

**General
Catalog 2017-2018**

A F International College



**English
as a
Second
Language
and
TOEFL iBT**

Los Angeles, California, USA

Since 1995

Contact Information

School Office: (213) 381-6707

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E-mail: info@afint.com

Web site: www.afint.com

Classes are held at the following physical school location:

A F International College

3807 Wilshire Boulevard #1140/600

Los Angeles, CA 90010, USA

Our mailing address: (This is the mailing address, not the physical location)

A F International School of Languages Inc

P.O. Box 6223

Thousand Oaks, CA 91359-6223, USA

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education

Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897

(916) 431-6959 or by fax (916) 263-1897

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

This catalog is provided to a prospective student or to the general public when requested by mail. It is also available on our web site, www.afint.com.

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TABLE OF CONTENTS

| | |
|--|----|
| Contact Information | 2 |
| A. ABOUT A F INTERNATIONAL | 4 |
| 1. Mission | 4 |
| 2. Message from the President..... | 4 |
| 3. Facilities..... | 5 |
| 4. Accreditation..... | 5 |
| 5. Affiliations..... | 5 |
| 6. Staff and Faculty..... | 6 |
| B. ENGLISH PROGRAMS | 7 |
| 1. Your First Day at A F International..... | 7 |
| 2. Placement Test | 7 |
| 3. Daily Schedules | 7 |
| 4. Length of Program | 7 |
| 5. Clock Hour Definition | 7 |
| 6. Program Description..... | 7 |
| 7. Testing Schedule for All Programs | 8 |
| C. COURSE CALENDAR | 11 |
| D. TUITION AND OTHER EXPENSES | 12 |
| E. STUDENT TUITION RECOVERY FUND (STRF) | 13 |
| F. SCHOOL POLICIES | 15 |
| 1. Admission Policy..... | 15 |
| 2. Attendance Policy | 17 |
| 3. Academic Progress and Grading Policy | 17 |
| 4. Leave of Absence Policy | 19 |
| 5. Code of Student Conduct..... | 18 |
| 6. Force Majeure..... | 19 |
| 7. Computer Use | 20 |
| 8. Policy on Human Rights..... | 20 |
| 9. Non-Immigrant F-1 Student Policy | 20 |
| 10. Exiting the School Policy | 22 |
| G. STUDENT SERVICES | 21 |
| H. TRANSCRIPTS AND CERTIFICATES | 23 |
| I. COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT | 23 |
| J. STATE OF CALIFORNIA DISCLOSURE STATEMENT | 23 |
| K. MAINTENANCE OF STUDENT RECORDS..... | 23 |
| L. NOTICE CONCERNING TRANSFERABILITY OF CREDITS..... | 24 |
| M. REFUND AND CANCELLATION POLICY | 25 |
| N. CATALOG UPDATE POLICY..... | 26 |
| O. HOW TO APPLY | 26 |

A. ABOUT A F INTERNATIONAL

Mission

A F International is an academic organization that enables students to develop authentic English language skills and the cultural awareness to be competent in academic, professional, and social environments.

As an institution, we strive for excellence in education and student services. We are committed to employing qualified, talented staff and instructors who support the use of independent, student-centered learning strategies. We endeavor to utilize the most appropriate educational tools and methodologies. We continuously monitor and develop our curriculum, and we recognize our responsibility to represent the ESL community through ethical, legal, and caring treatment of international students.

2. Message from the President

Welcome to A F International School of Languages Inc. DBA A F International College in Los Angeles where we have helped many students improve their proficiency in English to reach their academic, professional and personal goals.

Our teachers are the backbone of our school. They are native English speakers, experienced and patient professionals who encourage you and inspire you to excel and are committed to students who are serious about learning English. Our curriculum is demanding, and if you share our philosophy outlined on the following pages, then AFI is the best school for you to study.

I know the many challenges that can confront you when you live and learn in a new culture. I would be most happy to welcome you to study with us and I look forward to meeting you.

Sincerely,

Dr. Andrea M. Fuchs

3. FACILITIES

A F International School of Languages Inc. DBA AFI College is located at 3807 Wilshire Boulevard in Los Angeles, CA 90010. School occupies approximately 5000 square feet in a 12-story building.

The space consists of seven classrooms, student lobbies, computer lab, and administrative offices. Major equipment available include TOEFL iBT computers and TOEFL test center, computers for student use, TVs, electronic equipment and classroom furniture.

The institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health codes.

4. ACCREDITATION

*The A F International College, Los Angeles, CA is accredited by the Commission on English Language Program Accreditation for the period **April 2013 through April 2018** and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 801 North Fairfax Street, Suite 402A, Alexandria, VA 22314, 703.665-3400, www.cea-accredit.org.*

5. AFFILIATIONS

AAIEP promotes and supports ethical and professional standards for intensive English programs in the U.S.; communicates and champions the value of English language study; enhances the visibility of member programs; and fosters professional development among members.

A F International is authorized by the United States Citizenship and Immigration Services (USCIS) to accept non-immigrant foreign students and issue I-20s using the SEVIS system

A F International is a member of CATESOL. CATESOL represents teachers of English language learners throughout California and Nevada, promoting excellence in education and providing high-quality professional development.

6. STAFF AND FACULTY

Our teachers hold a Bachelor of Arts, or higher, degree and a TESOL (Teacher of English to Speakers of Other Languages) or other equivalent certificate or professional training. Our faculty members are committed to receive on-going training and improve their teaching approach.

