



## **Student Handbook**





# **Student Handbook**

## **Table of Contents:**

Section	Page Number
1. Welcome	3
2. Mission Statement	3
3. List of IAE Staff	3
4. IAE Location and Contact Information	3
5. Overview of Program	4
6. Placement & Orientation Procedures	4
7. Level Progression	4
8. Quarterly Calendar	5
9. Class Sequence and Required Textbooks	5
10. Program and Facility Information for Students	6
11. IAE Policies and Procedures	7-8
12. Achievement Scale	9- 13
13. Additional Services	14
14. Holidays	15
15a. About Las Vegas	16
15b. About San Diego	17
16. School Conduct Policy	18
17. Attendance Policy – Las Vegas campuses	19
18. Class Schedule	20
19. Accreditation Information	21
20. Release to Complete Student I-20	22
21. Intentionally left blank	23
22. Waiver of Liability for Field Trip	24
23. Receipt of IAE <i>Student Handbook</i> including Attendance Policy	25



# 1. Welcome to the International Academy of English (IAE)

We hope you enjoy your time in Las Vegas, San Diego or Newport Beach as well as the time and effort you put forth at our school. We at IAE want to ensure that your time with us is as comfortable and productive as possible. Mastering the English language is a challenging task and IAE is honored to be a part of your educational goals. This student handbook is designed to help you acquaint yourself with the policies and procedures of the school. Also included is general information about the cities in which our campuses are located, Las Vegas, San Diego and Newport Beach, housing, parking, holidays and other useful information. Use the handbook for quick reference, but please feel free to ask an IAE staff member if you have further needs or questions. Below is IAE’s mission statement, which includes our commitment to you as a student and our overall goal as an educational institution. We look forward to answering any questions you may have regarding our program, and wish you well in your studies. Again, welcome to IAE.

## 2. IAE Mission Statement

The mission of the International Academy of English is to provide non-native speakers with quality English language instruction to help them read, write, speak and understand English at increasing levels of proficiency. We prepare students to communicate effectively in English in a friendly and supportive learning environment.

## 3. List of IAE Administrative Staff

Title		Name	
Executive Director		Carmen Gomide	
Administrative Director		Denise Souza Mastro	
California	San Diego	School Site Director	Denise Souza Mastro
		Academic Site Director	Christopher Yerkes
		Operations Coordinator/ PDSO	Marie Ellerby
		Designated School Official	Jorge Lopez
	Student Services /Administrative Assistant/ DSO	Mari Hellman	
	Newport Beach	School Academic/ Site Director/ Designated School Official	Beate Berg
Student Services /Administrative Assistant		Kimi Ko	
Nevada	Las Vegas West	School Site Director/ Designated School Official	William Doyle
		School Academic Site Director	Loretta Dutt
		Student Services /Administrative Assistant	Monique Manning
	Las Vegas East	School Site Director / Designated School Official	Yepsis Cabrera
		School Academic Site Director	Megan Buckley
		Administrative Assistant	Anastasia Shebunyaeva

## 4. IAE Locations and Contact Information

<i>San Diego</i>	<i>Newport Beach</i>	<i>Las Vegas East</i>	<i>Las Vegas West</i>
Address: 123 Camino De La Reina Suite 100 North San Diego, California 92108	Address: 1601 Dove Street Suite 105 Newport Beach, CA 92660	Address: 1771 E. Flamingo Road Suite 115A Las Vegas, NV 89119	Address: 3100 W. Sahara Ave., Suite 108 Las Vegas, NV 89102
Phone: +01.619.232.8768	Phone: +01.949.8868	Phone: +01.702.202.4624	Phone: +01.702.383.4088
Fax: +01.619.232.8758	Fax: +01.619.232.8758	Fax: +01.619.704.1002	Fax: +01.619.704.1002
Email: info@sdiac.edu	Email: nb@sdiac.edu	Email: lve@sdiac.edu	Email: lvw@sdiac.edu

[www.sdiac.edu](http://www.sdiac.edu)



## 5. Overview of Program

The International Academy of English (IAE) is an Intensive English program that offers five levels of instruction and a TOEFL Preparation course. Each level is taught throughout an 18-week term, which is subdivided into two 9-week sessions (Sessions A and B). Completion of all five levels takes 23 months. If students fail, they can go through the same level one more time provided they are making academic progress. The main objective of the Intensive English Program is to help students read, write, listen, and speak at increasing levels of proficiency so that they can fulfill their academic and professional goals. The intensive nature of the program requires focus, dedication, and effort on the part of both students and teachers. Some of our students have the objective of being admitted to undergraduate or graduate courses in colleges or universities. Students also want to learn English for professional reasons, such as getting a job or being promoted. Our primary instructional approach is skills-based as we place students according to their skill level, in which we offer specific classes to help students enhance their reading, writing, listening, and speaking skills. Our methodological approach is communicative since students learn the target language through interaction with their peers, teachers, and the outside community.

As for our TOEFL program, the main objective of the course is to prepare students to be successful in the TOEFL test and to be admitted to the college or university program they apply to. The TOEFL Preparation course is also offered throughout an 18-week term and students can choose to repeat the TOEFL Preparation course if they have not attained their goal on the TOEFL exam by the end of the class.

## 6. Placement & Orientation Procedures

Upon receipt of initial payment and necessary legal paperwork by IAE, students are given a placement test, which includes grammar, listening/speaking, reading / writing to determine their English language skills. Placement testing is done once per week. On the same day of placement testing, all new students are required to participate in a general orientation session to review several important topics such as schedules, books and materials, attendance policy, academic advancement, and other related matters. The importance of having health insurance while you are in the U.S. will also be stressed.

