

ADMISSION PROCEDURES

To be admitted to Lee Professional Institute, Inc., a prospective student must receive a complete orientation of the school's requirements, a School Catalog by the admissions advisor, and complete an Enrollment Agreement form for admission. The admissions advisor or a staff member will tour the student around our facility, and the student may attend a class for the day if he/she desires.

The entrance criteria include several requirements related to age, prior education, basic skills evaluation, and prior education performance. Based upon entrance criteria, approval for admission is granted or denied by the School Director. The copies of the required documents for admission to establish eligibility and acceptance will remain as school property. The school registration fee is \$100.00 (non-refundable).

ADMISSION REQUIREMENTS

1. Each applicant must be at least eighteen (18) years of age on the first day of classes. Documentation of age is required.
2. Students must have a High School Diploma, hold a General Education Equivalent Development (GED) certificate, or provide other acceptable documentation of an approved post-secondary institution.
3. All applicants must receive an orientation to the school and an explanation of the school's requirements, rules and regulations.
4. Student catalog will be available to all students one week prior to enrollment or at time of collection of tuition.
5. All accepted students must complete and sign an Enrollment Agreement Form.
6. Prospective students who were denied admission and would like to view their files may submit a written request. Access to view the file will be granted within 24 hours of request. Lee Professional Institute will keep records of prospective students denied admission for at least one year.