Every few weeks, AFI conducts student surveys regarding our ESL program and our teachers. We carefully review the student surveys and comments and incorporate their valuable suggestions. Our students' expectations and needs greatly aid in the on-going improvement of our program.

The common goal of our teaching faculty is

- to provide academic opportunities for each student to achieve success in communicative and literary comprehension in English;
- to provide resources to attract more students from around the world to study English and continue to provide services to ensure the viability of this institution;
- to strive to continue to improve student performance through student involvement in classroom activities
- to offer instruction that is the most effective and efficient way to improve students' learning curve.

The many hundreds of ESL graduates who have come to study with us since 1995, are a testimony to the success of our faculty.

Administrative Staff

Friendliness, courteousness, that feeling of being in a safe, nurturing environment is what our students appreciate when it comes to dealing with all members of our staff.

AFI is committed to providing quality education and satisfying services to our students and this translates into assisting our students in a multitude of things, from arranging accommodations, acquiring health insurance, setting up a bank account, to obtaining a bus pass, helping find just the right shopping mall and much more.

The goal of our administrative staff is to advise and assist you in your pursuit of higher education, transferring out to a college or a university, and other services needed so that you can better focus on your studies.

If you have any questions, concerns or are in need of any assistance, please come and talk to one of our staff members. They will be happy to help you.

B. ENGLISH PROGRAMS

1. Your First Day at A F International

On your first day at AFI, you will receive an orientation, take a placement test, register for classes, and purchase textbooks. In addition, your advisor will go over general information such as obtaining AFI Student ID for identification and discount purposes, opening a bank account, means of using public transportation, safety tips that can be helpful living in the U.S., and more. A F International provides advisement for the following areas: academic advisement, support and tutoring services, provided by teachers; personal counseling, career counseling and services, disability services; retention initiatives for academically at-risk students.

2. Placement Test

The placement test determines your level of English skills and the class that is most appropriate for you. AFI uses a number of placement tests. They cover four areas of the English language: listening comprehension, reading comprehension, and language use. There are 70 problems: 20-listening, 20-reading, and 30-language use.

3. Programs Offered

A F International offers five programs: Intensive Beginning English, Intensive Intermediate English (three levels), Intensive Advanced English, ESL for Professionals, and TOEFL iBT.

4. Length of Program. Our IEP consists of five levels with three 4-week sessions each. The total length of the IEP is 15 sessions. The length of the program varies depending on students' placement and educational goals.

72 hours per 4 week session, Monday-Thursday, 9:00am-1:30pm

96 hours per 4 week session, Monday-Thursday, 9:00am-1:30pm, Monday-Wednesday, 2:15-4:15pm

24 hours per 4 week session, Monday-Wednesday, 2:15pm-4:15pm

5. Clock Hour Definition. A clock hour is a minimum of 50 minutes in which lecture, demonstrations, and similar class activities are conducted. Each clock hour of instruction stated has a 10-minute recess.

6. Program Description

Our programs strive to meet the varying needs of our international student population as it takes into consideration their purposes for studying English. Instruction is highly individualized to meet learner goals, and group work is integrated for maximum relevance to students. Language points are presented by the instructor, followed by student practice and production of material covered. Instruction includes review of materials to determine student readiness to progress to additional skills.

Beginning Level

*The Intensive Beginning English Program introduces basic English grammar with the objective to establish a strong foundation for spoken and written English. Everyday language and situations are used to practice and establish good usage in full sentences with subject-verb agreement, basic verbs, present and past tense, countable and non-countable nouns, definite and indefinite articles, Wh-questions, modals comparatives and time expressions. Skills in reading, writing and vocabulary are practiced through short, simple reading passages that cover a variety of engaging themes and topics. Students practice finding main point, supporting reasons, and examples in reading passages; they practice making inferences and drawing conclusions; they respond by writing their own thoughts in short sentences and paragraphs, working toward writing fluently. **Students** will begin developing communicative competence in English by studying and practicing specific structures, vocabulary, and communicative functions in a variety of topics. To reach these goals, students do listening drills and oral practice with classmates and their instructor. Focused vocabulary development and pronunciation work supplement these core conversation functions. Stress and intonation are taught so that the students can practice modeling native speech. **Prerequisite: None***

Low Intermediate Level

*Students in this level of the Intensive Intermediate English Program continue to build their everyday English foundation while increasing their skill and confidence in speaking and simple writing. The following grammar topics are covered: verb tense review, possessive adjectives and time expressions, present perfect tense, since/for, gerunds and infinitives, separable and inseparable verbs, and connectors, modal verbs, conditional, passive voice, reported speech, and tag questions. Students progress in reading and writing by carrying out assignments in a variety of themes and topics, including Internet social networking, art, small businesses, and family matters. In each unit, students read passages from different points of view on a topic and compare them. Students are guided to use certain points in writing style and grammar to write their own thoughts on the same topic, including paragraphs, personal letters, space and time order, comparison, and expressing an opinion; furthermore, they practice common verb tense forms, pronouns, and questions. Students continue developing communicative competence in English by studying and practicing specific structures, vocabulary, and communicative functions in a variety of topics. To achieve this, students do role playing, group and pair work, and listening comprehension drills. Students do pair and group work, go through listening comprehension exercises, and speak in response to reading material. Focused vocabulary development and pronunciation work supplement these core conversation functions. Stress and intonation are taught so that the students can practice modeling native speech. **Prerequisite: Beginning***

Intermediate Level

Students in this level of the Intensive Intermediate English Program practice more complicated and varied situations using more complex sentences. Emphasis is on practicing more verb tenses , modals and similar expressions, pronouns and phrasal

verbs, modal verbs, since/for, already/yet, imperative, nouns and quantifiers, definite and indefinite articles, gerunds and infinitive, comparisons, practice countable and non-countable nouns with the correct usage of "a/an" and "the," extensively explore the functions of gerunds and infinitives, practice phrasal verbs, review progressive and simple tenses in the present, past and present perfect, and review and expand their knowledge of adjectives and adverbs, and learn about modals and related verbs and expressions.

