

VISION

To be recognized as the best dual-diploma internationally accredited school in Guatemala.

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To prepare global citizens with the knowledge, skills and values to lead and improve a rapidly changing world.



COLEGIO INTERAMERICANO
Admissions Policy

REVIEWS	
DESCRIPTION	DATE
Admissions Policies and Procedures Manual	Oct. 2011
Admissions Policy	Oct. 2013
Admissions Policy review	Jan. 2014
Admissions Policy revision	Dec. 2018
Reviewed	Aug. 2023

Sharon Canadine
Directora General

[Spanish Version](#)

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Admissions Policy

The Admissions Policy is established so that the processes that allow the entry of new students to the institution are fair, professional, and collaborate with the fulfillment of the objectives of Colegio Interamericano. The Admissions Office must ensure compliance with this policy, collaborating with the General Director for the same purpose.

The identity of the members of the Admissions Committee appointed by the Board of Directors is confidential.

All cases of new admissions, from Preschool to Grade 12, must receive the final approval by the school's Admissions Committee once all other requirements and evaluations have been completed and met. The Admissions Committee reviews the candidate files and will make the final decision to ensure the welfare and safety of the school. Only after final approval by the Admissions Committee, will the Admissions Department inform the family that the student has been accepted, or not, into the school.

1. Age of the student regarding their grade

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NOMENCLATURE OF STUDIES AT COLEGIO INTERAMERICANO			
National Ministry Education	National MINEDUC	Minimum International Age And level	Level Plan: International
	Preprimaria	Age 3 Pre--school	EARLY CHILDHOOD EDUCATION
Párvulos 1		Age 4 Pre-kindergarten	
Párvulos 2		Age 5 Kindergarten	
Párvulos 3		Age 6 Grade 1	
Primer grado Segundo grado Tercer grado	Primaria	Age 7 Grade 2 Age 8 Grade 3 Age 9 Grade 4	ELEMENTARY SCHOOL
Cuarto grado Quinto grado Sexto grado Primero Básico Segundo Básico		Ciclo Básico	
Tercero Básico	15 Grade 10		HIGH SCHOOL
Cuarto Bachillerato	Ciclo Diversificado		
Quinto Bachillerato		17 Grade 12	

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2. Classification of students:

A. Auditing Students

An Auditing Student is a student who:

- has already been accepted through the admissions procedure;
- is enrolled in the school year without seeking a grade or credit;
- enters Colegio Interamericano in the last grade passed in his previous school;
- will be enrolled as a regular student at Colegio Interamericano in the following school year.

Due to the different school cycles, an auditing student enters Colegio Interamericano after the start of the school year. The student has already passed the grade in the previous school and, if local, may have been reported to the Ministry of Education. During the audit period, grades will not be reported to the Ministry of Education and grades will not be identified on a transcript.

During this period, for enrollment to be honored, all auditing students are expected to uphold the student manual as any regular student in order to be accepted as a regular student in the next school year.

Auditing students are accepted only if the School has availability at that time for the grade of the school year they will be enrolled as an auditing student.

The Technical Director, together with the parents / guardians, will determine if the student will be registered as a Regular or International Program student.

Payment:

1. Auditing students make a donation to FEG.
2. The monthly fees for Tuition and Transportation are the same as those for regular students, starting the month in which the student enters.
3. Auditing students must make the full payment of the enrollment, regardless of the month in which they start.

B. Students with specific needs

1. Colegio Interamericano fully recognizes and supports the right of parents / guardians to select a school for their children. However, the ability of the school to accept students with specific needs depends on the availability of resources appropriate to the

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requirements of each student.

2. The Admissions Committee must be informed of any specific needs including the recommendation from the Support Program specialists.
3. The Schools Admissions Department receives all documentation from students with specific educational needs to be evaluated. The acceptance of these students is based on the ability of the school to meet the specific needs.

3. Waiting List

In the event that there are more applications than the space available for a particular grade, a waiting list will be created. The order of the waiting list will be determined by the following criteria:

- A. If the student has siblings currently enrolled in Colegio Interamericano (2 points).
- B. If the student's mother or father is a former student of Colegio Americano or Colegio Interamericano (1 point).
- C. If the student is from an allied preschool or if the student was previously enrolled at Inter and was living temporarily in another country (1 point - check the updated list per cycle).
- D. The result of the diagnostic evaluation:
 - a. High (2 points)
 - b. Average (1 points)
 - c. Low (0 points)
- E. If there is a tie between two or more students on the waiting list:
 - a. Priority will be given to siblings of current students
 - b. Second priority to children of alumni
 - c. If none of the above apply, the admission package will be reviewed by the Admissions Committee and it will be put to a vote.

