

# **A F International College**

**A F International School of Languages Inc.**

## **English Language Program**

**General Catalog**

**Los Angeles**

**2012**

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# Welcome

. . . to the A F International School of Languages Inc. of Westlake Village and A F International College of Los Angeles, California, United States of America.

As you hopefully will soon find out, A F International (AFI) is an unforgettable way to experience American culture--and it's the fastest way to learn English!

On your first day at school, we test your language knowledge and assign you to the correct study level. During your program, you will receive plenty of feedback on your progress in the form of Grade Report Cards at the end of every session, and when you finish the program, you will receive our Course Certificate.

Our students are among the most successful candidates for the TOEFL iBT. Their results are a tribute to the effectiveness of our Intensive Advanced English program.

Our teachers are the backbone of our school: experienced, enthusiastic and patient professionals who will encourage you and inspire you to excel and are committed to students who are serious about learning English.

AFI is proud to be affiliated with the following organizations:

- Approved by the Bureau for Private Postsecondary Education of the State of California; meets the 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 programs.

- Affiliated with the Educational Testing Service (ETS) and administers the TOEFL® internet-based test.
- Member of the Teachers of English to Speakers of Other Languages (TESOL).
- Authorized under federal law to enroll non-immigrant alien students.

Our small multi-national classes, our dedicated teachers and the cosmopolitan setting of Los Angeles are sure to provide you with an unforgettable experience studying English in the United States of America.

Our curriculum is demanding, and if you share our philosophy outlined on the following pages, then AFI can be 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 am looking forward to meeting you.

Sincerely,

**AF**

Dr. Andrea M. Fuchs

Foundress and Director, AFI

# Our Mission

Our intensive English program strives to provide the highest quality instruction in English as a Second Language (ESL), and supportive services to international students while promoting intercultural communication skills and maintaining a school environment that is friendly, welcoming and encouraging.

To achieve this mission, A F International will ensure excellence and integrity in the delivery of its programs by

- working with divergent and highly educated teachers;
- encouraging challenging learning experiences;
- maintaining compliance with the highest professional standards;
- developing and personalizing collaborative teaching curricula to meet the individual needs of the student;
- developing new courses responsive to student needs;
- providing school catalogs and internet websites with full disclosure of program descriptions, costs, refund policies and calendars;
- providing staff and student handbooks with full disclosure of all policies;
- ensuring the highest quality in program administration, program curricula, teaching,

and student services.

## Our Institutional Goals

- 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 provide adequate physical facilities, educational support technologies, curriculum management, and planning structures for teaching and learning;
- to strive to continue to improve student performance through student involvement in classroom activities.

## Performance Goals For Our Students

- to develop competence in listening, speaking, reading, and writing comprehension in English;
- to utilize available educational technology and methodology;
- to have a positive experience with people of other cultures that will foster a world view of brotherhood;
- to develop a positive and realistic concept of self and others in our multicultural society.

## English Placement Test

On your first day at AFI, you will be given a placement test which determines your level of English skills and the class that is most appropriate for you.

AFI uses a number of placement tests, including the Longman Pearson Side by Side and the English Placement Test (EPT) by ELI, University of Michigan.

All placement tests are designed to quickly place English language students into homogenous ability levels. They cover four areas of the English language: listening comprehension, vocabulary, grammar, and reading.

## Thirteen Levels

Our complete English program consists of the 13 levels which, if taken consecutively, can be completed in 13

sessions.

1-4	Beginning
5-6	Low-Intermediate
7-8	Intermediate
9-10	High-Intermediate
11-12	Advanced
13	TOEFL iBT Preparation

## ESL Programs

Our English program is designed for students who need to learn English for professional or academic reasons as quickly as possible. Teachers cover a wide-ranging syllabus designed to develop your overall linguistic skills through speaking and listening, reading and writing. The full schedule of varied, absorbing lessons guarantees maximum progress.