Students further develop their academic communication in English through assignments in a variety of engaging themes and topics, such as sports, history, literature and the arts. Students read and compare passages from different points of view on a topic. Students consider grammar and style and write their own thoughts on the topic. Styles include transition words, punctuation, and direct speech. Grammar topics include comparative adjectives, verbs plus gerunds and infinitives, and count and non-count nouns. Students begin to focus on English competence for academic success. Through recordings on diverse themes and topics that stimulate critical thinking, including education, volunteering, sports, literature and movies, students build their listening skills for formal and informal discourse. They develop their speaking skills by exploring, analyzing, and explaining matters within these themes and topics. Vocabulary includes idioms and collocations, and pronunciation work supplements class discussion. Stress and intonation are taught so that the students can practice modeling native speech. **Prerequisite: Low Intermediate**

High Intermediate Level

Students at the High Intermediate Level of our Intensive Intermediate English Program practice correct forms and usages for complicated and unpredictable situations. They solidify their understanding of verb tenses, including passive verbs and when to use them; phrasal verbs and modal verbs, conditional, including factual conditionals and unreal conditionals. Students develop analytical skills while continuing to build language competence through the study of intellectually challenging reading and writing exercises structured around stimulating themes, e.g. television and movies, finance, literature, the arts and architecture. Additionally, students will produce writing through the process of generating ideas, organizing and drafting content, revising, and editing for grammar and mechanics.

Students continue developing their English competence for academic success. Through more challenging recordings on diverse themes and topics that stimulate critical thinking, including the media, personal obstacles, employment, interviewing, and humor, students expand their listening skills for formal and informal discourse. They also build their speaking skills by exploring, analyzing, explaining, and advocating matters in these themes and topics. Vocabulary includes idioms and collocations, and pronunciation work supplements class discussion. Stress and intonation are taught so that the students can practice modeling native speech. **Prerequisite: Intermediate**

Advanced Level

Students practice correct forms and usages for complicated and unpredictable situations.

*They expand their use of complex sentences including past unreal conditionals, double comparatives, identifying and non-identifying clauses, adverb clauses and discourse connectors to express cause and effect, adverb clauses of comparison and contrast, definite and indefinite articles, count and non-count nouns, infinitives and gerunds, direct and indirect speech, passive voice, and noun clauses in apposition. Students further work on their analytical skills for academic competence through the study of advanced-level reading and writing exercises structured around topics that stimulate critical thinking. Students refine their writing skills through the process of generating ideas, organizing and drafting content, revising, and editing for grammar and style. Students further develop their English competence for academic success. Through even more challenging recordings on diverse themes and topics that stimulate critical thinking such as addiction, cross-cultural insights, religion, business, and the arts, students hone their listening skills for formal and informal discourse. They also polish their speaking skills by exploring, analyzing, explaining, and advocating matters in these themes and topics. Vocabulary includes idioms and collocations. Pronunciation work supplements class discussion. Stress and intonation are taught so that the students can practice modeling native speech. **Prerequisite: High Intermediate.***

TOEFL iBT

The English as a Second Language – TOEFL iBT program presents a comprehensive overview of the advanced-level speaking, listening, reading and writing skills needed to succeed on the iBT TOEFL exam.

Through an intense review of test taking strategies and the four skills, students in the TOEFL iBT 72 program will develop a high level of general language ability in both receptive (listening and reading) and productive (speaking and writing) skill areas to achieve a goal TOEFL score. This program is accompanied with work in the computer lab where students take simulated iBT TOEFL exams and a final. Tests taken cover material presented in class and are reviewed so that the student knows areas needing improvement.

The TOEFL iBT 96 program offers additional focus on academic writing with opportunities which engage students in a process of developing their writing and critical thinking skills. Prerequisite: Advanced ESL

English for Professionals

This program consists of intermediate through advanced students who will prepare various presentations, including a business plan. The curriculum covers a wide-range of business related topics, from International marketing to finance and accounting. Prerequisite: Intermediate

English for Communication

This is an English as a Second Language conversation course designed to teach improve the communication skills of students at the intermediate level of their English language acquisition. Emphasis is on developing self-confidence and self-expression. At the advanced level, this course is designed to hone their oral academic skills and improve their ability to communicate in expected and unexpected situations. Emphasis is placed on self-expression in problem-solving

tasks; oral presentations; defense of decisions, attitudes, and values; and succinct expression of oneself in varying environments.