Based on the results of the placement test, students are enrolled in the appropriate level of instruction as determined by the IAE Academic Site Director, Site Director, Head Teacher, and/or other designated instructor. On rare occasions, students who feel they have been placed at an inappropriate level may be able to move up or down one level based on the teacher's recommendation, pending approval by the Site Director or Academic Site Director.

Students who left our school in good standing and are away for more than 5 months must retake the placement test upon their return. Las Vegas only: This applies to more than 5 months away from either country regardless of the campus to which they are returning.

IAE offers both a full-time program (Integrative Grammar and Reading/Writing plus Listening/Speaking) and a part-time program (one or two of our three classes). **Students on F1 visas are not eligible for the part-time program.** All students take our complete placement test. It is possible to move from one program to the other under certain conditions as shown below:

*Situation A:* After the placement test, a student chooses our part-time program but decides s/he wants to study in the full-time program. The student may make this change within his/her first two weeks only. After two weeks, the student may not change to the full-time program.

*Situation B:* A student wants to move from the full-time program to the part-time program. This may be done starting any Monday; however, in that case, once students have started the part-time program, they are not permitted to return to the full-time program.

*Situation C:* A student in the part-time program has a status change to F1. Upon F1 status approval, s/he retakes the placement test and begins the full-time program.

## 7. Level Progression

IAE's programs run in 2 sessions of 9 weeks each. Students begin by taking a placement exam the week prior to beginning classes, and all new students begin their studies on Monday. The minimum enrollment period is four (4) weeks, and the maximum enrollment period varies, depending on the level of English skill the student arrives with, the English skill level students want to have when they leave, and the speed at which they progress through the program. Students who successfully achieve IAE's learning objectives are entitled to receive a "Certificate of Participation" when they leave IAE.

The exceptions to this requirement are in the TOEFL class. In order to ensure that all students are making satisfactory academic progress, a student may not remain in TOEFL for more than 4 academic sessions (2 cycles)

## 8. Academic Calendar:

The schedule for September 14, 2017 – April 4, 2019 is as follows:

Session B	September 14, 2017 - November 16, 2017
Session A	November 20, 2017 - January 18, 2018
Session B	January 22, 2018 - March 22, 2018
Session A	March 26, 2018 - May 24, 2018
Session B	May 28, 2018 - July 26, 2018
Session A	July 30, 2018 - September 27, 2018
Session B	October 1, 2018 - November 29, 2018
Session A	December 3, 2018 - January 31, 2019
Session B	February 4, 2019 - April 4, 2019

## 9. Class Sequence and Required Textbook

Level	<i>Integrated Grammar Class</i>	<i>Reading &amp; Writing Class</i>	<i>Listening &amp; Speaking Class</i>
<b>Beginning</b>	<i>Focus on Grammar 1, 4<sup>th</sup> edition</i>	<i>Skills for Success Intro 1<sup>st</sup> edition</i> *Oxford University	<i>Skills for Success Intro 1<sup>st</sup> edition</i> *Oxford University
<b>High Beginning</b>	<i>Focus on Grammar 2, 5<sup>th</sup> edition</i>	<i>North Star 2, 4<sup>th</sup> edition</i>	<i>North Star 2, 4<sup>th</sup> edition</i>
<b>Intermediate</b>	<i>Focus on Grammar 3, 5<sup>th</sup> edition</i>	<i>North Star 3, 4<sup>th</sup> edition</i>	<i>North Star 3, 4<sup>th</sup> edition</i>
<b>High Intermediate</b>	<i>Focus on Grammar 4, 5<sup>th</sup> edition</i>	<i>North Star 4, 4<sup>th</sup> edition</i>	<i>North Star 4, 4<sup>th</sup> edition</i>
<b>Advanced</b>	<i>Focus on Grammar 5, 5<sup>th</sup> edition</i>	<i>North Star 5, 4<sup>th</sup> edition</i>	<i>North Star 5, 4<sup>th</sup> edition</i>
<b>TOEFL</b>	<i>Delta's Next Generation Key to the TOEFL (with audio)</i> Collins Vocabulary and Grammar for the TOEFL Test * check for program availability		

Students are required to obtain the proper textbook(s) for their classes, which they should bring to each class on a daily basis. Students must have their textbooks by Monday of their second week of class. IAE will not photocopy textbooks for students. Students may choose to purchase textbooks from our inventory, from departing students, at a local bookstore, or online.

## 10. Program and Facility Information for Students

### ➤ Schedule Changes and Withdrawals

Any student desiring to change his or her class schedule must first obtain permission from the Academic Site Director, Site Director, or Head Teacher. Such permission is at the discretion of the school. Students on an I-20 must also contact the DSO in the event of any student status change.

### ➤ Appeals Procedures

Students who feel that they have been misplaced and/or their current program of study is not in line with their academic objectives may appeal to the Site Director and/or the Academic Site Director. In these cases, the Site Director and/or Academic Site Director will speak with the instructor and student individually and make a decision as to the best course of action for the student.

➤ **Normal Academic Progress**

In order to ensure all students are making satisfactory progress, all students are limited to two academic sessions (36 weeks) in each level, except under legitimate mitigating circumstances to be explained to the P/DSO. Students who begin the level in any other week after the first day of each session will take the course until they reach the 18<sup>th</sup> week of the session to be entitled to take the level exit exam.

Students enrolled in TOEFL preparation class, may not remain in TOEFL for more than 4 academic sessions (36 weeks).

➤ **Completion of Program**

All students on F-1 visas are required to inform the P/DSO of their intention to complete their studies by the last day of their final period of study.

➤ **Vacation/Breaks – Las Vegas**

Students can take 1 break per year but not more than 4 consecutive weeks at a time. Each break consists of 4 weeks and can be taken after 27 weeks of continuous study. *\*(Check annual vacation requirements on page 19).*

If students are away from the school more than eight consecutive class days, their I-20 will be terminated due to unauthorized withdrawal.

