



# STUDENT HANDBOOK

June 2020

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## ***Our Mission***

*Our mission is to contribute to an individual's education by teaching languages and providing insight into other cultures, thereby fostering personal and professional growth which will help students become informed and active members of society. To achieve this, teams of trained, motivated professionals use interactive educational techniques and state-of-the-art technology to provide excellence in teaching.*

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### A MESSAGE FROM THE DIRECTOR

Dear Student:

On behalf of the entire CCLS team, I would like to welcome you to our school.

We believe that quality education is the key to personal and professional success. We also believe that learning can be a pleasurable and fulfilling experience. That is why, in 2003, CCLS NJ opened its doors to present to the local community a new concept of language learning and to become the greatest school we could be. Today, we take great pride in what we do and offer our students an exceptional and elevated learning experience.

Our educational philosophy is built around the concept that a student is not just a number in a system but a human being with specific needs and expectations. You can rest assured that our top priority and mission is to contribute to your education and help you accomplish your learning goals. Whether you want to learn a second language to secure that dream job, to pursue higher education, or simply because you love foreign languages, we are here to give you all the support you need and take every step of the way along with you.

Welcome to CCLS

Leni Teixeira  
Director

### INTRODUCTION

CCLS is an organization that offers a uniquely successful approach to language learning. Language students worldwide have participated in and benefited from our English and Spanish courses. Over fifty years of experience have shown us that our method of instruction naturally lends itself to a diverse student population.

CCLS has been in the language teaching field since 1961, and in 2003 our office was established in Newark, NJ.

Approximately 800 schools worldwide presently use our materials in countries such as Brazil, El Salvador, Portugal, Mexico, Japan, and the USA. CCLS in Brazil (called CCAA) is a leading school in the teaching of English and Spanish.

CCLS courses are exemplary in scope and sequence, and our small group settings differentiate CCLS from the competition. Our CALL (Computer Assisted Language Learning) software, which comes with the student material and is also available in our language lab, complements and reinforces our curricula and helps students practice what they learned in class in a fun way.

Our team of specially trained teachers maintains a professional commitment to creating an individualized learning environment. Every student, whether beginning, intermediate, or advanced, speaks the target language from the onset of each class. Through the use of multimedia, the teacher facilitates learning by displaying still and moving images on a television monitor for students. Therefore, translation is not necessary and very much discouraged. New vocabulary, idiomatic phrases, colloquial usage, and grammar structures are introduced in dialogue form, based on a variety of everyday situations, such as making appointments, attending social and business events, solving problems, and communicating ideas.

Our commitment is to provide you with the most appropriate environment for effective learning. Please read the information contained in this booklet and let us know if you have any questions or concerns.

LANGUAGE PROGRAMS

**CCLS ENGLISH COURSE**

Our English course is a multi-skill program which focuses primarily on oral communication and is comprised of 11 levels, from basic to high-advanced. Each level takes approximately 70 hours or 12 weeks. Our methodology makes learning a second language fun and easy and students communicate in the target language from day one. Lessons are based on dialogues and real-life situations, are fully illustrated, and dispense with the need for translation. As a matter of fact, your teacher will encourage you to communicate only in English while in class, as translating can slow down the process of mastering a second language. Classes are available mornings, afternoons, evenings, and even weekends.

**INTENSIVE ENGLISH PROGRAM (IEP)**

CCLS' Intensive English Program features our regular English course with twice as many hours of instruction per week combined with lessons featuring vocabulary used in the workplace (business) and extra grammar and conversation classes. At 18.5 hours of class instruction per week. As such, each level can be completed in approximately 6 weeks. This program is ideal for students who want to learn English faster. Groups meet Monday through Friday. Schedules can be customized to fit student needs. Here is a sample IEP schedule:

**IEP - 18.5 hours per week**

	Monday	Tuesday	Wednesday	Thursday	Friday
08 AM	08:00 AM Conversation and Grammar	08:00 AM EPG	08:00 AM Conversation and Grammar	08:00 AM EPG	08:00 AM Intensive English
09 AM	09:30 AM Break	09:30 AM Break	09:30 AM Break	09:30 AM Break	
10 AM	10:00 AM Intensive English	10:00 AM Intensive English	10:00 AM Intensive English	10:00 AM Intensive English	10:30 AM Office Hours -Counseling -Homework Help -Other services
11 AM					
12 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM	12:30 PM

**CCLS SPANISH COURSE**

Our Spanish course is comprised of 7 levels, from basic to high-intermediate. Each level takes approximately 70 hours or 18 weeks. Also based on the CCLS methodology, this multi-skill program focuses primarily on oral communication and encourages students to communicate in Spanish from day one. Lessons are based on dialogues and real-life situations, are fully illustrated, and dispense with the need for translation. Classes are available evenings and weekends.

