



**The Global Institute of Lansing**  
*Educating and graduating the cultures of Lansing*

**Enrollment Criteria and Guidelines**  
**Revised: May 5, 2022**

Introduction

The mission of The Global Institute of Lansing (GIL) is to provide educational services to adult refugees that enable them to earn a high school diploma in an atmosphere of peace, respect, encouragement, and inspiration.

GIL enrolls students into an accredited on-line high school completion program through James Madison High School<sup>1</sup> and provides a classroom with volunteer teachers who help students navigate their classes.

Enrollment Criteria & Process

- All students must complete an application.
- Students must be a refugee, asylee, or other eligible immigrant.
- Students must be 18 years or older and **not** be able to graduate from a local high school due to age limit.
- Students that are currently enrolled in high school (18 & 19 years old), must provide a letter from their high school counselor or principal stating that they will not be able to graduate before aging out based on credits already earned.
- Any student who has attended high school in the United States will need to provide a transcript for credit transfer evaluation (within 30 days of enrollment).
- If a student has a high school transcript from another country, the transcript will need to be translated and verified by an organization like World Education Services.
- All students must complete the CASAS English pre-test AND be at a 4<sup>th</sup> grade reading level or higher in order to enroll. If a prospective student scores at a 3<sup>rd</sup> grade level, then they can enroll in a Pre-GIL class to work on academic English and can retest periodically. Any prospective students that score below a 3<sup>rd</sup> grade level will be referred to a community based ESOL program.
- Determined by available space and funding, enrollment for new students is an open enrollment (subject to change based on funding and space).

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<sup>1</sup> <http://www.ashworthcollege.edu/programs/high-school/>

## Student Commitment

- All students pay a \$100 non-refundable program fee that is applied towards their tuition (due within 30 days of enrollment).
- Students must complete the first class within 30 days of enrollment.
- Students must complete all required classes (which vary depending on the transfer credits each student receives) and complete all assignments and tests in order to graduate.
- Students are expected to attend classes on a regular basis (at least 3 days per week).
- Students must complete CASAS post-testing throughout their time enrolled in GIL.
- Upon completion, student will receive a diploma and a class ring from James Madison High School.