- With 96 hours per four weeks, our Intensive English Program is the most comprehensive course at A F International.
- The Semi-Intensive Program consists of 72 hours per 4 weeks and is taught half-days.
- The Part-time ESL course is available for non-F-1 Visa students who wish to enroll in an English program while being in the United States, or take our ESL for Professionals course for Accent Reduction / Conversation or Business English.

## Schedules

Classes are taught on a module rotation basis. Students enrolled in the morning classes, for example, will study with three teachers, as illustrated by the example below.

	<i>M—F</i>	<i>Teacher</i>
9:00 to 10:30	Grammar and Conversation	Mrs. Gurr
10:40 to 11:40	Reading, Writing & Vocabulary	Ms. Hopper
11:50 to 12:40	Accent Reduction, Listening and Speaking	Ms. Fazel

# English Program

## Course Descriptions

Each morning ESL class consists of three segments: **Grammar and Conversation (G)**; **Reading, Writing & Vocabulary (RW)**; and **Accent Reduction, Listening and Speaking (LS)**.

This course description groups levels (Beginning through Advanced) by course type headings:

- Grammar and Conversation (G);
- Reading, Writing & Vocabulary (RW); and
- Accent Reduction, Listening and Speaking (LS).

Each clock hour of instruction stated has a 10-minute recess; each instructional hour is 60 minutes long. For each course, after its description, there are prerequisites which students must complete with a passing grade (C or above). There are weekly quizzes on Tuesdays, and the last Thursday of a session is reserved for finals.

### Grammar

- **Beginning (G 1,2):** These courses are an introduction to 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. Prerequisite: None
- **High Beginning (G 3, 4):** Students continue to build their everyday English foundation while increasing their skill and confidence in speaking and simple writing. The following grammar topics are covered: verbs 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. Prerequisite: GR 2
- **Low Intermediate (G 5, 6):** Students 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. Prerequisite: G 4
- **Intermediate (G 7, 8):** Students continue to use English for more complicated and varied situations, using 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. Prerequisite: G 6
- **High Intermediate (G 9,10):** Students are able to correctly use 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. Prerequisite: G 8
- **Advanced (G 11, 12):** Students are able to correctly use 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. Prerequisite: G10

## **Reading/Writing**

- **Beginning (RW 1, 2):** This level is an introduction to reading and writing in English. The short, simple reading passages 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. Prerequisite: None
- **High Beginning (RW 3, 4):** 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. Prerequisite: RW 2
- **Low Intermediate (RW 5, 6):** 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. Prerequisite: RW 4
- **Intermediate (RW 7, 8):** Students develop further competence in academic English through assignments in a variety of themes and topics, including film, the arts, personal relationships, and travel. In each unit, students read passages from different points of view on a topic and then compare them. After studying some points in writing style and grammar, will be guided step by step to use them to write their own thoughts on the topic. Styles include summary writing, comparing and contrasting, and parallel structure. Grammar topics include choosing between similar verb tenses, using superlatives, and forming noun clauses. Prerequisite: RW 6
- **High Intermediate (RW 9, 10):** 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. Prerequisite: RW 8
- **Advanced (RW 11, 12):** Students further 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., business, religion, Cross-cultural insights, the arts, poverty, and the military. Additionally, students produce writing through the process of generating ideas, organizing and drafting content, revising, and editing for grammar and style. Prerequisite: RW 10

## **Accent Reduction/Listening/Speaking**

Beginning (LS 1, 2): 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 speak like a native speaker. Prerequisite: None

- High Beginning (LS 3, 4): 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. Focused vocabulary development and pronunciation work supplement these core conversation functions. Stress and intonation are taught so that the students can speak like a native speaker. Prerequisite: LS 2
- Low Intermediate (LS 5, 6): Students further develop communicative competence in English by studying and practicing specific structures, vocabulary, and communicative functions in a variety of topics. To accomplish this, 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 speak like a native speaker. Prerequisite: LS 6
- Intermediate (LS 7, 8): 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 speak like a native speaker. Prerequisite: LS 6
- High Intermediate (LS 9, 10): 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 speak like a native speaker. Prerequisite: LS 8
- Advanced (LS 11, 12): 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, and pronunciation work supplements class discussion. Stress and intonation are taught so that the students can speak like a native speaker. Prerequisite: LS 10