If students plan to transfer to another school, they must provide the DSO with a transfer form and an acceptance letter from the new school. When students complete their studies at IAE, they have 15 days from the date of completion to leave the U.S.

Students must notify the DSO when they plan to travel outside the United States or take a break. Students who do not attend class for more than eight consecutive class days without DSO approval can be terminated.

• DSOs always must adhere to SEVP policies and regulations.

➤ **Computer Resources**

IAE students have access to computers with Internet access. Students can check their email or surf the Internet in their free time. Students are asked not to change the computer settings, use zip drives, download anything that violates copyright law, or open attachments to reduce the chance of a virus. In addition, student computers do not have printing capabilities.

➤ **Lobby/Kitchen Access**

Students of IAE are encouraged to take advantage of the facility's kitchen area, this includes a coffeemaker, refrigerator, microwave oven, toaster oven. Soda/snack vending machines, a refrigerator, a coffeemaker, microwave oven, and sink are available for students in all IAE locations. Students are welcome to bring their lunch and dine in the kitchen area. IAE asks only that students clean up after themselves and that they not leave food in the refrigerator over the weekend.

➤ **Student Services Committee**

Each session one student is chosen by the faculty and staff at each campus to represent the student body on a Student Services Committee to meet in Week 2 or 3. The committee's goal is to address student concerns about the site. In addition to the student representative, the committee includes the Site Director, Head Teacher, DSO, and/or other members as determined by the Site Director.

➤ **Weekly Announcements**

Announcements are prepared for students to alert them to changes in school policies, important procedures, and upcoming events. These announcements may be printed out and/or emailed to students. For major changes to policies or procedures, the announcements will be read during class, as well. For all other announcements, they will be posted on Facebook and/or read aloud to the class. ***IAE does not endorse any particular events.***

# 11. IAE Policies and Procedures

## ➤ Attendance Requirements

Students must follow the rules of attendance as outlined by the school in the *Student Handbook*. Students may be marked as absent if they leave the classroom for personal reasons (e.g., for telephone usage) or without permission. If students refuse or are unable to participate (e.g., sleeping in class), they will be asked to leave the class and will be marked absent. Class participation includes attendance, homework completion, class projects, and writing assignments, as well as actual participation in class discussions/activities. Late assignments will be accepted at the instructor's discretion.

## ➤ Late Arrival Policy

Students are expected to be in class on time. If they arrive within the first 15 minutes of class of the first class ONLY, they will be marked tardy. Three tardies within one week equal one absence. If they arrive after 9:15, they will not be allowed in class and will be marked absent for that class period. **IMPORTANT:** Students who arrive at 9:16 a.m. or later are not allowed into the class until after the break. Students are expected to be in class on time after any breaks. If a student arrives to any class more than 5 minutes late after a break, that student will not be allowed into the class and will be marked absent. Our program meets the federal standard of 18 hours of instruction time as required for an F1 visa. In addition, frequently coming and going during class is disrespectful to your teacher and other students. *On rare occasions, students may need to leave class to go to the restroom, take medication, or other legitimate reasons (but not to use the phone or prolong a rest break).* However, any student who is not in class for a total of 16 or more minutes will not be allowed to return. For example, a student who arrives 5 minutes late for the Reading/Writing class and then leaves in the middle of class for 11 minutes (for a total of 16 minutes) would not be allowed to reenter the class. **IMPORTANT:** Except under legitimate mitigating circumstances, if a student leaves the class early, s/he will be marked absent for the entire class period.

## ➤ Failing to Maintain Academic Progress

Any student who has been in our school and has not managed to make academic progress, resulting in termination from the program or transfer to avoid termination, will not be allowed to return in the future. Students who completed the program at Las Vegas East may not be admitted there and may only be admitted to the Advanced level at Las Vegas West. If they complete the program at Las Vegas West, they will not be readmitted in the future.

## ➤ Tuition/Payment and Checking Accounts

All payments are due in full at the time of enrollment. Acceptable means of payment are:

- 1) Personal check made out for the exact amount (*Any check returned unpaid by the bank will incur a \$30.00 fee*)
- 2) Money order made out for the exact amount
- 3) Credit card (\$20 payment processing fee for charges of \$100 or more)

### Four-Week Payment Structure

Tuition payment is due every 4th Thursday (every four weeks after starting date).

If tuition is not received by this deadline, a 10% fee will be added.

The program term is 4 weeks.

Continuing students who forget to pay their tuition are charged a late fee of 10% and are NOT allowed to attend class until tuition has been paid.

## ➤ Refund Policies

IAE's tuition refund policy is as follows:

Student cancellation, *before* attending any classes or the level placement test is eligible for a full tuition refund, not including application fee and/or accommodation fees, overseas fee or courier fees.

Withdrawal from a course *before* the student has begun attending classes is eligible for a refund. There are no refunds for months in which a student has already attended class, though tuition paid for additional months in advance is eligible for a refund less any agent fees and/or discounts.

IAE reserves the right to cancel a class due to low enrollment or to refer a student to a different IAE campus if a level is being offered there. The same refund policies apply to classes canceled by IAE as those canceled by the student.

### ➤ **Student Reporting**

Each week, all students are evaluated by their teachers on a record that is referred to as an ISR (Individual Student Report). The student's teacher will state the current level of the student; scores on weekly assessments in reading/writing, listening/speaking and integrated grammar. This record will be used if the student asks for a reference or when another institution contacts IAE to obtain academic information about the student. The scores on the weekly assessments in reading/writing, listening/ speaking and integrated grammar will make up 50 percent of the final grade and the other 50 percent coming from the Final Course Exam. Although class participation and assignments are not included in the calculation of the final grade, it is essential for determining whether students who fail a level will be allowed to repeat it.

