

## Transcripts and Certificates

### Policy Statement

While studying at RCIIS, teachers will keep records of attendance, grades, and final evaluations for all of their students. Students have the right to request a printed report (or transcript) from their teachers when they successfully pass a given class at RCIIS or on their graduation date from the school.

If a student wishes to receive a certificate of completion from a class at RCIIS, they must apply for it at least one (1) week in advance. This application can be found in the school administration office and should be submitted promptly.

Students who fail to complete all course outcomes, or were absent for more than three (3) days in any given session may not be eligible to receive certification for that course.

If a student studies at RCIIS for a short amount of time (3 weeks or less) they may not be eligible to receive a standard RCIIS certificate. In these cases, students may apply for a certificate of attendance, which will indicate the course, and duration of study.

### Certificate Validation

Regardless of having a physical copy, all RCIIS certificates will be valid for one year from the course completion date. If a student returns to RCIIS after an RCIIS certificate is no longer valid, a student may need to retake our English placement test or prove their English proficiency (Academic IELTS equivalency).