### **TOEFL iBT Prep**

- TOEFL (TO 13): The courses are 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 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 course is accompanied with work in the computer lab where you are required to take five complete simulated iBT TOEFL exams and a final which is to assess the student only from the materials covered in class. The simulated exams taken will be reviewed in class so that the student knows the areas needed to improve. Prerequisite: RW 12, LS 12

### **English for Professionals: Business English**

- This program consists of a four-weeks advanced level class during which students 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: RW 10, LS 10

## 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 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. Four tardies are equivalent to one absence.

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	(70%-79%)
D = Unsatisfactory	1.0 grade points	(60%-69%)
F = Fail	0 grade points	(0%-59%)

Criteria:

- Class participation
- Completion of assignments
- Weekly Quiz
- Final Test

A student who withdraws from a course will receive the symbol "W" (Withdrawal) for the course, which has no impact on the GPA. The credit hours for the course are counted as "attempted but not achieved".

# Tuition and Fees

## Tuition

Our ESL programs fall into three course categories:

Intensive ESL course consisting of 96 hours per 4-week session;

Semi-Intensive ESL course consisting of 72 hours per 4-week session;

Part-Time ESL course consisting of fewer than 72 hours per 4-week session (not applicable for F-1 Visa student).

The long-term tuition discounts applicable for students is illustrated under the Long-Term Tuition Discounts. For refunds, please refer to the Terms and Conditions.

The tuition is due in full at the time of registration. For continuing students, the tuition is due at the time of registration, or the first day of the new session.

*Classes in Los Angeles are based on small-group instruction with an average class size of 15 students.*

### Session Tuition, Los Angeles campus

Intensive ESL Course (96)	\$650
TOEFL iBT Preparation (96)	\$650
Semi-Intensive Course (72)	\$500
Part-Time ESL Course (70)	\$490
ESL for Professionals (12)	\$360

*Classes in Westlake Village are based on Individual, one-on-one instruction.*

### Session Tuition, Westlake Village campus

Intensive ESL Course (96)	\$1596
TOEFL iBT Preparation (96)	\$1596
Semi-Intensive Course (72)	\$1296
Part-Time ESL Course (70)	\$1280
ESL for Professionals (12)	\$360

# Fees

- **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.

- **Processing Fee/Rebooking Fee**

There is no charge for processing a Form I-20.

- **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 are as follows: Outside the US: \$100; Within the US: \$30.

- **SEVIS I-901 Fee**

The SEVIS I-901 fee of \$200 must be paid directly to the SEVP administrator for those, with an initial Form I-20, applying for a student 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 school will send the payment receipt with the acceptance package. The fee is independent of AFI. Please visit [www.fmjfee.com](http://www.fmjfee.com) for details.

- **Airport Transfer Fee**

AFI provides airport pick-up service from the Los Angeles International Airport (LAX) to AFI or to the location you will be staying as long as the location is within 10 miles of the AFI Center. The \$110 airport transfer service fee is due 20 days prior to your scheduled arrival date. If you cancel 10 days prior to your scheduled arrival date, there will be a full refund.

- **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](http://www.ets.org).

- **Textbook**

Students must purchase the required textbooks for the courses by the second day of the session. The textbooks are often used for an entire level (two sessions or 8 weeks). The average cost of textbook(s) per level is \$100 for the Intensive Program.

- **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 \$2.50 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 \$2.50.

- **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.

- **Accommodation Arrangement Fee**

There is a non-refundable fee of \$200 to arrange your accommodation. The fee is due 20 days prior to your desired move in date. The type of housing is not guaranteed, and a student will be placed in available housing. This fee includes a one-time option to change, within 40 days of your placement, from dormitory to homestay or vice versa. The housing arranged is only for the duration of the student's studies at AFI, and the student must move out within 30 days of the student's last date of registration at the school.