### ➤ **Complaint Procedures**

Students are encouraged to speak with administration regarding any problems, questions, clarifications about visa status, etc., they may have. The Academic Site Director, Site Director, Head Teacher, and/or Student Services Director are all available for student assistance and guidance. For clarifications about visa status please see the P/DSO ONLY. If you have a problem or complaint about a class, you should speak with the teacher first. If you are still not satisfied, make an appointment with the Head Teacher or Site Director. You may also see the Head Teacher or Site Director about general complaints or problems with your schedule. Additionally, there is a formal complaint form on the reception desk if you would like to submit a written complaint. The complaint form can be returned to the reception desk, to any administrative personnel or deposited in the suggestion box. The complaint will be addressed and a meeting will be scheduled to discuss and attempt to resolve the problem.

### ➤ **Smoking and Parking Policies**

Smoking is not permitted anywhere inside the building at IAE. However, students may smoke outside in designated areas. IAE asks that students use the provided ashtrays and trash cans to keep the area clean and fire safe. Free parking is available in the parking lots outside the buildings.

### ➤ **Alcohol and Drug Policy**

The possession, use and/or sale of alcohol and/or drugs on any part of the school's premises or at any school-sponsored event are prohibited. Students using illegal drugs or alcohol on any part of the school's premises or at any school-sponsored event will be terminated from the school and/or referred to appropriate rehabilitation agencies. Students selling drugs on any part of the school's premises or at any school-sponsored event will be terminated from school and referred to the appropriate legal authorities for prosecution.

### ➤ **Prohibited Items**

**Weapons:** Any weapons, including firearms, BB guns, paint ball guns, pellet or "air soft" guns, bows and arrows, bullets or other ammunition, martial arts weapons, knives or any item that is a reasonable facsimile of the listed weapons. Possession of these items may result in the cancellation of your program agreement as well as additional disciplinary action.

**Flammables/Explosives:** Flammable liquids, harmful chemicals, photo chemicals, barbecue grills, charcoal, gasoline, explosives, flares, firecrackers, fireworks, and any other items that may be determined to be hazardous. Possession of such materials may result in the cancellation of your program agreement as well as additional disciplinary action.

### ➤ **Personal Property**

The school expressly disclaims all liability and responsibility of every kind and nature whatsoever for any loss, theft, damage, destruction, or other casualty to any personal property of any kind owned by any student, visitor, or other person. Students are advised and warned they must personally take full responsibility for the safekeeping of all their property on school premises and during any school activities. IAE administration maintains a lost and found. The school will dispose of any items left in the lost and found over 30 days.





## 12. IAE Achievement Scale (Rev. June 2017)

### Student Learning Outcomes

#### BEGINNING

##### *Integrative Grammar Class:*

By the end of this course, the student will begin to understand and use:

1. Pronouns (*I, he, she, it, you, him, hers, theirs*)
2. Singular and plural nouns (*child/children, cat/cats*)
3. Demonstrative pronouns (*this, that, these, those*)
4. BE verb in simple present and past (*am, is, are, was, were*) AND as a helping verb in present progressive (*I am listening. He isn't talking.*)
5. WH- (*who, what, etc.*) and Yes/No questions in the present and past (*When did you wake up? Do you like chocolate?*)
6. Time expressions (*How long were you there?*)
7. Adjectives and nouns (*the beautiful dog*)
8. Definite and indefinite articles (*the, a/an*)
9. Regular and irregular past tense verbs (*liked; be – was, were*)
10. 'BE going to' statements and questions (*Is it going to rain tomorrow? No, it is not going to rain.*)
11. Common sayings with gerunds and infinitives (*good at singing*)
12. Modals for advice and ability in the present and past (*You should try this dish. I can ride a motorcycle. I couldn't speak English two years ago.*)

##### *Reading and Writing Class:*

By the end of this course, the student will be able to:

###### Reading

1. Understand main ideas and details.
2. Make guesses and give opinions about the reading.
3. Understand what a word means by looking at the other words around it.

###### Writing

1. Write complete answers to questions.
2. Write complete sentences.
3. Spell common words correctly.
4. Use common phrases. (*My telephone number is.../I was born in....*)
5. Use simple punctuation; use upper case (*B*) and lower case (*b*) letters correctly.

##### *Listening and Speaking Class:*

By the end of this course, the student will be able to:

###### Listening

1. Listen for main ideas and details.
2. Hear syllables and word stresses.
3. Understand Yes/No and WH- (*who, what, etc.*) questions and give correct responses.
4. Start to understand question tones.
5. Follow simple verbal directions.

## Speaking

1. Share opinions and stories about things that they know.
2. Participate in role plays and conversations.
3. Ask classmates Yes/No and WH- (*who, what, etc.*) questions.
4. Express thoughts and opinions.
5. Ask and answer questions for understanding. (*What do you mean? How do you spell \_\_\_?*)
6. Properly repeat words and phrases after the teacher.
7. Pronounce -s endings (*likes/chooses*).

