

# INSTITUTE OF INTENSIVE ENGLISH

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## Contact Information

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## Overview

The Institute of Intensive English (IIE) specializes in preparing international students for studying at a US college or university. Students enroll full-time in IIE in order to improve English proficiency.

IIE employs highly qualified, professional teachers to provide coursework and interactions aimed at improving students' English language skills, academically, professionally, and in everyday experiences.

For students on an F-1 visa, enrollment in IIE requires students to study a minimum of 24 hours of classes per week. IIE students enjoy the advantage of small class sizes (an average of 7, maximum of 15 students per class).

The levels of Intermediate, Advanced, and Bridge are semester-long: Spring, Summer, and Fall. IIE also provides specialized programs for English improvement that vary in length.

Students are tested upon arrival. Students are placed into a level and coursework begins. Textbooks are loaned to the IIE students for most classes. Each student is required to pay a book deposit which is refunded when the student leaves the program and returns the books. In addition to coursework, IIE also offers cultural, social, and recreational activities for the students.

All IIE students have the option of living with an American host family or on-campus, in residence halls. IIE students pay LCSC fees and receive all the benefits of LCSC students on- and off-campus, including access to the library, computer labs, activity center, and the Student Union. IIE students can participate in all LCSC student activities offered through LCSC student clubs and organizations.

## Policy and Procedures

IIE policies about attendance, student behavior, tuition, and fees are published in the IIE student handbook and are available from the International Programs Office. The IIE student handbook is distributed to all IIE students at the beginning of each semester. It is also available on the LCSC website at: <http://www.lcsc.edu/english-language-program/student-resources/>.

## Health Insurance

Lewis-Clark State College requires all international students who are enrolled in 1 or more credits, to have health insurance coverage.

Plans which meet LCSC's requirements are listed at <http://www.lcsc.edu/international/>

REQUIREMENTS:

- Coverage must be active as of the first day of the semester.
- The insurance company must meet the U.S. State Department's requirements for J-1 visa holders and have a claims office located in the U.S.

## Payment Information

Payment of IIE tuition and fees in full is to be made by 12 noon, on Friday of the first week of term.

Payment methods are established by the LCSC Controller's Office and students will pay the fees directly to the Controller's Office.

## Late Payment

Students who pay their fees or complete the payment of their fees during the second week of the term will be charged a \$50 late fee. Students who have not paid their fees by 12 noon on Friday of the second week will be dis-enrolled from the IIE for nonpayment. Students may be reinstated during the third week by paying their account in full, successfully completing the reinstatement form, and paying the \$100 reinstatement fee.

## Bridge Students

Bridge student pay IIE tuition as well as college tuition for one course. Bridge students are responsible for both college and IIE tuition deadlines and policies.

For more information about college tuition deadlines please visit: <http://www.lcsc.edu/student-accounts/dates-deadlines/>

## Credit Card Fees

International programs will pay the LCSC credit card fee charged on admission and homestay placement fees. Students are responsible for LCSC credit card fees charged on IIE tuition and fees and LCSC college tuition and fees (applicable to Bridge students).

Bridge students who have not completed the payment of their fees by the end of the second week are liable for late fees and risk being dis-enrolled from the program.

## Refund Policy

### Refund of Tuition and Fees: IIE students

Students who have officially withdrawn from the IIE program by completing a withdrawal form will be refunded IIE tuition as per table 1.

Fees (application fee, LCSC fee for IIE students and homestay placement fees) are non-refundable.

During week 1 of current term	100% of tuition
During week 2 of current term	60% of tuition
After week 2 of the current term	No refund

#### Bridge students:

Students studying in the Bridge program will need to discuss their withdrawal/refunds with the International Student Advisor as each situation will be unique due to enrollment in a college class.

The refund policy for Bridge students is defined by the LCSC college refund policies: <http://www.lcsc.edu/student-accounts/refund-policy/>

To obtain detailed information about the Institute of Intensive English and estimated costs, please call 208792-2177, visit [www.lcsc.edu/international](http://www.lcsc.edu/international) (<http://www.lcsc.edu/international>), email [international@lcsc.edu](mailto:international@lcsc.edu), or write to:

Institute of Intensive English - LCSC  
500 8th Avenue  
Lewiston, Idaho 83501-2698

## Probation

IIE students who receive a grade point average below 2.5, or whose behavior is considered unacceptable, will be placed on probation. Students placed on probation are required to meet with the Director of the International Programs Office, complete the Academic Success program and earn a GPA of 2.5 (3.0 for Bridge) or higher by the end of the next semester. The probation period is one semester and is noted on the IIE transcript. Students who follow the steps and improve their grades will be removed from probation at the end of the semester.

## Suspension

Students placed on probation who do not successfully follow the steps above will be asked to leave (be dismissed from) the IIE. Students on F-1 visas who are suspended from the IIE must take immediate action to preserve their immigration status. Students suspended from IIE are required to meet with the International Student Advisor to discuss their options.