



ADMISSIONS POLICIES AND PROCEDURES AT THE INTERNATIONAL COLLEGE OF BROADCASTING
(ICB)

ADMISSIONS REQUIREMENTS

The International College of Broadcasting requires applicants for all programs offered at the college to provide proof of graduation from High School, or its equivalent (GED), to gain admission. Students may confirm their high school completion status on the FAFSA; however, the International College of Broadcasting will require confirmation of high school (or equivalent) completion status.

Required admissions documents:

- ❖ Completed transcript requests for prior postsecondary education.
- ❖ Driver's License/State ID
- ❖ Proof of completion from an acceptable and U.S. High school or high school equivalent
- ❖ ACCUPLACER Testing if applicable
- ❖ Completion of admissions application

The below requirements are considered acceptable for U.S. high school graduates to meet the requirement by showing proof of:

- ❖ High school diploma.
- ❖ Official high school transcript that shows the date when the student graduated.
- ❖ A copy of a General Educational Development (GED) certificate or GED transcript that indicates the student passed the exam.

ADMISSIONS PROCEDURES

Admissions procedures for the International College of Broadcasting include:

1. The prospective student reached out to ICB.
2. The admissions office then conducts a personal interview with an authorized representative of the school. At this time the prospective student is gauged on a variety of factors that encompass a sincere desire to learn and go to work in their chosen field of study.
3. When the student arrives for a visit of the college, the student is given an admissions questionnaire, to ensure that we are meeting the needs of the student, and then the student is given a tour of the college to determine if the institution is what they are looking for.



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4. A follow-up appointment for enrollment is then scheduled with the student to review the required admissions documents for admission into the college.
5. Must successfully pass an admissions test.
6. Payment of the registration fee and tuition deposit. *A student who has never attended the International College of Broadcasting must pay a registration fee of \$195.00.*

ALL STUDENTS ARE REQUIRED TO VISIT THE INSTITUTION PRIOR TO SIGNING AN ENROLLMENT AGREEMENT.

A person may enroll at the school Monday through Thursday from 8:30 a.m. to 7:00 p.m., on Friday from 8:30 a.m. to 5:00 p.m. and on Saturday from 9:00 a.m. to 1:00 p.m. To better serve and allow for one-on-one attention, we ask that students schedule an appointment for enrollment. The International College of Broadcasting ensures the school neither denies admission nor discriminates against students enrolled at the school based on race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin. Once the student has been admitted to the college and met all of the necessary admissions requirements, they will receive an acceptance letter into the college confirming the student has meet all of the requirements along with their confirmed start date.

VALIDITY OF HIGH SCHOOL COMPLETION

If receipt of the high school completion documents is flagged by the Financial Aid Office, further review will be necessary to confirm the validity of the High School Diploma or high school equivalent. In the event there is reason to believe that the High School Diploma or High School equivalent appears inauthentic or not granted by an eligible post-secondary institution further review may be necessary. Validity is concluded by confirming the high school's accreditation status with the Ohio Department of Higher Education along with the agency that has authority over the location of the high school. If not able to validate through the appropriate agency the Financial Aid Office will perform due diligence by working with the Admissions Office by contacting the high school for additional information as well as consulting the governing body in proximity to the high school that is in question.

APPROVED HIGH SCHOOL DIPLOMAS

Students can receive financial aid if the high school diploma has been confirmed as valid. Validity of the diploma can be retroactive within the same academic year, as it applies to FSA guidelines of retroactive disbursements.



QUESTIONED HIGH SCHOOL DIPLOMAS

If the student should receive notification of their high school diploma being reviewed under further investigation, federal financial aid will not be awarded until validity of the high school diploma has been confirmed.

OTHER ADMISSIONS

REQUIREMENTS-FOUNDATIONS CLASSES

Through the school's entrance testing and evaluation program, applicants with below-average scores will be required to enroll in foundations courses to review the fundamentals of English and/or Mathematics.

Foundations classes are in addition to the course requirements for any program and, in some cases, extend a student's program beyond the average completion time. Foundations courses are awarded "S" (Satisfactory) and "U" (Unsatisfactory) grades that do not affect a student's grade point average and do not fulfill program graduation requirements.

ACCUPLACER testing cut-off scores are as follows:

English Assessment

- ❖ Foundations English: WritePlacer score less than 4
- ❖ College English: WritePlacer score greater than or equal to 4 Math Assessment
- ❖ Foundations Math: Arithmetic score less than 85
- ❖ College Algebra: Arithmetic score greater than or equal to 85

Each student will have only one opportunity to take this assessment. If the student transfers in college credit for College English or College Algebra, they are not required to take the Accuplacer for the transferred course(s).