### CORRELATION WITH THE CEFR

The Common European Framework of Reference for Languages (CEFR) is an international standard that describes language ability in six distinct levels. Based on the indicators outlined in the CEFR, our English programs take beginners to a proficient classification (C1) and the Spanish program to B2. For more details, please refer to the program curriculum, available at [cclsnj.com/studentcorner](https://www.cclsnj.com/studentcorner). If you want to learn more about the CEFR, you can find extensive information at <https://www.coe.int/en/web/common-european-framework-reference-languages/home>

### IMPORTANT INFORMATION ABOUT YOUR LANGUAGE PROGRAM

#### I. PROGRAM CURRICULUM AND SYLLABUS

Our program **curricula and syllabi** are available online at [cclsnj.com/studentcorner](https://www.cclsnj.com/studentcorner). A copy will be provided to you upon request.

#### II. PROGRAM ADMISSION

CCLS NJ welcomes adults and young adults who are at least 16 years of age. Admissions are done in accordance to our **Admission and Enrollment Policy**. You can find this policy at [cclsnj.com/studentcorner](https://www.cclsnj.com/studentcorner).

#### III. ATTENDANCE

CCLS wants you to enjoy the maximum benefit from your language program; therefore, you will be expected to attend and be punctual to all classes. Missing too many classes may put you in danger of failing your course of studies. International students, regardless of their academic performance, must have at least **80%** attendance to maintain their visa status. Students who arrive more than 10 minutes past the start of class will be marked **tardy**. A student who departs class early without presenting a reasonable justification will be marked **absent**. Attendance constitutes **5% of your final score**.

#### IV. CLASS PARTICIPATION

Our methodology focuses on oral communication, so the more you participate in class the more quickly and effectively you will learn the target language. This includes answering the questions your teacher will ask you in class and learning from the experiences your classmates share in class. Your teacher will speak only the target language and will discourage you from speaking your native language in class. To help you understand the different activities of each class, the teacher will use audio-visual resources and model some examples of each exercise. Please understand that translating into your native language is not to your advantage as there is no perfect correlation between two languages. Following the instructions provided by your teacher and participating in class will be crucial to your success in learning a new language.

These guidelines for classroom discussion will help you make the most of your participation in class:

- Focus on the activity proposed, not on your phone. Phones can be rather distracting and prevent you from concentrating on the conversation.
- Do not attempt to translate new vocabulary into your native language and vice-versa. Try using illustrations and examples instead. Remember, the goal is to think in the target language.
- Let others finish what they are saying. Do not cut off or interrupt your classmates.

- Be positive and don't laugh at or be impatient with each other. Everyone makes mistakes and this is a natural part of learning a new language.
- Be sensitive not to offend people who do not share your values or beliefs. In the U.S., it is unlawful to discriminate against a person based on race, color, religion, gender, national origin, age, disability, marital status, or sexual orientation. Moreover, we have a moral obligation to respect one another. When speaking about personal experience and opinions, consider that your personal experience may differ from others'. Keep an open mind and consider it an opportunity to learn from one another.

### V. COURSE MATERIAL

CCLS has developed an exclusive learning material for our proprietary methodology. This material is an integral part of your language program and it can be acquired directly from CCLS NJ and is not available online or in stores. You will need a set of books including a textbook and a workbook for each course level. The material also includes a code that will give you access to CALL (Computer-Assisted Language Learning) software. This tool will help you with the retention of the new structures and vocabulary and the lesson contents covered in class. Although use of the CALL software is optional, it is highly recommended, as it can help you with your homework assignments and provide instant correction for some portions of it. You are required to complete all homework assignments and submit them in a timely fashion. Your teacher will review the exercises marked with an asterisk (\*) and provide you feedback as necessary. All work assigned by your teachers is **mandatory** and will constitute **10% of your final grade**.