7. Testing Schedule for all programs

Placement Test: First Day of Attendance

Midterm Exam: Sixth week of term

Final Exam: Twelfth week of term

8. Graduation Requirement

To be eligible for, and to receive a Certificate of Completion, students must meet the Satisfactory Progress requirement: complete all weekly quizzes, mid-level and level tests; attend session teacher-student conferences; complete all required classes of the IEP with a minimum grade point average of a “C”, or 2.5; and meet all financial or other obligations to the College. A F International awards Certificates of Participation and Certificates of Completion.

C. COURSE CALENDAR

Holidays observed:

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Independence Day

Labor Day

Veteran's Day

Thanksgiving

Christmas Day

New Year's Day

2017

| | | | |
|-----------|------------------------|---------------|------------------------|
| Session 1 | January 3-27 | Session 8 | July 17-August 11 |
| Session 2 | January 30-February 24 | Session 9 | August 14-September 8 |
| Session 3 | February 27-March 24 | Session 10 | September 11-October 6 |
| Session 4 | March 27-April 21 | Session 11 | October 9-November 3 |
| Session 5 | April 24-May 19 | Session 12 | November 7-December 1 |
| Session 6 | May 22-June 16 | Short Session | December 4-15 |
| Session 7 | June 19-July 14 | | |

2018

| | | | |
|-----------|------------------------|---------------|------------------------|
| Session 1 | January 2-26 | Session 8 | July 18—August 10 |
| Session 2 | January 29-February 23 | Session 9 | August 13—September 7 |
| Session 3 | February 26-March 23 | Session 10 | September 10—October 5 |
| Session 4 | March 26—April 20 | Session 11 | October 8—November 2 |
| Session 5 | April 23—May 18 | Session 12 | November 5—November 30 |
| Session 6 | May 21—June 15 | Short Session | December 3 -14 |
| Session 7 | June 18—July 15 | | |

D. TUITION AND OTHER EXPENSES

72 hours per 4 weeks: Intensive ESL program or TOEFL program

Mon. - Thur.: 9:00 am to 1:30 pm

96 hours per 4-weeks: Intensive ESL program or TOEFL program

Mon. -Thur. 9:00 am to 1:30 pm and Mon -Wed. 2:00 pm to 4:00 pm.

24 hours per 4-weeks: English for Professionals or TOEFL program

Mon. - Wed., 2:00pm to 4:00pm

SCHEDULE OF TOTAL CHARGES FOR ONE 4-WEEK SESSION

| | 72 hours ESL or TOEFL | 96 hours ESL or TOEFL | 24 hours English for Professionals or TOEFL |
|--------------------------------|----------------------------------|----------------------------------|--|
| *Registration Fee | \$ 75.00 | \$ 75.00 | \$ 75.00 |
| Tuition | \$ 790.00 | \$ 1260.00 | \$ 480.00 |
| *STRF Fee | \$ 0.00 | \$ 0.00 | \$ 0.00 |
| Estimated Total Charges | \$ 865.00 | \$ 1335.00 | \$ 555.00 |
| Other fees: | | | |
| *SEVIS I-901 Processing Fee | \$ 20.00 | \$ 20.00 | |
| Textbook: | \$ 49.00 | \$ 49.00 | \$ 25.00 |

***non-refundable one-time only fees**

Prices subject to change without notice.

Explanation and Summary of Other Expenses

Application Fee: In order for your application to be processed, you must include a non-refundable \$75 application fee with your completed application form. This application fee is waived if the student has attended AFI previously and is reapplying and starting within 180 days of the student's last day of registration at AFI.

Examination Fee: AFI is approved as an official Certified Test Administration Site (CTAS) to administer ETS internet-based tests, such as the TOEFL iBT. For more information and to register for the tests, please visit www.ets.org.

Express Mailing Fee: Unless you pick up the acceptance package in person, we allow the delivery of the acceptance package or any refund checks only by courier companies, e.g., DHL International Express Service, that have a tracking system ensuring its delivery. The non-refundable express mailing fees is US: \$100.

SEVIS I-901 Fee: The SEVIS I-901 fee of \$200 is independent of AFI. It is paid directly to SEVP by students with an initial Form I-20, applying for an F-1 visa. Should the student wish that the school pay on the student's behalf, the student must provide the credit card information. The amount debited will be \$200 plus \$20 for processing. The school will send the payment receipt with the acceptance package to the student. Please visit www.fmjfee.com for details.

Textbook: Students purchase the required textbooks for the courses by the second day of the session. The textbooks are often used for an entire level (three sessions or 12 weeks).

Medical Insurance: All F-1 students and their dependents are required to purchase medical insurance prior to the start of their studies at AFI. The students may choose their own insurance plan or one of the plans listed on our website for international students and scholars in the US.

STRF Assessment: If you are a California resident, you must pay the Student Tuition Recovery Fund (STRF) assessment fee. The fee is \$0.50 per one thousand dollars of a prepaid tuition, rounded to the nearest thousand dollars. If the prepaid tuition is less than \$1000, the fee is \$0.50.

Other Fees: We provide student IDs and other forms such as enrollment verifications, official transcripts, certificates, and more. Such requests can be done by submitting the Student Service Request form with applicable fees, if any. The requested documents may be picked up from the administration office between 5 and 30 days. Any requested document or item not picked up within 30 days will be discarded.

E. STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and**
- 2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.**

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

- 1. You are not a California resident, or are not enrolled in a residency program, or**
- 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

- 1. The school closed before the course of instruction was completed.**
- 2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.**
- 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.**
- 4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.**
- 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.**

F. SCHOOL POLICIES

1. Admission Policy

Application Requirements for ALL Programs

- a. Submit an application for review.
- b. Pay the registration fee.
- c. Pay all required fees.
- d. Submit all required paperwork to the Admissions Department.

