



REGISTRATION, ORIENTATION & PLACEMENT

Scheduling Orientation & Placement Test

\$150 non-refundable Registration and Placement Test Fee -- due on the same day **ALL** registration documents are submitted.

- Once students have been admitted, Capstone will send an Acceptance Letter with details on the schedule and expectations for Orientation Day. **Orientation Day is scheduled two (2) weeks before the start date.**
- Students who fail to attend Orientation & Placement Test as scheduled may miss the opportunity to enroll in that session.
- ***It is the students' responsibility to communicate with the school any questions they may have at least 48 hours BEFORE their Orientation & Placement Test date.***

What to Expect on Orientation Day

Check-In by 12:30 PM:

- Please bring I-94, Passport, & I-20 with you. Students will be asked to confirm U.S. address, email and phone #.
- There is a \$100 charge if the student does not attend. Missing Orientation day may result in cancellation of the I-20.
- Check email for information and important dates sent by the school; please respond if there are questions.

Orientation Starts @ 1:00 PM:

- Students will attend a 30 minute presentation to learn about Capstone academic & attendance policies.
- Students will be required to read and sign STUDENT ORIENTATION AGREEMENT FORM.
- Students will receive a packet of information regarding the academic & attendance policies covered in the presentation. Students are encouraged to ask questions and to read the information again before the First Day of School.

Placement Test:

- The Initial Placement Test is a multiple choice test which the students will have one (1) hour to complete.
- Please note: Students who enter Mid-Term are required to take a second Diagnostic Test on a different day. Details about the Diagnostic Test schedule will be provided in the Mid-Term Acceptance Letter.

Payment for Initial Term of Study:

- Payment for the Initial Term of Study is due on Orientation Day.
- The student is required to pay for the first 6 weeks of the Term, \$1,100, upon check-in.
- Payment can be made at the front desk by cash, check or credit card.
- The student will not complete the registration process or attend classes until this payment is made.

What to Expect on the First Day of School

Check in at the front desk from 9:00 - 9:45 am:

- Before the first day at Capstone, students will receive an email confirming the start date and class schedule.
- Students should arrive early on the first day of school; Capstone opens at 9:00 am.
- The first tuition payment has already been made and now the student is required to purchase textbooks. ***Textbooks must be purchased at the front desk and before entrance to the classroom. No Books = No Class.***
- Please come to class prepared, on time and ready to learn.

Capstone Vacation Policy

After completing 3 (full) terms of study at Capstone, students can apply for 1 term of vacation in the USA.

It is in everyone's best interest for students to maintain their F-1 status by following USCIS regulations and Capstone academic, attendance, and financial policies. If you encounter any difficulties, please inform Capstone as soon as possible.