### VI. LAB

The computer lab is available during regular school hours on a first come, first serve basis. Students are welcome to use the Lab to do homework, research, or simply browse the Internet. Students may also use their own personal laptop computers and connect to our Wi-Fi network free of charge. Classroom computers are not available for student use.

If you need help to use the Lab equipment, please do not hesitate to ask a Customer Service Specialist at the front desk for help. The Lab stations are connected to the Internet. Internet access is free for CCLS students. Students who wish to use the lab for schoolwork will always take precedence over the recreational use of the Internet. Access to adult sites and chat rooms is strictly prohibited. Students who break this rule will face suspension or expulsion from the school. If you notice other students waiting to use a computer, kindly limit your session to **15 minutes**.

Also available in our lab is CALL, a Computer Assisted Language Learning software that comes with our learning materials. The software provides instant correction for homework assignments as well as the recordings of the lesson texts studied in class and the listening comprehension exercises in each lesson. Instructions on how to register and use our CALL software are available at [cclsnj.com](http://cclsnj.com).

### VII. ACADEMIC SERVICES

#### Placement

Our language programs are multi-level. If you possess some level of fluency or knowledge in the language, you are encouraged to take a placement test free of charge. This test will identify your current level of proficiency relative to CCLS language program of your choice. Placement is made with your best interest in mind. The test consists of two parts: a multiple-choice test done online and an interview with a teacher. The results of the two parts are combined to identify the best entry point into the program based on your current level of proficiency.

To schedule a placement test, please contact one of our Customer Service Specialists.

If you would like to appeal the results of your placement test, you may request to be tested a second time free of charge. CCLS will try to schedule this second test with a different evaluator, but we cannot guarantee different results. We may also ask your teacher and the Academic Coordinator for input. As always, placement decisions are made in the best interest of the student. Our **Student Placement Policy** is available at [cclsnj.com/studentscorner](http://cclsnj.com/studentscorner).

### Counseling

CCLS provides academic and limited personal counseling to our students. Personal counseling is limited to helping students gather contact information to services and professionals they may need, so they can do their own research. Please note that we do not necessarily subscribe or endorse these third-party agencies or services. CCLS may designate office hours for counseling and other student services. If you wish to speak to a counselor outside the office hours, please ask one of our Customer Service Specialists to make an appointment for you.

### Student Evaluation and Advancement

At the end of each course level, you will be evaluated by means of written and oral exams, as well as your attendance, and homework assignments. The weight of each component of your final grade is as follows:

- **Oral Exam:** 50%
- **Final Exam:** 35%
- **Assignments:** 10%
- **Attendance:** 5%

To advance to the next level, you must obtain a final score of 65 (sixty-five) or higher. International students must also keep attendance of at least 80% to maintain their student visa status. Students who fail to achieve a passing score may request make-up exams in accordance with school policy. Students who cannot satisfy requirements for advancement may be required to retake the level.

After you successfully complete your course of study, you will receive a certificate of completion and a school transcript upon request. For detailed information, please refer to our **Grading Policy** and **Satisfactory Academic Progress and Advancement Policy** at [cclsnj.com/studentscorner](https://cclsnj.com/studentscorner).

In addition to the formal exams and evaluation methods described above, CCLS utilizes several assessment tools throughout the course and program. Part of this assessment is done by the teacher at the beginning of each lesson, starting with Lesson 2. If the teacher determines that a student needs academic counseling, he or she offers to meet with the student and makes suggestions for academic improvement. CCLS also utilizes a CALL (Computer-Assisted Language Learning) software that provides correction of some portions of the student's homework.

### Tutoring

If you are not performing well academically, CCLS can provide you with private tutorial classes at a discounted rate. Please speak with one of our Customer Service Specialists for more information.

### Live Online Classes

All CCLS students can attend their classes remotely through Zoom, a computer and mobile application that can be downloaded from zoom.us, the Apple Store, and the Google Play Store. CCLS does not record or allow the recording of our lessons. Classes are streamed live so students can fully participate in class. Only CCLS students and prospective students invited by CCLS are allowed to attend classes online. Please see our **Live Online Class Policy** under the School Policies section or online at [cclsnj.com/studentscorner](https://cclsnj.com/studentscorner).

