

## ACADEMIC CALENDAR 2018

	Trimester1	Trimester 2	Trimester 3
<b>REGISTRATION</b>			
Early Registration Period	<b>(2017)</b> December 11-29	April 16-27	August 13-24
Registration Deadline	<b>(2017)</b> Friday, Dec. 29	Friday, April 27	Friday, August 24
Late Registration* ( <i>late fees</i> )	January 2-5	April 30-May 4	August 27-31
New Student Orientation	Thursday, January 4	Thursday, May 3	Thursday, August 30
<b>CLASS DATES</b>			
First Day Class Begins	Monday, January 8	Monday, May 7	Tuesday, September 4
Last Day Class Ends	Friday, April 13	Friday, August 10	Friday, December 7
<b>TESTS</b> (Exam scores will be available one week after exam. TOEFL-ITP scores will be available two weeks after exam.)			
Placement Tests	<b>(2017)</b> December 11-29	April 16-27	August 13-24
Mid-Term Exams	February 21-22	June 20-21	October 17-18
Final Exams	April 11-12	August 8-9	December 5-6
TOEFL-ITP Exam	Friday, February 23	Friday, June 22	Friday, October 19
<b>PAYMENT DEADLINES*</b> (Please pay tuition by the Friday listed below to avoid late fees.)			
1 <sup>st</sup> Installment	<b>(2017)</b> Friday, Dec. 29	Friday, April 27	Friday, August 24
2 <sup>nd</sup> Installment	Friday, January 26	Friday, May 25	Friday, September 28
3 <sup>rd</sup> Installment	Friday, February 23	Friday, June 29	Friday, October 26
<b>LATE FEE</b> (Late fees continue to increase by \$50 each week.)			
1 <sup>st</sup> week late (\$25)	January 2-5	April 30-May 4	August 27-31
2 <sup>nd</sup> week late (\$50)	January 8-12	May 7-11	September 4-7
3 <sup>rd</sup> week late (\$100)	January 16-19	May 14-18	September 10-14
<b>NO CLASSES</b>			
<b>Holidays</b> ( <i>Office will be closed</i> )	January 1- New Year's Day January 15- Martin Luther King February 19 - Presidents Day	May 28- Memorial Day July 4-Independence Day	September 3-Labor Day October 8- Columbus Day November 22 - Thanksgiving Day December 24-25 Christmas
<b>One Week Break</b> ( <i>Office will be open except on above holidays</i> )	March 12-16	July 2-6	November 19-23
<b>Trimester Break</b> ( <i>Office will be open</i> )	April 16-May 4	August 13-31	December 10-January 4
Field Trips will be posted each trimester when event has been confirmed.			

\* Tuition refunds are prorated for returning students through week 6. New students are required to pay the first four weeks of their tuition if transferring out within the first four weeks of school while the refunds are prorated if transferring out during week 5 or 6.

\* Starting week 7, no refunds are given and students are responsible for paying their full tuition before transferring out.

### Office Hours

School Days:

Monday –Thursday 8:30am-10:30pm

Non-School Days:

Friday and Breaks 9:00am-5:00pm

Holidays and Weekends:

Closed