Admissions Criteria and Procedures

Applicants must have a high school diploma or acceptable equivalent and knowledge of Basic English language skills.

All applicants must complete the application form and submit it along with applicable fees and a photo Identification (ID) online, in person, or by mail to A F International, P.O. Box 6223, Thousand Oaks, CA 91359- 6223. An acceptable form of ID is a passport, or any U.S. state issued driver's license or identification card.

For students wishing to attend the school as International F-1 students, the Financial Certification Form is required showing ability to pay for education and living expenses of the student and the living expenses of spouse or children, if any, traveling with F-2 (dependent of student) visas. For each session in the ESL 72 program, the estimated total expense is \$1,599 (which is the sum of tuition \$750, books \$49, and living expense \$800) for the student and \$800 (living expense) per dependent.

For an F-1 initial, an F-1 initial Change of Status, or a reinstating student, the Financial Certification fund for the student must cover at least six (6) sessions of the estimated total expense for acceptance. For an F-1 transfer student, released in status, the Certification fund must cover at least 2 sessions of his/her studies at A F International for acceptance. For the transfer student, the Certification fund can be a combination of two or more bank statements illustrating that the amount of money being deposited to the account is sufficient to pay for the tuition of 2 sessions or greater. In such a case, a letter from the student explaining the source of the money is required. Acceptable forms of financial documentation are:

- a personal bank statement,
- an affidavit of support from a sponsor/parent with a bank statement stating the responsibility for the student's expenses,
- a letter guaranteeing financial support from the student's employer, and
- a scholarship letter from the student's government or other organizations.

In addition, depending on their situation, applicants must follow one of the following procedures:

Applying for a Student Visa outside the U.S. (Initial) - Upon obtaining a Form I-20,

the student must pay the SEVIS I-901 fee prior to applying for an F-1 visa. Please visit <http://www.fmjfee.com> for details. The student must then have a visa interview with the local U.S. consulate for an F-1 Visa. For the interview, the student must bring the following:

- SEVIS Form I-20
- evidence of the SEVIS I-901 fee payment,
- a signed passport which must be valid for at least six months,
- a completed Form DS-160,
- Completed Financial Certification.

A F International vouches for student status. We do not provide visa service, travel document or passport services.

Transferring with an F-1 visa - The student who already has a non-immigrant F-1 visa and wishes to attend A F International must complete the Notice of Intention to Transfer-In form, which states the student's intention to-transfer and acceptance to A F International. A F International will fax or mail this form to the school the student is transferring from. However, it is the responsibility of the student to ensure the release of the student's Form I-20 to A F International by communicating to the Designated School Official (DSO) of the exiting school. Upon the release of the student's record to A F International in SEVIS, A F International will prepare the Form I-20 for the student. The student should check with the office for the hard copy of Form I-20.

Changing Status to F-1 in the U.S. (Initial - Change of Status) – Upon obtaining a Form I-20, the student must file a Form I-539 (available online at <http://www.uscis.gov/files/form/i-539.pdf>) with USCIS to change from the student's current non-immigrant status to an F-1 status. The payment of SEVIS I-901 fee is also required.

Classes Schedule—A F International does not guarantee registration to the classes offered due to the maximum number of students allowed by the school. The registration is based on first come first serve.

Skipping a Level— A student may skip a level if the student provides the minimum score requirement of an iBT TOEFL or an equivalent test provided by the school.

Cancellation of Classes: A F International reserves the right to cancel classes at short notice due to insufficient demand, and place the student in appropriate level courses, which may be fewer hours and/or different classes. F-1 students are not relieved from registration requirement as a full-time student regardless of the reason.

2. Attendance Policy, Probation and Dismissal

Students are considered to be on probation for “poor attendance,” if their cumulative attendance per session falls below 80%. The student receives an attendance probation notice with the third absence. At the fourth absence, the student is dismissed for “Failure to attend”. An F-1 visa student will be terminated in SEVIS for poor academic performance.

The student is marked as tardy should he/she miss more than 15 minutes but less than 50% of the scheduled class time due to late arrival or early departure. Three tardies are equivalent to one absence. If the student has an official doctor’s note, we will reconsider the student slated to be terminated for “poor attendance” instead.

3. Academic Progress and Grading Policy

For most courses, the final grade for the course is determined by the weighted letter grades of the student’s participation, homework assignments, weekly quizzes and finals.

The following grades are used to report the quality of a student's work:

| | | | |
|-----|----------------|------------------|------------|
| A = | Excellent | 4.0 grade points | (90%-100%) |
| B = | Good | 3.0 grade points | (80%-89%) |
| C = | Satisfactory | 2.0 grade points | (75%-79%) |
| C=- | Insufficient | 1.5 grade points | (70%-74%) |
| D = | Unsatisfactory | 1.0 grade points | (60%-69%) |
| F = | Not passing | 0 grade points | (0%-59%) |

Criteria:

| | |
|-------------|-----|
| Weekly Quiz | 40% |
| Final Test | 40% |
| Assignments | 20% |

A student who withdraws from a course will receive the symbol W” (Withdrawal) for the course, which has no impact on the GPA.