## **HIGH BEGINNING**

### *Integrative Grammar Class:*

By the end of this course, the student will be able to understand and use:

1. Count nouns (*pens*) and noncount nouns (*water*)
2. Prepositions of place (*on, in, next to, etc.*)
3. Imperatives (*Be careful!, etc.*)
4. Simple present regular (*walk*) and irregular (*be*) verbs (statements/questions)
5. There is/there are
6. Possessives: Nouns (*Robert's*), adjectives (*my*), pronouns (*mine*); object pronouns (*me*); questions with whose
7. Modals (**ability:** *can/could*, **permission:** *can/may*, **advice:** *should/ought to/had better*, **necessity:** *have to/must*)
8. Present progressive (*am running*) (statements/questions) and non-action verbs (*sound*)
9. Simple past with regular (*talk* → *talked*) and irregular (*go* → *went*) verbs (statements/questions)
10. Gerunds (*loving*), infinitives (*to love*)
11. Quantifiers (*a few, a little, etc.*)
12. Descriptive adjectives (*tall, big, etc.*)
13. Comparative adjectives (*better, etc.*)
14. Future with 'BE going to'/Will (*I am going to eat./I will eat.*)
15. Sentences with subject-verb agreement (*I sit./The dog sits.*)

### *Reading and Writing Class:*

By the end of this course, the student will be able to:

#### Reading

1. Identify some details and key words.
2. Guess information not directly said.
3. Understand time phrases.
4. Begin to guess word meaning from the words around it.
5. Relate personal experiences to the reading.
6. Organize ideas from two readings.

#### Writing

1. Write sentences using descriptive (*big*) and possessive (*my*) adjectives.
2. Write compound sentences.
3. Express opinions and give reasons for them.
4. With strong guidance, write a descriptive paragraph with a topic sentence and descriptive detail. (Session A)
5. With strong guidance, write a personal narrative paragraph with a topic sentence and descriptive detail. (Session B)
6. Brainstorm and organize a list of ideas.
7. Write ideas using correct verb forms.
8. Group similar ideas together in preparation for writing a paragraph. (Put higher? Same idea?)
9. Use basic punctuation (./?/,), upper-case (*B*), and lower-case (*b*) letters.

### *Listening and Speaking Class*

By the end of this course, the student will be able to:

#### Listening

1. Begin to hear rising and falling intonation.
2. Begin to understand reductions (*gonna, hafta, etc.*) and contractions (*I'm*).
3. Understand main ideas and supporting details.
4. Understand commands and WH- (*who, what, etc.*) and Yes/No questions.
5. Relate personal experiences to the listening and give opinions.
6. Follow basic verbal instructions.

#### Speaking

1. Begin using rising intonation in basic Yes/No questions and falling intonation in basic WH- (*who, what, etc.*) questions.
2. Correctly pronounce -ed endings.
3. Talk about facts, habits, and past experiences using correct verb forms.

4. Ask and answer WH- (*who, what, etc.*) and Yes/No questions.
5. Give a 2- to 3-minute talk using a simple visual aid (*For example: a homemade poster*).
6. Use common conversational expressions to express opinions (*In my opinion*), make suggestions (*We should/Let's*), disagree politely (*I see your point, but*), and express likes and dislikes (*I prefer*).
7. Understand and respond to others and recorded audio.

## INTERMEDIATE

### *Integrative Grammar Class:*

By the end of this course, the student will be able to understand and use:

1. Regular and irregular verbs and nouns
2. Present and past verb forms (*simple, progressive, and perfect*) and non-action verbs
3. Appropriate ways to express habitual past
4. Appropriate ways to express future meaning
5. Subject-verb agreement
6. Modals and modal-like verbs
7. Count and non-count nouns and quantifiers
8. Definite and indefinite articles
9. Adjectives and adverbs with comparatives/superlatives
10. Gerunds/infinitives
11. Reflexive and reciprocal pronouns
12. Phrasal verbs

### *Reading and Writing Class:*

By the end of this course, the student will be able to:

#### Reading

1. Read and demonstrate understanding of the topic, main ideas, and supporting ideas or information and be able to make basic inferences.
2. Identify cause and effect as well as comparison/contrast relationships in reading passages.
3. Apply information from one reading context to another, including information from images.
4. Begin to apply pre-reading skills such as scanning, skimming, and predicting content.
5. Comprehend vocabulary based on roots/bases, word forms, or families (including prefixes and suffixes), synonyms, antonyms, and context clues.

#### Writing

1. Express ideas in writing by using simple and compound sentences, and begin to use complex sentences.
2. Write a moderately guided comparison-contrast paragraph (Session A) and opinion paragraph (Session B) with a topic sentence, supporting details, and a concluding sentence.
3. Use appropriate vocabulary, word forms, and idioms in writing assignments.
4. Use correct punctuation.
5. Understand basic proofreading symbols.

### *Listening and Speaking Class*

By the end of this course, the student will be able to:

#### Listening

1. Identify main ideas and details from the listening.
2. Understand the meaning, intention, and emotions from the speaker's tone of voice, emphasis, and word choice.
3. Listen to and form questions in response to classmates' presentations.

#### Speaking

1. Demonstrate understanding of listening by answering questions.
2. Give an organized 3- to 5-minute oral presentation on one topic using a visual aid.
3. Use grammatically accurate simple and compound sentences.
4. Speak clearly.
5. Begin to speak in thought groups.
6. Use contractions, third-person singular, past tense endings, and linking words with some consistency.
7. Increase vocabulary through use of positive and negative connotations, collocations, synonyms, and idiomatic expressions.

## HIGH INTERMEDIATE

### *Integrative Grammar Class:*

By the end of this course, the student will be able to understand and apply:

1. Present and past verb forms
2. Appropriate ways to express future meaning
3. Modal verbs

4. Gerunds/infinitives
5. Parallel structures
6. Passive vs. active sentences in the present, present perfect, simple past, and with modals
7. Passive causative with “get” and “have”
8. Real and unreal conditionals
9. Independent vs. dependent clauses (including adjective clauses, basic indirect speech, and embedded questions)

*Reading and Writing Class:*

By the end of this course, the student will be able to:

Reading

1. Identify and use synonyms and antonyms.
2. Identify and begin to use root words, prefixes, suffixes, and parts of speech appropriately.
3. Identify cause/effect relationships.
4. Distinguish facts from opinions and express opinions based on a text.
5. Identify advantages and disadvantages.
6. Make inferences based on a written text.
7. Recognize how details support main ideas in a text.
8. Identify and use idiomatic expressions.
9. Infer word meaning from context.