## VIII. SCHOOL POLICIES

All school policies described in this handbook are available online at [cclsnj.com/studentscorner](https://cclsnj.com/studentscorner).

### Student Records

CCLS keeps student records for up to 5 (five) years after completion of studies or withdrawal from program. These records are kept confidential and secure and are not shared with third parties, except where required by law. Student records,

such as certificates of completion and transcripts, are available to students upon request. If you would like a copy of your student records, you may request it in person at the front desk or via email. Requests are processed within 5 (five) business days and a fee may apply.

### **Holidays and Weather-Related Closures**

CCLS NJ observes major holidays and will be closed on the dates listed below. We may also close in the event of hazardous weather conditions. Cancelled classes will be considered as given classes without any discounts on tuition. CCLS announces weather-related school closures on our social media. Students may also contact us by calling 973-344-2257.

#### **Observed Holidays:**

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- The day after Thanksgiving
- Christmas' Eve
- Christmas Day
- New Year's Eve

### **Dismissal**

Disruptive behavior may be cause for dismissal. At CCLS, respectful conduct towards your classmates and CCLS staff is expected. You should help us maintain an environment free of harassment or any form of discrimination based on ethnicity, color, religion, gender, age, sexual orientation, national origin, or any other protected status. Many countries and cultures are represented in our student body and they all deserve our respect, even if they hold values and beliefs that are different from our own.

### **Academic Honor Code**

CCLS students are expected to uphold institutional values of academic honesty and integrity. Students may not plagiarize, copy others' work, or cheat. Plagiarism is a form of academic dishonesty, and it will not be tolerated. Examples include using other's ideas or work as your own and failing to credit the original source (be it the Internet, a book, a friend, or a classmate). If a student plagiarizes or facilitates plagiarism, he/she will receive a zero on the assignment in question.

### **Live Online Class Policy**

When attending classes remotely, students must abide by the guidelines below, which are also covered during orientation. The rules are as follows:

1. Find a quiet place where you will not be interrupted or distracted during class: an office with a desk is ideal.
2. Make sure you have a strong Wi-Fi signal and a high-speed internet service. A wired connection is preferred.
3. Use a headset to minimize any echo, feedback, or noise in the background.
4. Keep your camera on for the entire class.
5. Turn on your microphone whenever you speak and switch to mute when just listening.
6. Keep in mind that the teacher and your classmates will be able to see you, so you will want to be dressed as if you were in class.
7. You may NOT attend class from a moving vehicle or public places such as restaurants.
8. You may NOT have other persons attending class with you without prior consent from CCLS.

We may ask a student to disconnect from the remote session if we determine that the place from where he or she is attending class is inappropriate. CCLS reserves the right to remove any individual that is not authorized to participate in our classes remotely. Students who refuse to comply with the rules above may be removed from the remote session or even blocked from the service.

### Copyright Law

No books, media, software, or parts thereof, may be reproduced in any form without permission from the publisher. All copyright materials are protected under U.S. Copyright Law.

### Complaints

If you have any kind of complaint or concern, please do not hesitate to talk to one of our Customer Service Specialists. If they are not able to resolve the issue, or if you prefer to discuss your concern directly with the school Director, you may schedule a meeting for the first mutually agreeable time. You may also use our suggestion box, which is accessible only to the school Director. If you would like to file a formal complaint, please ask one of our Customer Service Specialists for a Formal Complaint Form, a sample of which is available at the end of this handbook. You can also find the form as well as our **Student Grievance Policy** online at [cclsnj.com/studentcorner](http://cclsnj.com/studentcorner).

### Program Cancellation

In the unlikely event that CCLS cannot offer the desired program, you are entitled to a full refund of all tuition and material fees in accordance with our **Cancellation and Refund Policy** described below, also available at [cclsnj.com/studentcorner](http://cclsnj.com/studentcorner).

### Cancellation and Refund Policy and Procedures

Registration is non-refundable.

The student is entitled to a full refund of any tuition monies paid if he or she decides to drop out within 3 (three) business days after his or her first class. Books are refundable provided that they are still in their original packaging and contain no writing or marks.