4. Admission of candidates from Grades 8 to 12

Being aware of the importance of maintaining the quality and profile of the students of the School, especially their safety and well-being, the admissions policy for grades 8-12 establishes the following specific regulations. New students are not accepted into Grade 8 through High School with the exception of:

- A. Students who come from abroad who meet the evaluation criteria and admission requirements of Colegio Interamericano.

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B. Students who have been in Colegio Interamericano and have withdrawn by transfer to another country, having maintained good conduct during the time of permanence in the school (Interamericano and any other school the student attended abroad) and acted in accordance with the principles and values of the school.

In exceptional cases:

- A. The Admissions Committee may decide to admit a student in Grades 8 and higher as long as they are children who will give an added value to the school and fellow students according to the admissions procedure.
- B. We require students who apply to Grade 8 and above to have grades at grade level or above, good behavior, positive recommendations; as well as values, and abilities or skills that are aligned to the school's mission and vision and will benefit the community.
- C. Cases of absolute inadmissibility: students who have been denied re enrollment in their previous school for academic, behavioral or financial issues.

All the cases of exception previously exposed, except for the cases of absolute inadmissibility mentioned in paragraph "C", will be reviewed by the Admissions Committee after having fulfilled all the requirements and steps of the process of admission of Colegio Interamericano, having passed all the tests and obtained the approval of the Admissions Department of the School.

5. Application and Diagnostic Evaluations Dates

Applications can be received during the school year.

Evaluations will be conducted on different dates throughout the school year, depending on the circumstances, needs of the applicants and availability.

Evaluation dates:

- A. Pre-Kindergarten diagnostic evaluations begin in August of the year prior to admission.
- B. Preschool diagnostic evaluations begin in March of the year applicants are going to enter.
- C. No candidate may apply more than twice for a diagnostic evaluation within the same school year. (Between one evaluation and the next there must be a period of at least six months.)

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6. Withdrawals and registrations for the new school year

- A. Parents / guardians of the family will notify the School in writing and complete the withdrawal forms about the intention to withdraw their child at least one month in advance from the withdrawal date, otherwise it could cause a delay in the delivery of documents provided to the family and incur in extra financial charges.
- B. The enrollment/re-enrollment fee for the new school year is non-refundable. The signatory of the contract will have the right to withdraw within a period of no more than 5 business days, counted from the signing of the contract, proving that they have not made use of the good or service. (Aligned with the agreement of parental admission).
- C. If a student withdraws before the start of the school year, the educational contribution made to FEG is non-refundable. If the student withdraws indefinitely and wishes to return, if the educational contribution has changed during those years the family will be required to pay the difference.
- D. Enrollment in a new school year is NOT automatic. Everyone must turn in the completed registration paperwork each year within the enrollment dates provided by the school. The School will evaluate the enrollment process for the new school year when:
 - a. Students do not show academic progress and achievement for their grade level.
 - b. Students, being in "academic condition", do not reach the necessary standards to participate successfully in the programs of the School. These cases will be evaluated by the Evaluation Committee of the School.
 - c. Students who have a behavioral condition and continue to have disciplinary problems. In this case, the Disciplinary Commission will decide the right to enroll in the new school year.
 - d. Students and/or parents who have repeatedly shown an intimidating (bullying) attitude towards Interamericano classmates and / or staff of the institution; and that after giving them opportunities they have not changed their attitude and continue to display the undesired behavior.
 - e. Students who have special needs that the School cannot meet, or can only be met with parental or expert support not provided by parents as requested by the school. These cases will be evaluated by the school's Evaluation Commission and the Support Program Coordinator.
 - f. Students whose parents have not fulfilled their financial obligations with the school.

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E. Conditional Enrollment: The enrollment of returning students may be conditioned before or at the beginning of the school year. Conditional enrollment requirements are established by the corresponding division and agreed with the family. Evidence of the conditions met is required prior to enrollment for the following year. Conditional entries can be related to:

- a. Academic deficiencies
- b. Speech and language delays in young students
- c. Perceived learning or disabilities
- d. Serious socio-emotional or behavioral issues

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