- **Security Deposit for Accommodations**

For dormitories and homestay accommodation, there is a security deposit of \$200, which must be paid together with the accommodation arrangement service. The security deposit will be held by the school and paid within 30 days from the date of a written request to the parties agreed by the student and the landlord.

Should there be a dispute between the student and the landlord, the school will hold on to the money until the dispute is settled between the parties. The student may request a refund after the student has moved out of the place and within 40 days from the last day of student's attendance at AFI, and the refund request must accompany the release letter from the landlord.

There will be a charge against the security deposit for any damages and/or cleaning services needed to restore the rental to its original condition.

- **Rental Rates**

For a new student, the rent for the period booked is due 20 days prior to the student's scheduled move-in date. For the continuing student, the rent is due at the time of booking. The room is guaranteed only for the period booked, and availability is based on first come first served.

For homestay, the first month's rent is due 20 days prior to the student's scheduled move-in date. Thereafter, the rent is due on a monthly basis. The monthly rate for homestays is subject to change, and the payment policy for each homestay may vary.

- **Long Term Discounts**

You may prepay tuition for up to 12 months with significant discounts ranging from 3% to 8%, depending on the number of sessions.

To receive this discount, you must prepay the entire discounted tuition amount on your first day of registration.

The long-term tuition discount applies only one time for new students. Thereafter, tuition is due session by session.



# AFI School Policies

## Admissions Policy

A F International reaffirms its policy of equal opportunity in education regardless of race, color, creed, religion or national origin.

A F International admits students age 18 or older. Students under the age of 18 must have completed high school with a minimum cumulative GPA of 2.0 and above, or have the consent of the School Director after an initial oral interview. In all cases, the applicant must have 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 a student wishing to attend the school as an International F-1 student, 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, the estimated total expense is \$1,500 (which is the sum of tuition, books, and living expense) 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 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-156,
- and other applicable documents.

**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.

**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 first 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.

## Policy on Human Rights

A F International brings together in common pursuit of its educational goals persons of many nations, races, and creeds. AFI is guided by the precepts that in no aspect of its programs shall there be differences in the treatment of persons because of race, creed, color, national origin, age, sex, disability, sexual orientation, and any other classifications that deprive the person of consideration as an individual, and that equal opportunity and access to facilities shall be available to all.

These principles are expected to be observed in the internal policies and practices of AFI; specifically in the admission, housing, and education of students; in policies governing programs of extracurricular life and activities; and in the employment of faculty and staff personnel. AFI shall work cooperatively with the community in furthering these principles.

## Refund Policy and Procedure

**Refund Request:** All refund requests must be submitted in writing by mail to A F International, P.O. Box 6223, Thousand Oaks, CA 91359-6223; in person; or by electronic mail. All refunds are made by check within 30-calendar days from the date of receipt of such request. The student may pick up the check in person or request the delivery of the check by mail, in which case the applicable mailing fee would apply. AFI uses only a courier company that has a tracking system ensuring a delivery. If you are applying through an educational counselor/agency, any refund will be made payable to the agency unless we are instructed by your agency to pay you directly.

**Basis for Refund:** The tuition refund is solely based on the money received by the school after all applicable fees owed to the school are deducted. Any money not paid, discounts or promotions, will no longer apply upon your withdrawal. The tuition charge will be based on the standard (full charge) published price.

### Refund Example

A Non-CA Resident student enrolls for 3 sessions (12 weeks) of Intensive Program (24 hours per week or 288 hours of instruction), which costs \$1,950.00. The student pays \$1,892.00 and receives \$58.00 as a long-term tuition discount. If the student completes one session (96 hours of instruction) and withdraws, the refund calculation will be as follows:

	<b>Debit/Credit</b>	<b>Balance</b>
Amount Paid	\$1,892.00	\$1,892.00
Long Term Discount	\$58.00	\$1,950.00
96 hrs of instruction	\$650.00	\$1,300.00
Discount Voided for Withdrawal	\$58.00	\$1,242.00
Recruiting Fee (35% of \$1,950)	\$682.50	\$559.50

The check for \$559.50 will be available, between 10 and 30 days, at the office for pick up.

