



Center for American English
Language & Culture

POLICIES FOR MULTISKILLS ENGLISH & ADVANCED ORAL COMMUNICATION CLASSES

Registration

New students must complete a short online interest form and attend a screening meeting with the instructor before applying for the course. [Application instructions are online.](#)

Former students will receive the class application via email. They can also contact the Center for American English Language and Culture (CAELC) to get it.

Billing & Payment

Once students submit their online application, they will be enrolled for their class in the UVA Student Information System and Student Financial Services will bill them for their class.

CAELC will notify students when they are enrolled and can access their bills online. Students must pay online or in person at the Cashier's Office by the **payment deadline, October 4, 2019 at 5 PM**. Students will have an outstanding bill until it is paid. If they do not pay the bill, they will be blocked from future course registration at UVA.

Refund

A student must notify CAELC at caelc@virginia.edu on or before the drop deadline, September 27, 2019, if they are no longer taking the class in order to obtain a refund. Any withdrawal past the drop deadline will not receive a refund, and the student will be responsible for paying the class fee.

Drop/Withdraw

To drop or withdraw from a class, students must email CAELC at caelc@virginia.edu, not the instructor. Students can drop a class before the drop deadline and they would receive a full refund and the class would be removed from their transcript (see Refund for more information). After the drop deadline, students can only withdraw from a class. They would not get any refund and would receive a "W" for the class on their UVA transcript.

Course Completion

To receive a satisfactory letter of completion and grade on their transcript at the end of the course, students are expected to attend every class meeting, complete assignments, and participate in class. If students have numerous unexcused absences, they risk not receiving a satisfactory letter of completion and grade on their transcript.