GPA (Grade Point Average): A minimum of 2.5 cumulative GPA must be maintained. Failure to maintain the minimum will put the student on academic probation. To advance to the next level, students must reach a GPA of 75%, or a letter grade C. A student will be placed on academic probation if s/he fails to receive a passing grade of seventy (75% or a C grade) in any class at the end of the quarter. The student will be sent a written notification of his /her academic probation status, and her/ his student record will reflect that s/he is on academic probation. Being on academic probation means that the student will be required to retake the same class level that s/he failed to pass in the subsequent quarter. If the student passes the class in the next quarter, s/he will no longer be on academic probation. If s/he fails again, s/he will be suspended from the school.

Maximum Course Repeats: Students may repeat a course only twice. However, students may repeat the TOEFL iBT preparation class three times to refine their skills to be better prepared for higher education and reach their desired TOEFL score.

4. Leave of Absence Policy

To be approved for a vacation, the student must be in status and have paid his tuition. A student is permitted a vacation once per year after successfully completing 12 months of instruction. The vacation may be up to a maximum of 13 weeks duration and the student must return to this institution to continue his studies. For students who are enrolled for shorter periods, it is recommended that they take their vacation after they have completed their studies.

F-1 Students who are in status and have completed their studies may remain in the United States legally for up to 60 days after completing their studies. For students wishing to have a break by leaving the country they must be in status and have their tuition paid. They have to provide an explanation as to why they are required to return home and a copy of their airline ticket. A student, if approved, must return within five months. If the student fails to meet this deadline, they will have to reapply for a student visa. Breaks in school are permitted on a case by case basis. Breaks in school in the United States are permitted for medical and emergency reasons only. These breaks must be documented with either a Doctor's letter or other acceptable evidence of the emergency. These are approved on a case by case basis.

5. Code of Student Conduct

A F International expects its members to observe traditional canons of scholarly discourse, academic behavior and due process. Students as well as faculty are expected to exhibit the high level of personal integrity which society demands of professionals. A F International insists of the greatest degree of freedom of teaching, learning and expression for all its members; activities which disrupt the regular and essential operation of the A F International are not permitted.

We expect every student to act in a mature and responsible way at all times. The following list of unacceptable activities can result in suspension or termination.

- Violation of any of the AFI's policies or procedures;
- Refusing to follow the teacher's instructions pertaining to course work while in class and thus disrupting the class;
- Indifference, disrespect, or rudeness towards a fellow student, or AFI employees, whether overt or implied;
- Intentionally or chronically speaking languages other than English during class time;
- Not bringing your textbooks and other necessary materials (i.e. paper, pen or

- pencil, etc.) to your classes;
- Use of cell phone, lap tops or any other communication devices during class (cell phones must be turned off during class);
 - Cheating on exams or possession of the official exams for AFI courses;
 - Violation of security or safety rules (Negligence or any careless action that endangers the safety of another person);
 - Being intoxicated or under the influence of a controlled substance while at school except medications prescribed by a physician that does not impair work performance;
 - Unauthorized possession of dangerous or illegal firearms, weapons or explosives in school;
 - Engaging in criminal conduct or acts of violence, or making threats of violence toward anyone on school premises or when representing AFI, or fighting, or provoking a fight on school property, or negligent damage of property;
 - Threatening, intimidating, stalking or coercing fellow students or AFI employees on or off the premises at any time, for any purpose;
 - Engaging in an act of sabotage; negligently causing the destruction or damage of school property, or the property of fellow students or employees in any manner;
 - Theft or unauthorized possession or removal of school property from the premises without prior permission from management or unauthorized use;
 - Immoral conduct or indecency on company property;
 - Conducting a lottery or gambling on company premises;
 - Use of school telephone, fax, computers, office supplies, or other school properties without approval from the office;
 - Smoking in restricted areas or at non-designated times;
 - Drinking or eating in classrooms, or any act of creating or contributing to untidy or unsanitary conditions;
 - Posting, removing or altering notices on the school premises without the permission from management;
 - Soliciting, selling, or collecting funds for any reason on the school premises;
 - Bringing pets of any kind to school;
 - Viewing contents that are sexually explicit, violent or others that may be found offensive to others on the school premises whether using a computer lab or using the student's personal computer;
 - Downloading any active-X controls or harmful files, or creating or modifying any of the computer files or programs of the school that would affect the computer system;
 - Obscene or abusive language - or any act of harassment -toward a fellow student or an AFI employee.

Please note: AFI has a zero-tolerance policy towards any verbal and physical abuse.

6. Force Majeure

A F International is not liable in cases where A F International is unable to fulfill any services or obligations due to any extraordinary event such as a war, a fire, an act of government, an act of terrorism, a natural disaster, labor disputes and other events beyond the control of A F International.

7. Computer Use

Computers in the computer lobby are available to all current students with course-related assignments. We offer free wi-fi..

8. Policy on Human Rights

A F International will admit any student regardless of their race, color, religion, sexual orientation, national, or ethnic origin providing they have met the requirements for admission. Each student will have a right to participate in all of the school's programs and activities.

9. Non-Immigrant F-1 Student Policy

In addition to the policies stated herein, the F-1 student must comply with the terms and conditions of his/her F -1 visa. The student who fails to meet any of the regulatory requirements set by the U.S. and the school will be "out of status" and "terminated" in SEVIS.