Students who decide to withdraw from the program have two options:

- 1) **Credit:** Any tuition monies paid will be converted into a credit that may be applied to any course at CCLS NJ. Credit is valid for up to 1 (one) year after the date of withdrawal and will expire if not used.
- 2) **Refund:** Tuition will be refunded to the student or his agent, with whom the course was booked, in the original form of payment, within 30 (thirty) business days of receipt of a request for refund.

Once classes have started, the student agrees to maintain regular attendance and abide by the rules and regulations of the school. Rescheduling due to student illness, early departure, or any other circumstance presented by the student, will be approved or denied at CCLS' discretion.

Should the student fail to notify CCLS that he or she is withdrawing from the program, he or she will be considered enrolled for the duration of the level and liable for the entire cost of tuition and books.

The student is responsible for all the payments of his or her tuition for the duration of this contract unless the school cancels the course.

The estimated conclusion date is based on previous groups and the actual length of the course/level may vary depending upon the performance of the class as a whole. On average, each level has a duration of 68-72 hours. The student will be required to pay for his or her tuition until the level is completed.

CCLS reserves the right to cancel any course that does not have the minimum of 5 students registered, but will make every effort to accommodate small groups by renegotiating a fair price and/or schedule to maintain the class open.

In the event CCLS cancels a course, the student is entitled to a credit or refund for the remaining classes he or she has already paid for, but he or she agrees not to seek any further compensation. CCLS is not responsible for any homework or any other material left at the school; unclaimed homework will be destroyed, along with the student's file, after 1 (one) year.

In the unlikely event that CCLS cannot offer the desired program, the student is entitled to a full refund and he or she agrees not to seek any further compensation.

This policy is also available at [cclsnj.com/studentcorner](http://cclsnj.com/studentcorner).

### Your evaluation of CCLS programs

As your opinion is extremely important to us, we will give you the opportunity to formally evaluate our academic program and instructors. For that purpose, you will be asked to fill out our student surveys during your course of studies.

### Withdrawing from classes

Students are free to withdraw anytime, but our **Cancellation and Refund Policy** still applies. The policy is available at [cclsnj.com/studentcorner](http://cclsnj.com/studentcorner).

### Smoking, Alcohol and Drug Use Policy

Smoking and the use of electronic nicotine delivery systems (e-cigarettes) are strictly prohibited on the school premises. Also prohibited is the possession, use, selling, distribution or being under the influence of alcohol or a controlled/unauthorized substance at CCLS. Violation of this policy will result in disciplinary action up to and including dismissal from school and referral to authorities.

## IX. THE COMMUNITY

CCLS is located in the Ironbound section of Newark, New Jersey, in the vicinity of Newark Liberty International Airport, close to Penn Station, and only 20 minutes away from New York City.

The neighborhood is a safe, multicultural, residential/commercial area. There are a variety of restaurants (American, Brazilian, Chinese, Latin-American, Portuguese, Spanish, and many other cuisines) as well as fast food restaurants close to our school. Several other stores like grocery stores, drugstores, banks, and fitness centers are located within walking distance. Other fun options include watching a game at the Red Bulls Stadium or the Prudential Center — home to the New Jersey Devils Ice Hockey team. Both venues are less than 8 minutes away from the school. Shows and concerts are featured at the NJPAC (New Jersey Performing Arts Center) and the Prudential Center.

The area is well-served with public transportation. Several buses and train lines are available at Penn Station, located two blocks from the school facilities. The station connects Newark to most destinations in New Jersey and New York City. Several taxi companies serve the area as well as ride sharing services like Uber and Lyft. For PATH and NJ Transit schedule information, you may call **1-800-772-2222** or check online at **www.njtransit.com**

Foreign students may find the following information useful:

### Accommodations

CCLS currently does not offer housing, but we have plans to establish a partnership with a reputable housing agency in the future. There are several hotels in the area, some of which are within walking distance from our school and/or provide a complimentary shuttle service to Newark Penn Station. A few examples are the Element Harrison-Newark, the DoubleTree by Hilton Newark Penn Station and the Robert Treat Hotel by Best Western. If you would like, we can provide you a list of hotels/hostels in the area so you can do your own research. You may also find additional and more affordable accommodation options at [airbnb.com](http://airbnb.com).

