

Enrollment Process Policy

At LATAM Global School, we streamline the process of obtaining information and enrolling in our programs through various accessible channels. Our objective is to ensure a seamless and informative journey for prospective students from inquiry to enrollment.

Information Request:

- Prospective students can request information by filling out a data registration form on our school website <https://www.latamglobalschool.com>, through our social media platforms, or directly via our main WhatsApp line **+1 (904) 235-6654**.
- An admissions representative will establish communication with the interested party to provide comprehensive information about the school and clarify any questions before beginning the process.
- It is crucial that representatives of students with learning disabilities or special educational needs inform the school about these conditions before beginning the enrollment process. This step is essential for LATAM Global School to prepare the necessary resources and adaptations according to our methodology to provide the best possible educational support for the student. For more details on how to proceed, please refer to our [Admission Policy for Students with Special Educational Needs](#).
- Once the individual agrees and wishes to proceed with enrollment, the admissions representative will share the enrollment form link.

Admission Application:

Interested students complete an online application form <https://edu.latamglobalschool.online/enrollment-application>, which may require personal, educational, and other relevant details. Within this form, students must upload the following enrollment requirements:

- A color digital passport-style photo against a white background.
- A copy of the student's ID (birth certificate, passport, national ID card).
- A copy of the guardian's ID (foreign ID, passport, national ID card).

Note: In the event that the transcripts from the previous school have not been submitted, parents are required to sign a letter of commitment stating that they will deliver these documents.

For Middle and Elementary School students: The most recent approval certificate with courses taken and their respective grades.

For High School students: The last three years' approval certificates in digital format and their respective grades.

Note: After platform activation, the student has one month to send the physical documentation of the certificate of the last grade completed and approved, which can be an official copy issued by the school or a notarized copy.

Admission Notification:

- Once the completed information is received via the web form, the school will notify applicants of their admission status.
- An automatic message confirming the receipt of the form will be sent, indicating that the applicant should contact the admissions representative to proceed with the first payment.
- After reviewing the information, if additional data is needed or if there are any obstacles to continuing the process, timely notification will be provided.
- Upon confirming the accuracy and completeness of the submitted information, the admissions representative will reach out to the applicant to furnish a payment link for both the enrollment fee and the initial monthly payment.

Enrollment Payment:

Once the payment link is sent, the interested party must share the payment receipt or invoice with their admissions representative or send it to the admissions email admissions@latamglobalschool.com.

Platform Activation:

After completing the enrollment process, i.e., Once the information, requirements, and payment are confirmed and approved by the admissions department, the applicant will be accepted onto the platform, and an automatic notification will be sent.

Subsequently, the system will automatically activate both the platform and the orientation course according to the scheduled date. If the scheduled date is no longer valid, the admissions department will handle rescheduling.

Activation of the Program:

For students who wish to enroll in a school in the United States or another non-Spanish-speaking country, it is recommended to take the program in English. If the subjects are taken in Spanish, the acceptance of these credits will depend on the criteria of the academic institution to which the student applies.

Welcome Email:

Once the applicant's status becomes active on our platform (LMS), a welcome email is sent to facilitate access to their profile, including:

- Direct link to the platform.
- Student username and instructions for setting up the password.
- Guardian's username and instructions for setting up the password.
- The student's institutional email and its password.
- Contact information, such as email address and WhatsApp number, of the previously assigned student service representative.

Orientation:

To familiarize newly admitted students with the platform, an orientation course is activated. Once the platform is activated, the orientation course will begin in the language chosen by the student, either Spanish or English. This course offers students the opportunity to become familiar with the school's methodology, understand various regulations, and get accustomed to its operations. Additionally, within the platform, students will find resources to join induction meetings organized by our student services. The first course cannot be activated until the orientation course is completed and approved.