Writing

1. Summarize a reading or listening such as a TV show.
2. Use two or more different pre-writing techniques.
3. Write paragraphs with a topic sentence containing a controlling idea, supporting details, and a concluding or transitional sentence. The types of paragraphs are comparison/contrast, opinion, and cause-effect.
4. Write business-related emails:
  - Session A: A formal complaint
  - Session B: An inquiry
5. Respond to the teacher’s proofreading symbols (*VT, frag, etc.*).
6. Express ideas using a variety of appropriate sentence structures including adjective clauses, conditionals, parallel forms, indirect speech, and embedded questions.

*Listening and Speaking Class*

By the end of this course, the student will be able to:

Listening

1. Demonstrate understanding of word stress, contractions, and reductions in normal speech.
2. Recognize the speaker’s feeling and meaning from intonation, pitch, and emphasis in authentic speech.
3. Identify main ideas, listen for specific information, and make inferences based on a variety of authentic listening passages.
4. Infer word meaning from context.
5. Retell the main ideas from a listening passage in his/her own words.

Speaking

1. Demonstrate understanding of listening passages and express his/her opinions based on personal experiences and perspectives.
2. Use vocabulary learned in the classroom appropriately.
3. Use simple and compound sentences, some complex sentences, mostly accurate grammatical structures/word forms, and common conversational expressions.
4. Self-correct for grammatical and pronunciation mistakes, including stress and intonation.
5. Speak in thought groups with appropriate rhythm, stress, and intonation for intended meaning and comprehensibility.
6. Give a 5- to 10-minute presentation with minimal errors and appropriate formality, using a visual aid.

## **ADVANCED**

*Integrative Grammar Class:*

By the end of this course, the student will be able to understand and apply:

1. Modals
2. Articles, quantifiers, adjective and noun modifiers
3. Noun clauses and indirect speech
4. Adjective clauses
5. Stative and opinion passives
6. Adverb clauses/phrases and conjunctions/transitions
7. Unreal present and past conditionals
8. Subjunctive

### *Reading and Writing Class:*

By the end of this course, the student will be able to:

#### Reading

1. Read and demonstrate understanding of the topic, main ideas, supporting details, and the writer's intention.
2. Analyze the author's purpose, bias, and point of view and use the information to form a recommendation, relate the information to personal values and opinions, and hypothesize about those of others.
3. Recognize the organization of a text and choose an appropriate graphic organizer, timeline, or outline to reproduce the main ideas and details.

#### Writing

1. Summarize different types of text, citing the source, and using direct or indirect speech as appropriate.
2. Gather information from multiple sources and synthesize and form an appropriate response.
3. Write unified, coherent, and cohesive essays that have an introduction with a thesis statement and controlling idea (which sets up the organization for the entire essay), adequate body paragraphs with clear topic sentences and well-developed supporting information, a variety of correct sentences, appropriate referents and connectors, and a concluding paragraph that restates or summarizes the main points.
4. Produce professional texts as follows:
  - Session A: A professional statement of purpose such as for a university application or a business web site
  - Session B: A formal review such as of an employee, a book, a product, a movie, or other topic
5. Use definitions and descriptions within an essay.
6. Combine sentences and clauses for variety and style.
7. Use standard academic or professional formatting (title, margins, etc.) and respond to the instructor's directions and proofreading symbols.

### *Listening and Speaking Class*

By the end of this course, the student will be able to:

#### Listening

1. Understand reductions, contractions, and linking at the phrase level.
2. Make inferences based on the speaker's vocabulary choices and intonation.
3. Comprehend selected academic, professional/journalistic, or entertaining listening passages containing authentic speech by identifying main ideas, supporting details, inferences, and distinguishing transitional cues.
4. Take useful notes on main ideas and supporting details.

#### Speaking

1. Analyze arguments for and against an issue and defend a position logically and persuasively.
2. Give a 10- to 15-minute presentation to classmates using appropriately formal language and a PowerPoint or other visual aid to enhance the talk.
3. Understand the ideas in selected listening passages and apply them to a speaking activity.
4. Speak in a comprehensible, fluent manner with minimal errors that obscure meaning.
5. Express ideas using simple, compound, and complex sentences with mostly accurate grammar; exhibit awareness of his/her own errors by self-correcting grammatical and pronunciation mistakes.
6. Identify vocabulary meaning through knowledge of word prefixes, suffixes, and context clues; understand positive and negative connotations, collocations, synonyms, antonyms, and idiomatic expressions.

\*\* Students who pass only one part of advanced or the highest level offered at that campus (grammar/reading & writing/listening & speaking) but have not yet completed the whole program successfully due to being in mixed levels (high intermediate and advanced), will be eligible to repeat (one time) that part of advanced previously passed in order to have the opportunity to successfully complete the whole program of studies.



## 13. Additional Services

### ➤ **Housing**

IAE offers accommodations at either off-campus apartments or with an American family in a Homestay (San Diego only). Please contact the school for current prices and availability. IAE charges a non-refundable placement fee of \$150 which is due prior to placement.

### ➤ **Medical Insurance**

There are many risks associated with not having health insurance in the United States. Unlike many countries where health insurance is provided by the government, the United States does not guarantee medical coverage for any individual residing in this country, citizen or non-immigrant visitor alike. The costs of receiving medical attention without medical insurance in the U.S. are typically very high and can become a financial burden to an individual if extensive medical treatment is needed. Therefore, IAE strongly recommends that students obtain adequate health insurance for the duration of their stay in the U.S. You may check rate at [https://purchase.imglobal.com/Quote/patriot\\_exchange/pre-quote?imgac=524866](https://purchase.imglobal.com/Quote/patriot_exchange/pre-quote?imgac=524866) for more information. Or you may contact an insurance agent for California or Nevada.



