

Enrollment Procedures

1-Application Fee

All prospective students applying to ALI must submit a **\$90.00** non-refundable fee to start the process

2-Personal Interview

A personal interview with an admissions representative is required for all applicants prior to acceptance into ALI's program. During this interview, the admissions representative evaluates the applicant's goals.

3-Enrollment Agreement

Prospective students must complete an ALI Application that includes an Enrollment Agreement before receiving an acceptance by the institution. Registration to classes requires that all tuition and fees are paid by the required dates. Upon review of the enrollment documents, the Institute may determine acceptance of the prospective student to join ALI, and eligibility to register for classes.

Acceptance by Institution

To be eligible to apply for ALI's ESL program, prospects must be 16 years old, or older. Student must present ID card. Parenthood representation is required for applicants under 18 years of age during the enrollment process. At ALI, High School Diplomas are not a prerequisite to enroll in our program.

After completion of the enrollment process, all Atlantis Language Institute students must read the review. Nonetheless, applicants review the handbook during the interview with Admissions. The applicant is encouraged to ask questions and is entitled to clarifications. The applicant signs the enrollment agreement and attests to the fact that s/he understands the terms and conditions of attending Atlantis Language Institute program. The applicant will be informed of the admissions decision by letter within ten (10) business days of the interview.

4-Program Level Placement Determination

All potential students must take ALI's level of proficiency Test to be placed accordingly in the corresponding level within ALI's program. Tests will be properly checked by designated Program Department personnel. Results from the test and determination of the starting level will be conveniently notified to new students before the corresponding class start date

Policies on Course or Program Cancellation

Atlantis Language Institute offers courses based on the students' needs. However, if a course or program cancellation arises, due notice will be given to students. A decision to cancel a course is at the discretion of the Academic Department of ALI.

Upon making such decisions, the Institute will notify the potential and enrolled students by way of email, hard copy mail, and if appropriate, by telephone. This decision would be based on an enrollment substantially below the expected level, and the pattern of levels of past enrollment and/or the unavailability of an appropriate instructor. The Atlantis Lanfinaguage Institute refund policy will apply.