefore, it has regulations related to attendance.

All students must attend minimum 75% of the hours of class in the schedule selected. Not complying with this policy could end in course failure. Consistent lateness can also be turned into absence by the teacher.

Students who exceed the limit of absences in their class, could lose the right to the midterm/final exam and would have to repeat the level. Nevertheless, they have the right to keep on attending their class until the cycle finishes.

VI. EXAMS AND GRADES

GRADE REPORT

For a student to pass a level, he/she must get minimum 75 points. The final grades are from class participation, homework and written exams from the midterm and final tests.

Every student can check their midterm and final exam in the webpage of the language school: www.eldominico.edu.do

MAKE UP EXAMS

Students with incomplete grades must request a make-up exam at the language school, following this procedure:

- a. Request a make-up exam at the supervisor's office**
- b. Pay the corresponding fee**
- c. Take the exam on the day and time indicated by the language school supervisor**

Note: The same procedure applies for partial exams.

The language school reserves the right to give partial or final make up; if it's proven that the student has exceeded the limit of absences.

VII. Graduation

All the students that have completed the basic and advanced levels of the academic programs of the Language School are entitled to a diploma that certifies them as graduates of these programs.

To obtain a diploma, students must make a request to graduate during the first weeks of May and November. The student who would like the diploma immediately can request the registrar's office for it to be handed individually.

Important note: Students that register via a placement test and get placed in a level higher than basic 06 can only graduate from the advanced levels.

After completing their studies, students have two years to apply for their diplomas. After this period, the ICDA will only issue a certificate of studies completed or a letter of completion.

VIII. Certified Letters

All students can request a letter from the registrar's office that certifies their registration, courses completed, or current status.

After students request the letter at the registrar's office, and pay the corresponding fee they will be able to pick up the document on the date established at the time the request was made.

Students that request a certification of their studies after 5 years or more having finished their courses, must take a placement test in the language school. It's recommended that the students complete at least one cycle, so they can update their proficiency level required by the ICDA system.

DISCIPLINE AND DRESS CODE OF THE LANGUAGE SCHOOL

Instituto Cultural Dominicano-Americano language school requires all its community members to abide by a proper dress code and behavior.

Students from the language school must behave with respect and according to the norms of coexistence and discipline.

The student is responsible for:

- Respecting the class rules established by the teacher
- Attending 75% of the class hours
- Arriving punctually at class with the proper materials
- Actively participating in class and complying with the activities and homework
- Keeping track of the exam dates and attending on the days assigned
- Avoiding eating, drinking or chewing gums during class time. Water bottles are allowed.
- Respecting the dress code
- Speaking-English at all times
- Keeping electronic devices off during class

DRESS CODE

The dress code requires an appropriate appearance and hygiene for an academic institution.

Please read the following guidelines of what you must avoid wearing in class:

- Hats, caps, and dark glasses/ sunglasses
- Short and excessive ripped pants that expose the skin
- Extremely tight or transparent clothes that exposes the thorax, belly, back or thighs
- Flipflops. Crocs can be used with socks

ICDA reserves the right to not accept students in the classroom that do not comply with the dress code or that wear clothes that are not appropriate for an academic setting

We appreciate your collaboration with the norms, which are an indispensable requirement to offer our academic services.