COURSE TEST-OUT

ACCUPLACER course test-out scores are as follows:

- ❖ English Assessment
- ❖ College English: WritePlacer score greater than or equal to 7



- ❖ Math Assessment
- ❖ College Algebra: Elementary Algebra score greater than or equal to 100

REMEDIAL WORK

Students who fail to meet the cutoff score from the ACCUPLACER will be required to take Foundations Math and/or English courses before taking College English and/or College Math.

HUM 001 Foundations English

A course to assist students in achieving a level of competence as writers that will prepare them to work successfully in advanced studies. Fundamentals of standard written English are developed and reinforced. Students whose score on the placement examination is below the minimum required must enroll in this course. *This course does not apply toward the graduation requirements of any program, and the grade is not counted in the grade point average. (3 semester credit hours)*

MTH 001 Foundations Math

A course to develop and improve the basic skills of working with numbers and fundamental math operations. The number system: addition, subtraction, multiplication, and division of whole numbers, fractions, decimals, and percents; integers, exponents, and one-step algebraic equations are covered. Students whose scores on the placement examination fall below the minimum required must enroll in this course. *This course does not apply toward the graduation requirements of any program, and the final grade for this course is not counted in the grade point average. (3 semester credit hours)*

TRANSFER CREDIT PROCESSING

A student transferring from another school will be assessed at the current rate per semester or per credit hour for individual courses. It is highly encouraged and recommended that students that have received prior postsecondary education, request a copy of all prior higher education transcripts to ensure that they are having their prior educational credits evaluated and potentially transferred. Please have the official transcripts sent to the Admissions office to submit to our Director of Education for evaluation. Turn around time for evaluation of transfer credits is withing 7 to 10 business days.

Students never having attended the International College of Broadcasting must present a transcript of records to be evaluated and considered for awarding of credit. The grade recorded on said transcript must be a C (2.0) or above. Transfer credits are awarded on a one-to- one basis



per semester. Credit for course hours not earned within the past five years may be granted at the discretion of the DOE. Credit for previous training at the International College of Broadcasting will be awarded for successfully completed semesters.

The International College of Broadcasting does not guarantee the transferability of credits either to or from other institutions. Credit transfer is the right of the receiving institution. A maximum of 25% of a student's program can be accepted for transfer/test-out credit.

Students who are using Veterans Affairs Educational Benefits, all prior educational course transcripts must be requested from previous educational institutions and evaluated. There is no articulation fee for students using VA Educational Benefits who transfer in credits and/or test out of classes.

ARTICULATION AGREEMENTS

The International College of Broadcasting does not have articulation agreements with any other institutions.

READMISSION

Students who have been withdrawn from International College of Broadcasting have the right to apply for readmission into the institution to finish out their degree/or diploma program. Processes for readmission follow the same as first time enrolling students, however, the admissions testing will be grandfathered in. Also, depending on the academic performance of the student at the time of termination an academic appeal may be needed due to their academic performance at the time they exited the institution. The Director of Education will determine if the student's situation has maybe altered in a positive direction in comparison to when they originally were withdrawn from the institution so that the student may be able to finish their degree successfully. The Director of Education will also complete a plan of success that is in the best interest of the student so they may be able to finish their program.

A student may petition for re-entrance to the school, and if accepted, will follow the usual customary admission procedures. A previously paid registration fee to the International College of Broadcasting will be credited for up to one (1) year. Any student desiring re-entry must be cleared through the Financial Aid Department, Education Department, and the Admissions Department. Students desiring re-entry beyond six months following the last date of attendance or failing to re-enter with the next available class will forfeit all monies paid, except the registration fee for previous training. A student who desires re-entry will be assessed at the current rate per semester, or per credit hour for individual courses. A student who was previously



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enrolled and paid the registration fee and tuition deposit and has not been given a pro-rated refund of \$195.00 will not be required to pay another fee of \$195.00 for the new course of study.

MINIMUM CANCELLATION AND SETTLEMENT POLICY/REFUND POLICY - CANCELLATION POLICY

A full refund of all fees paid by the applicant (more than \$100) will be made within fourteen (14) days from written notification under the following conditions:

1. If the applicant's application for admission is rejected.
2. If the applicant cannot attend classes because of an act of God.
3. If the applicant is involuntarily inducted into the Armed Forces.
4. If the applicant requests, in writing, a refund within five (5) business days after signing a contract, prior to the start of classes, and after having made an initial payment. An applicant may cancel their agreement by notifying, in writing, the Director of Admissions prior to the scheduled starting date of classes.
5. If the applicant requests, in writing, a refund after five (5) days after signing an agreement, and prior to the start of classes, an applicant may cancel by notifying, in writing, the director and receive a refund of all fees paid more than \$100.00, Registration Fee.
6. In rare instances, should an applicant enroll prior to visiting the school, the applicant will have the opportunity to withdraw without penalty within five (5) business days following a tour or following the regularly scheduled orientation.

Note: It is the policy of the school that ALL applicants must visit/tour the facility prior to enrolling in the school.