## 14. School Holidays 2018

Holiday	Date	Day of Week	Classes	Administration Present
New Year's Day	January 1, 2018	Monday	No	No
Martin Luther King's Birthday	January 15, 2018	Monday	No	Yes
President's Day	February 19, 2018	Monday	No	Yes
Teacher Development Day I.	February 23, 2017	Friday	No	Yes
Teacher Development Day II.	May 18, 2018	Friday	No	Yes
Memorial Day	May 28, 2018	Monday	No	No
Independence Day Observance	July 4, 2018	Wednesday	No	No
Teacher Development Day III.	August 31, 2018	Friday	No	Yes
Labor Day	September 3, 2018	Monday	No	No
Columbus Day Indigenous People's Day	October 8, 2018	Monday	No	Yes
Veteran's Day Observance	November 10, 2018	Friday	No	Yes
Teacher Development Day IV.	November 30, 2018	Friday	No	Yes
Thanksgiving Day	November 22, 2018	Thursday	No	No
Day-After Thanksgiving	November 23, 2018	Friday	No	No
IAE Christmas Party (Employee)	TBD			
Christmas Eve	December 24, 2018	Monday	No	No
Christmas Day	December 25, 2018	Tuesday	No	No
New Year's Eve	December 31, 2018	Monday	No	No



## 15a. About Las Vegas

Commonly known as *The Entertainment Capital of the World*, Las Vegas is the most populous city in the state of Nevada and is an internationally known resort, shopping, entertainment, and gambling destination. It was established in 1905 and officially became a city in 1911. The major attractions in Las Vegas are the hotel/casinos, the most famous of which line Las Vegas Boulevard South, also known as the Las Vegas Strip. For more information about Las Vegas, we recommend visiting the following websites:

<http://www.lasvegasnevada.gov/>  
[www.visitlasvegas.com/](http://www.visitlasvegas.com/)  
[http://wikitravel.org/en/Las\\_Vegas](http://wikitravel.org/en/Las_Vegas)  
<http://www.lvchamber.com/>

**Las Vegas RTC Transit System:** To obtain a bus schedule or for information about fares, look online at <http://www.rtcsonthernnevada.com>.

**Las Vegas-Clark County Library District:** Several public libraries offer the community a vast literary collection, electronic resources and innovative services. To find a location near you, visit <http://www.lvccld.org>.

**Local Las Vegas Events:** Check out what's happening this week in Las Vegas at [www.lasvegasweekly.com](http://www.lasvegasweekly.com).

**Special Deals for Locals:** <http://www.vegas4locals.com/lasvegasevents.html>.

### ➤ NEVADA DRIVER'S LICENSE

If you plan to live in Nevada for an extended period of time and drive a motor vehicle, you should obtain a Nevada driver's license. Additionally, if you purchase a vehicle, you must register it with the Department of Motor Vehicles (DMV) and show proof of liability insurance.

*To obtain a Nevada driver's license:*

- 1) Visit this page of the DMV's website: <http://www.dmvnv.com/dlresidency.htm> and obtain the documents required for Proof of Residency (ASI Standards). These include the following: proof of identity and date of birth, evidence of no SSN (Form SSA L676 must be obtained from the Social Security office), and proof of a local address (two types of documentation are required).
- 2) Take a written test to prove you understand the NV driving rules. Study booklets are available at any DMV location.
- 3) Take a driving test. You must provide the car—the DMV will not provide one.

### ➤ Important Phone Numbers and Contacts

International Academy of English East	(702) 202-4624
International Academy of English West	(702) 383-4088
Emergency	911
Police (non-emergency)	311
HELP of Southern Nevada (general information and referrals for those in crisis)	(702) 369-4357
National Suicide Prevention Hotline of NV	(877) 885-4673
Rape Crisis Hotline	(702) 366-1640
AIDS Hotline	(800) 342-2437
Clark County Poison Control	(800) 222-1222
Alcohol-Drug Treatment Referral	(800) 454-8966
WestCare Detoxification Center	(702) 383-4044
24-hour Problem Gamblers HelpLine	(800) 522-4700
Domestic Violence 24-hour crisis line and Safe Nest emergency shelter	(800) 486-7282 or (702) 646-4981





## 15b. About San Diego

The eighth-largest city in the United States, San Diego is the southern-most major metropolitan area in California. San Diego's weather is unsurpassed anywhere in the world and the county has some of the best beaches in California as well as the best zoo in the nation. Additional attractions include Sea World, Coronado, Balboa Park, Downtown San Diego, San Diego Wild Animal Park, Mission Bay Park—and hundreds of miles of hiking, biking, and jogging trails for year-round outdoor activity and exercise. San Diego is a safe, clean city with lots to offer its residents and visitors. For more information, visit the following web sites: <http://www.sannet.gov/> and <http://www.sdchamber.org/>

➤ **San Diego Transit (SDT) Bus System:**

To obtain a bus schedule, or for information about fares, call (619) 233-3004 or look on-line [[www.sdcommute.com](http://www.sdcommute.com)]. IAE is located just a few blocks from downtown bus transfer stations and a ½ block from the stop at the corner of 5th Ave and Elm Street. You must have exact change to ride the bus or purchase a monthly pass from an MTS store or the Albertson's grocery store.

➤ **Library:**

San Diego's Central Library is located downtown at 820 E St., San Diego, CA. The phone number is (619) 236-5800. For hours of operation and additional locations, visit the web site at <http://www.sandiego.gov/public-library/>.