Be sure to comply with these policies:

- Enroll by the 2nd day of every session as a full-time student. (18 hours or more of instruction per week).
- A 10% late fee will be added to the tuition amount if payment is received after the first week of the new session.
- Inform the school within 10 days, for the following changes: home address, contact information, sources of financial support, immigration status, and dependent status.
- Do not engage in unauthorized employment.
- Be sure to have a valid Form I-20. If your Form I-20 is about to expire, report to your student advisor about your intent to extend your program by completing and submitting the I-20 Extension Request Form at least 30 days prior to the expiration date indicated on your Form I-20 and submitting it to your DSO/PDSO.
- Provide the documents requested by the school within 10 days for any filing required by the school for compliance with any regulatory agencies.

If you are a new student, report in person to the school on time and have tuition fully paid in a timely manner for the amount agreed to pay in order to undertake the courses; an initial student must report within 30 days and a transfer student must report within 15 days prior to program start date. The tuition is due for the period and for the program indicated on your application form. The period of stay on the Form I-20 should be

consistent as requested on the application form. Partial payments will not be accepted.

10. Exiting the School Policy (F-1 Students)

To avoid being terminated from SEVIS for failure to enroll, a student who plans to leave the school must complete and submit the **Notice of Intention to Exit** form 30 days before the last date of attendance. The student's cumulative attendance and GPA will be reviewed and closed out in SEVIS accordingly.

When transferring to another SEVP approved school, the acceptance letter from the school must be submitted together with the Notice of Intention to Exit form; a letter or a form that expresses only intent to transfer is not sufficient. The student's record will be released to the school within 7 days of the student's last day of registration. If the student does not meet the minimum attendance and/or academic requirement, the student will be released "terminated."

G. STUDENT SERVICES

Accommodations: A F International does not maintain any resident housing or dormitories. AF International assumes no responsibility for student housing or dormitories, assumes no responsibility to find or assist a student in finding housing, and has neither student housing nor dormitories under its control. Housing is available near the School with a range of cost from \$1,300 to \$2,000 per month.

Advising and Counseling: Our staff makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems which require professional counseling, and who request assistance, will be referred to the appropriate agencies. A F International offers visa services for international students and vouches for student status. A Principal Designated School Official (PDSO) or a Designated School Official (DSO) is available during school hours for assistance with visas, academic advising and recommendations pertaining to termination, all immigration rules and regulations.

Placement Services: A F International does not provide any job placement services or assistance.

Library and Facilities:

The A F International library is located on the sixth floor of 3807 Wilshire Boulevard. It contains a wide variety of resource materials for use inside and outside of class. Students may do research and use textbooks, dictionaries, encyclopedias newspapers, and periodicals to stay abreast of current events. Students may check out books at the reception. Students also have free access to computer stations with wi-fi and internet and spacious study tables.

The nearest Public Library is located at 694 S. Oxford Street. The hours are currently Monday and Wednesday from 10AM to 5:30PM and Tuesday and Thursday from 12:30PM to 8PM. In addition to the many other fine Los Angeles library branches conveniently located near our students, we also provide quiet places to study in our facilities.

New Student Orientation: On their first day of attendance, students receive an orientation and a free student ID card. Orientations are also given during each session in the student lobby and in the classrooms.

Parking: Monthly parking is available adjacent to the school; a monthly parking pass is \$100.

School Events: Students at AFI maintain a busy social calendar. In addition to Valentine

parties, Fourth of July celebrations, Halloween parties, Thanksgiving lunches and Christmas dinners, there are monthly birthday celebrations, Round- Table Student Discussions, Spelling Bee Fridays, Game Days, bi-weekly themed potlucks and ice cream socials. Friday sightseeing excursions are optional.

Student Health Insurance: Students are required to be covered by health insurance during their stay in the United States. Applications for different insurance carriers are available. Successful academic progress at AFI requires students to take care of their health, including proper diet and sufficient sleep. If students require medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personal psychological counseling, the Student Services Coordinator will provide a listing of services in the community.

Student ID: On the first day of attendance, students receive a free student ID card.

Student Loans or Grants: ESL students are **NOT** eligible for Government Student Loans or Grants.

Student Lounge and Student Kitchen: Both facilities are available for the convenience of all students. Communal dishes, cutlery and glassware should be kept clean. Students are asked to use common sense and clean up after themselves.

H. TRANSCRIPT AND CERTIFICATES

A F International awards certificates to those students who display merit in their study of the English language. Two types of certificates are available: The Certificate of Participation is awarded to a student who leaves before completing the program. Students who complete the ESL program receive the Certificate of Completion.

I. COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT

A F International has Articulation Agreements with a number of colleges. AFI does not offer credits and does not accept credits from other schools.

J. STATE OF CALIFORNIA DISCLOSURE STATEMENTS

State of California, Bureau for Private Postsecondary Education: *AF International* is a private, educational institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). "Approval" or "approval to operate" means that the Bureau has determined that an institution meets minimum state standards established by the Bureau for integrity, financial stability, and educational quality, including the offering of bona fide instruction by qualified faculty and the appropriate assessment of students' achievement prior to, during, and at the end of its program.

Any questions a student may have regarding this catalog that have not been satisfactorily

answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916)263-1897.

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are **also** encouraged to review the *School Performance Fact Sheet*, which must be provided to you prior to signing an enrollment agreement.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site: www.bppe.ca.gov.

All student records are maintained at the institution's main office while students are enrolled and are available only in digital format after graduation. Official academic transcripts are maintained into perpetuity in cloud technology.