### Emergencies

To reach the police, ambulance, or fire department, dial **911** from any phone.

### Holidays

Banks, government offices, post offices, many stores, restaurants, and museums are closed on the following national holidays:

- January 1 (New Year's Day)
- Third Monday in January (Martin Luther King, Jr. Day)
- Third Monday in February (Presidents' Day, Washington's Birthday)

- Last Monday in May (Memorial Day)
- July 4 (Independence Day)
- First Monday in September (Labor Day)
- Second Monday in October (Columbus Day)
- November 11 (Veterans' Day/Armistice Day)
- Fourth Thursday in November (Thanksgiving Day)
- December 25 (Christmas).

### **Liquor Laws**

Only adults aged 21 or older may legally purchase or consume alcohol in the state of New Jersey. Liquor laws are strictly enforced, so we encourage you to carry identification.

### **Safety**

Always use common sense and be aware of your surroundings and avoid walking alone late at night.

### **Driving Privilege**

You must possess a valid driver's license to drive here and you are expected to abide by the NJ traffic laws. Instructions on how to apply for a NJ driver's license may be found at [www.state.nj.us/mvc](http://www.state.nj.us/mvc)

If you are ever pulled over for a minor infraction (such as speeding), never attempt to pay the fine directly to a police officer; this could be interpreted as attempted bribery, a much more serious crime. Pay fines by mail, internet, or directly to the clerk of the court.

## **ACKNOWLEDGMENT**

We are grateful to CCLS Headquarters for providing us information, templates, policies, and incredible support in the creation of this handbook and other documents.

STUDENT ACKNOWLEDGMENT AND AGREEMENT

All CCLS communications and documents are written in English. If you wish, you can read it in the language you feel most comfortable with by downloading the Google Translate app.

**Student Handbook**

By signing this agreement, I expressly acknowledge that the CCLS Student Handbook, which contains a description of CCLS' student policies and guidelines, as well as other academic information, is available online at [cclsnj.com/studentscorner](http://cclsnj.com/studentscorner). I also understand that CCLS reserves the right to update, change or amend the contents of the Student Handbook and will notify the students either in class or by posting it in the school's common area.

**Liability Release**

By signing this Agreement, I expressly release The True Language Assistance, CCLS-Cultural Center for Language Studies, its parent companies, officers and employees from any and all losses, damages, liability or personal injury arising from or in connection to field trips and events promoted by CCLS in which the student chooses to participate.

**Medical Emergency**

By signing this Agreement, I expressly authorize CCLS to request medical service in case of a medical emergency while the student is at CCLS or participating in a field trip or event promoted by CCLS. I understand that I or the student's health care plan will be solely responsible for any and all expenses incurred in connection with the medical treatment provided to the student.

**Maintaining Student Status**

I acknowledge it is my responsibility to maintain student status while in the USA and to attend the mandatory orientation provided by CCLS. During the orientation, CCLS policies and guidelines will be explained to me and I will have the opportunity to clarify any policies and guidelines I have not understood. I am also aware that I must read the Student Handbook and familiarize myself with all school policies.

**Contact Information**

By signing this, I declare that I have provided CCLS with my current contact information and authorize CCLS to contact me via telephone, email, mail, WhatsApp, or other means of communication I have provided, regarding my academic progress, financial situation, important school communication, or anything related to my status as a student. I acknowledge that it is my responsibility to inform CCLS if my contact information changes. I understand that I may contact CCLS, and schedule a time, if applicable, to discuss my academic progress, financial situation, obtain counseling, as offered by the school, and make complaints if necessary. Ways to contact CCLS NJ are as follows:

- **Phone:** +1 973-344-2257
- **Email:** [cclsinfo@cclsnj.com](mailto:cclsinfo@cclsnj.com)
- **Mail:** CCLS, 60 B Ferry St. Newark, NJ 07105

I acknowledge that I am [ ] over the age of 18 [ ] the legal guardian of the student.

Guardians name: \_\_\_\_\_

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Photo/Video Release (optional)**

I grant the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me, or members of my family, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. I hereby release CCLS of all claims and liability relating to said images or video. Furthermore, I waive my right to any compensation.

I acknowledge that I am  over the age of 18  the legal guardian of the student.  
Guardian's name: \_\_\_\_\_

Student name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