**Cancellation:** For courses cancelled by the first day of a session, there will be a full refund for the tuition paid.

**Withdrawal:** For courses withdrawn after the period allowed for cancellation, the tuition refund will be prorated on a weekly basis. Additionally, there will be a withdrawal fee of \$200.

There is no refund if withdrawn after 50% of instructions.

**Minimum Registration Requirement:** International students are required to attend at least two sessions (8 weeks) prior to requesting a transfer. Otherwise, there is an early transfer fee of \$350.

**Recruiting Fee for Non-California (CA):** If you are a Non-CA Resident and you withdraw, there is a recruiting fee of 35% of tuition for the period and the program, which you have stated on your application form.

The fee will not apply if you are a continuing student - extending from the initial period enrolled - or a student applying for an F-1 visa outside the U.S. whose visa is denied.

**Expulsion/Suspension:** No refund will be given to a student expelled or suspended, or terminated from SEVIS.

**Unclaimed Balance:** The school has the right to any unclaimed balance beyond 180 days from the last date of student's attendance or the scheduled start date if the student had never attended the school.

## Terms and Conditions

The students are subject to the school standards of conduct, policies and procedures, and any other written policies or procedures for the safety and welfare of A F International students and employees.

- **Class Time Missed:** The courses are charged session by session. A student will not be given a credit or a refund due to late registration or any time missed. Additionally, no credit or a refund will be given for classes not held on the public holidays.
- **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.
- 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.
- **Changing Classes:** After the first 2 days of a session, the student may not change classes unless classes are cancelled due to low enrollment for the classes.
- **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.
- **Absences due to Extenuating Circumstances:** Regardless of the reason, a student who is absent will be marked absent. However, if the student has an official doctor's note, we will reconsider the student slated to be terminated for "poor attendance" instead.
- **Student Residency Policy:** The period of stay is guaranteed only for the period booked.
- After the first initial booking, the student must pay the full amount in order to book, and the booking is done based on first come first serve.
- Students living in the dormitory are subject to the Dorm Policy. Failure to do so will result in eviction and termination from school, and there will be no refund.
- **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.

## **Attendance and Academic Progress Policy**

AFI has minimum academic performance and attendance requirements.

**Attendance:** The student is considered to be on probation for “poor attendance,” if the student’s cumulative attendance falls below 80%.

Should the student’s average attendance fall below 80% while on probation, the student may be suspended from the school for up to two sessions.

For an F-1 visa student, the student will be terminated from SEVIS for “poor attendance”.

**GPA (Grade Point Average):** A minimum of 2.0 cumulative GPA must be maintained. Failure to maintain the minimum will put the student on academic probation. If the student’s GPA for the session falls below 2.0 while on probation, the student may be suspended from the school for up to two sessions. For an F-1 visa student, the student will be terminated from SEVIS for “poor academic performance”.

**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.

## **Record Keeping Policy**

AFI keeps an electronic record of the student’s personal information and transcript for up to five (5) years from the student’s last day of attendance at AFI.

We keep hard copies of the following: photocopies of applicable student information for up to three (3) years - and rosters and exams (midterms and finals) for up to a year. The student’s record is accessible only to authorized personnel unless the student requests in writing for the release of his/her information to a person or an entity.

The student may access his/her record through ENGRADE with his/her user identification and password provided by the school. The student may challenge in writing the student’s grade and/or attendance records that are less than thirty (30) days old from the date which the letter was submitted.

AFI will respond within 10 days to the request for correction. The student’s grade and/or attendance record - 10 or fewer days old will be investigated relying on your instructor’s recollection and the hardcopies kept.

Any disputed record more than 10 days old but less than 30 days old will be solely based on the hardcopies kept by the school.

## **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.

### **The List of Unacceptable Activities**

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.*

## **Computer Use**

Computers in the computer lab are available to all current students with course-related assignments.

Please do not use the Internet when working on the Lab computers since downloaded files may interfere with the proper downloading of the actual TOEFL iBT tests.