K. MAINTENANCE OF STUDENT RECORDS

Student academic records, which include grades, attendance, prior education and training, personal achievements, etc., are maintained on the school premises for a period of not less than five (5) years.

Transcripts

The school retains academic transcripts indefinitely. A F International will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a \$10.00 fee for each additional transcript. An **official** copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word "**unofficial**" stamped on the transcript. Transcripts issued to the student are marked "**Issued to Student.**"

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

Student Complaint/Grievance Procedures

Persons seeking to resolve problems or complaints should first contact the instructor in charge and then the office administration. Requests for further action may be made to the School Director or to the Chief Academic Officer (CAO).

The School Director or The Chief Academic Officer (CAO) is the ultimate contact for any ethics issues or grievances about classes, students, instructors, staff members, or situations. Students who have ethics concerns may contact the school to request the name and phone number for the CAO or School Director. Any contact/ discussion with the

School Director or CAO is completely confidential. Additionally, if a student is not satisfied with the School's conduct the student can follow the policies of the BPPE, as follows:

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling the toll-free phone number at: **888-370-7589**, or by completing a complaint form, which can be obtained on the Bureau's Internet Web Site: www.bppe.ca.gov.

L. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at A F International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending A F International to determine if your certificate will transfer. A F International does not offer credits. A F International offers a certificate.

Transfer Credit Evaluation

AFI does not accept credits from other schools.

Experiential Credit is not given or evaluated at this institution.

M. REFUND AND CANCELLATION POLICY

STUDENT'S RIGHT TO CANCEL

The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance on the first day of class, or the seventh (7th) day after enrollment, whichever is later. Cancellation occurs when the student gives written notice of cancellation to the Director, at the address of the School, shown on this agreement. The Student can also mail, hand deliver, fax or telegram the cancellation. The written notice of cancellation is effective when deposited in the mail, addressed to **A F International, P.O. Box 6223, Thousand Oaks, CA 91359-6223.**

WITHDRAWAL FROM COURSE

If students withdraw from the course of instruction after the period allowed for cancellation and prior to having completed 60% of their program, the College will remit a refund, if applicable, less the registration fee not to exceed \$100, within thirty (30) days following the withdrawal. Students are obligated to pay only for educational services rendered (including fees associated with those services), and for unreturned books, materials or equipment. Students will be charged tuition based on the number of session clock hours he/she attended, multiplied by the hourly tuition rate as shown on the student's enrollment agreement. The amount the student has paid for tuition will be subtracted from the amount of tuition the student owes. Charges for unreturned books, materials, and equipment will be deducted from the amount of the refund. If the amount that the student has paid is more than the amount that the student owes for the time he/she attended, then a refund will be made within thirty days (30) of the withdrawal. If the

amount that the student owes is more than the amount that the student has already paid, then the student will have to make arrangements with the college to pay it. The exact amount of prorated refund will be based on the formula listed below. The following table provides the estimated amount of refund at each point of withdrawal:

HYPOTHETICAL REFUND EXAMPLE: Students have a right to a full refund of all charges, less the \$75 application fee, if the student cancels the enrollment agreement on the first day of class or on the seventh day after signing this agreement.

ADDITIONAL DISCLOSURES:

The state of California mandates that certain information be provided to students prior to their enrolling in any educational training. Students are to please review the following before registering and enrolling in any class at this institution.

Title IV. This institution does not offer Title IV funding of any kind.

Financial Aid. This institution does not participate nor does it offer financial aid of any kind, not federal (Title IV), state, or any other government funding source.

Loans. This institution does NOT offer education loans of any kind. If a student were to obtain a loan to pay for an educational program, the student would have the responsibility to repay the full amount of the loan plus interest, less and amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from the federal student financial aid program funds.

Distance Education. This institution does NOT offer distance education.

English as a Second Language. All classes are conducted only in the English language.

Bankruptcy. A F International has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Remember that any questions, unanswered questions, and/or complaints can be addressed with the Bureau for Private Postsecondary Education.

BPPE Contact Information:

Mailing Address:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:

**Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833**

Web site Address: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

N. CATALOG UPDATE POLICY

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules and policies change from time to time and that these changes may alter the information contained in this publication. A F International reserves the right to change the catalog information when necessary without prior notice. The catalog is updated bi-annually.

O. HOW TO APPLY

If you are applying from outside the United States, you will need to provide the following:

1. Completed AFI *Application Form* (on website: www.afint.com)
2. Non-Refundable Application Fee \$75

Additionally, F-1 Students submit the following:

3. One passport-size photo
4. Copy of the front-page of your passport
5. Copy of a bank statement showing sufficient funds to cover tuition and living expenses and/or Affidavit of Support (*Form I-134*)
6. SEVIS I-901 fee \$200.00
7. SEVIS I-901 processing fee \$20.00
8. DHL Express Mail fee of \$100.00

If you are transferring from another school in the United States, you will need to provide the following:

- Completed AFI *Application Form* (on website: www.afint.com)
- Completed AFI *Transfer-in Form*
- Non-Refundable Application Fee \$75
- Copy of the front page of your passport

Copy of the F-1 Visa Page of your passport and Form I-94

Copy of current SEVIS I-20

Copy of a bank statement showing sufficient funds to cover tuition and living expenses
and/or Affidavit of Support (Form I-134)