For personal use, please use the computers in the lobby area. Using the computers for non-course related work is limited to 20 minutes per person if there are others waiting.



## **Bureau for Private Postsecondary Education**

### **Student Tuition Recovery Fund Disclosures**

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the 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 cost.
4. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the Act.”

“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, who is a California resident and prepays all or 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.
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.”

### **Complaint Procedure**

If a complaint cannot be resolved after exhausting the institution’s procedure, “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](http://www.bppe.ca.gov).”

## 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.

### General Policy (F-1 Students)

Please 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 instructions 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.

### 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 by the 2nd day of the session required to register. 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.”

### Leave of Absence Policy (F-1 Students)

A student, who plans to continue his/her studies, may request a leave of absence or take less than the required course load (less than 18 hours of instruction per week) for a session by completing the **Vacation/Drop below Full Course Load Request Form**. Whether or not such request is approved will be determined within 7 days from the date of submission. Leave of absence from school cannot be abused to extend the student’s transfer period between schools. The school reserves the right to decline the student’s request for a vacation for any reason. For details, please review

the **Vacation/Drop below Full Course Load Request Form.**

**Absence from the US:** A student may be relieved from the registration requirement if the student's absence from the U.S. is greater than 30% of the period for the session(s) indicated. The student must submit in writing for each session for the period not in the U.S. The absence period will be determined by the plane ticket's departure and arrival dates, which will later be verified by the student's Form I-94.

**Medical Reason:** The student who needs to take a reduced course load or no course load for medical reasons must provide to the school an official letter from a licensed physician. The letter must indicate the reason why the student should not take a full course load. A leave of absence due to medical reason(s) cannot exceed a total of 4 sessions for the entire time that the student is enrolled at the school.

**Standard Vacation:** A student who has completed a minimum of 12 sessions is eligible for up to 60 days (2 sessions) of vacation. Such hours completed must be from consecutive registered sessions without a break, and the number of hours registered for each session must be 18 hours or greater. The session(s) that the student is requesting to be excused from must immediately follow the consecutive sessions completed.

**Traveling Outside the U.S.**

A continuing student who has a multiple entry F-1 visa (not the F-1 visa obtained by the change of status in the U.S.), may be allowed to re-enter the U.S. if the following criteria are met:

The student has a Form I-20 with current information that is signed by the PDSO/DSO on pages one and three allowing travel outside of the United States.

The student's visa and passport are valid at the time the student reenters the United States (the expiration date on the student's visa has not passed at the time of re-entry).

The student returns and resumes his/her studies within four (4) sessions.

# Student Services

## Accommodations

A F International offers dormitories and homestay accommodation options with local families. You may complete the **Homestay Application Form** on our on-line application. Payment is due 20 days prior to your planned move-in date.

Please let us know your check-in time, if you arrange your own airport transfer. The check-in time must be between 7:00 am - 10:00 pm. If not, you must arrange your own accommodation for the night. If you have requested the airport transfer service with us, we can recommend and help you to book a motel/hotel near us.

**Dormitories:** Dormitories do not include meals, but students have full access to the kitchens. The dormitories are easily accessible by bus and are furnished with a bed and a desk. The facilities also include TV, internet access, refrigerator, lobby, living rooms, and laundry machines (washer and dryer), as well as bedding.

**Homestay:** Homestay accommodations with host families generally include two meals per day (breakfast and dinner), a private or shared room with a bed, a desk, and more, depending on a host family. Homestays are selected so that they are located within 30 minutes by public transportation from AFI. It is a good idea for you to first visit and meet your host families before you move in to the house. If you are not a local, book the first 30 days with a dorm so that you may visit and choose the host family of your choice. We will introduce up to three (3) host families.

## Airport Pickup Service

AFI provides airport pick-up service from the Los Angeles International Airport (LAX) to AFI or to the location you will be staying as long as the location is within 10 miles of the AFI center. You are required to inform us of your flight information at least ten (10) days prior to your arrival date. You should receive the confirmation notification about five (5) days prior to your scheduled arrival date.

Upon your arrival at Los Angeles International Airport (LAX), expect about an hour or two before you are released from the Port of Entry (going through required procedures). After you are cleared through the Port of Entry, look for the AFI representative holding a sign with the AFI logo and your name. For international flights, the driver will arrive one hour after the flight arrival time to offset the release time. In all cases when you cannot find the driver, call the number instructed in the acceptance package you received.

## New Student Orientation

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

## 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—if you'd rather brush up on some grammar topic or attend a writing workshop, feel free to do that.

## Grade Reports, Transcript and Certificates

During our graduation ceremony at the end of every session, you will receive a **Grade Report Card** with individual grades for each section of your course: Grammar, Reading and Writing, and Accent Reduction, Listening and Speaking. Your Grade Report will also list a summary grade.

The transcript with our seal is the AFI Official Transcript. Upon request from a student, we provide the transcript detailing the student's progress which includes the student's attendance percentage, the final exam grade, and the final grade for the course taken.

AFI provides two types of certificates to those who are in the AFI ESL program.

**Certificate of Achievement:** This certificate is awarded to those who have successfully completed (C or better) the advanced levels. This certificate serves as our confirmation that the student has demonstrated proficiency in all four areas of the English language: Speaking, Listening, Reading, and Writing.

**Certificate of Completion:** This certificate is given to those who have successfully completed (C or better) at least one course. The certificate will indicate the highest levels successfully completed.

# AFI Staff and Faculty

## Administration 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.

We at AFI are 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.

## Teaching Faculty

Our teachers hold a Bachelor or Arts, or higher, degree and a TESOL (Teacher of English to Speakers of Other Languages) or other equivalent certificates.

Our faculty members are committed to receive ongoing 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 ongoing improvement of our program.

As is stated on the beginning pages of this catalog, the goals of our teaching faculty are

- 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.

How do we measure our teachers' success?

We measure it by the achievement of one student at a time, - by your learning outcome, by your high score on the TOEFL test, by the "Excellent" grade your Grade Report Card and by your Certificate of Achievement.

## List of AFI Staff and Faculty

FUCHS, Andrea M.

Ph.D., University of California, 1984

GURR, Barbara J.

B.A., New York University, NYC: 1964

HOPPER, Alexis Rhea

M.A, University of Chicago, IL, 2004

HUNT, Elizabeth

B.A., University of Oregon, 2004

MURCH, Elizabeth Jill

B.A., California State University Northridge: 2004

THOMPSON, T

B.A., New York University, NYC: 1969

VEDAD, Kelly Fazel

M.A., California State University Fullerton: 2004

WEBER, Alice Briana

B.A., CSUN, 2011

ZICK, Marilyn

B.A., University of California, Santa Barbara, 1981



# Session Calendar for 2011 and 2012

A F International observes the following holidays:

- New Year's Day (January 1)
- Martin Luther King Jr. Day
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (last Thursday in November)
- Christmas Day (December 25)

The school is closed for Winter Recess from December 17, 2011 through January 1, 2012.

## Session Dates for 2011

	Starting	Ending		Starting	Ending
Session 1	January 2	January 27	Session 8	July 16	August 10
Session 2	January 30	February 24	Session 9	August 13	September 7
Session 3	February 27	March 23	Session 10	September 10	October 5
Session 4	March 26	April 20	Session 11	October 8	November 2
Session 5	April 24	May 18	Session 12	November 5	November 30
Session 6	May 21	June 15	Session 13	December 3	December 21
Session 7	June 18	July 13			

## Session Dates for 2012

	Starting	Ending		Starting	Ending
Session 1	January 3	January 28	Session 8	July 18	August 12
Session 2	January 31	February 25	Session 9	August 15	September 9
Session 3	February 28	March 25	Session 10	September 12	October 7
Session 4	March 28	April 22	Session 11	October 10	November 4
Session 5	April 25	May 20	Session 12	November 7	December 2
Session 6	May 23	June 17	Session 13	December 5	December 16
Session 7	June 19	July 15			