➤ **Mexico:**

The Mexico border is located only 15 miles south of IAE. Traveling to Mexico can be a fun and educational trip. There are lots of opportunities for shopping and exploring. Students should be aware, however, that they should bring two types of photo identification as well as their I-20 or other proof of student status when entering and returning from Mexico. U.S. Customs at the border is becoming increasingly strict, especially for non-U.S. citizens. Additionally, students should be aware that Mexico is NOT the U.S. and has different laws and customs. Students are encouraged to purchase Mexican auto insurance if they drive into Mexico. If any school related problems occur, please call the school at (619) 232-8768.

➤ **Driver's License:**

If you plan to be in California for an extended period of time and/or drive a motor vehicle, you should obtain a California driver's license. Additionally, if you purchase a vehicle you must register it with the DMV and show proof of liability insurance.

*To obtain a California driver's license, follow these steps:*

- 1) Go to the DMV (3960 Normal St. in Hillcrest or 4375 Derrick Drive in Clairemont) with your passport, I-20 and I-94.
- 2) Take a written test to prove you understand the CA driving rules. You may take the test in your native language.
- 3) Take a driving test. You must provide the car—DMV will not provide one.
- 4) You MUST bring your Passport/Visa and your Student I-20 with you to the DMV.

➤ **Important Phone Numbers and Contacts**

International Academy of English	(619) 232-8768
Emergency	911
Police (non-emergency)	(619) 531-2000
San Diego Transit	(619) 233-3004
San Diego County Mental Health Services (7 days a week, 24 hours--English, Spanish & interpreters for 140 languages)	(888) 724-7240
Suicide Crisis Line (7 days a week, 24 hours)	(800) 479-3339
CA Poison Control Hotline (7 days a week, 24 hours, language interpreters available)	(800) 222-1222



## 16. School Conduct Policy

The International Academy of English wants to provide the best possible learning opportunities for all students. Cooperation and respect among students and teachers builds a positive learning environment. To encourage and maintain this environment, IAE will take action against any disruptive behavior that occurs in class or anywhere on the school grounds.

“Disruptive behavior” means conduct which prevents other students from learning or from doing the required schoolwork. Words or actions which prevent the teacher from meeting the needs and goals of the class are also disruptive. Any action or word intended to hurt a teacher, another student, or school property is disruptive behavior.

The following is a list of some behaviors that are disruptive and therefore *unacceptable* at IAE:

1. Showing disrespect or lack of courtesy towards teachers, staff, or other students.  
Some examples of such behavior are:
  - Refusing to complete assignments
  - Refusing to cooperate with teachers or other students in class work or outside assignments
  - Speaking on or using cell phones in the classroom
  - Using a laptop for something other than classwork
  - Refusing to bring the required textbook and materials to class
  - Sleeping in class
  - Denying other students an equal opportunity to participate in class
  - Being disrespectful of another person's culture
2. Arriving late to class repeatedly or abusing the late pass system.
3. Repeatedly speaking one's native language during class.
4. Arriving at school under the influence of alcohol or drugs; using or distributing alcohol or drugs at school. No alcohol or drugs are allowed in IAE classrooms or on the school grounds.
5. Being violent. Any kind of physical violence or harassment will result in immediate expulsion from the program and must speak with a P/DSO immediately.

The actions and behaviors described above are unacceptable at IAE. A student who displays disruptive or unacceptable behavior, whether in his/her scheduled classes, on the school grounds or at any school-sponsored event, may be expelled from IAE and must speak with a P/DSO immediately.

### IAE Classroom Do's and Don'ts

- Please be prompt.
- Please come to class ready to learn.
- Please have your homework ready for class.
- Please do **NOT** smoke in the building.
- Please do **NOT** have your cell phone turned on.
- Please do **NOT** speak your native language in class.
- Please address your teachers in the manner that they request.

**\*Teachers may adjust the classroom rules as they see fit. This is a guideline of general rules to follow when on the premises of the school. \***



## 17. International Academy of English Attendance Policy- Las Vegas

The International Academy of English (IAE) adheres to a strict attendance policy for all students enrolled and admitted to the United States to study on an F-1 visa. Students studying on F1 visa are expected to attend 100% of their scheduled classes, 20 hours of per week. Failure to maintain 80% attendance will result in termination of student status by the DSO. Tuition is non-refundable if a student is terminated.

- Unofficial reviews occur at the end of the fourth week of study every month and may occur any time thereafter. If a student's attendance is under 85% at the time of an unofficial review, the student will receive an attendance warning, which should be signed by both the student and the DSO, and a copy of this will be put in the student's file.
- Official attendance reviews occur every nine weeks and are taken cumulatively from the first date of study, minus approved vacations. Copies of all official reviews are placed in the student's file regardless of the attendance percentage. Students must sign the review if their attendance is between 85-80%.

**\*Unofficial Reviews:** Attendance below 85% will result in a written warning.

**\*\*Official Reviews:** Attendance below 80% will result in termination by the DSO in SEVIS

\* In 5<sup>th</sup> week enrollment period

\*\* In the 9<sup>th</sup> week of enrollment period

- If a student is sick, s/he must contact the DSO immediately to arrange to provide appropriate medical documentation from a licensed medical physician, doctor of osteopathy, or licensed clinical psychologist in order to be considered. To reduce confusion, it is suggested that before seeing a doctor students check with the DSO to ensure the proper procedures are followed and correct signatures are provided.
- Students with F-1 visas who fall below 80.0% attendance at the time of their official attendance review may be immediately terminated by the DSO.
- \*\* After completing 27 weeks of studies, students are allowed to have up to 14 weeks of annual vacation time. Out of the 14 weeks, students do not pay for 4 of those weeks. In order to take up to an additional 10 weeks of annual vacation, students must pay a non-refundable deposit fee in order to guarantee their place in the classroom upon return. **This is due to our open enrollment policy of accepting new students into class on a weekly basis and limited classroom space.**
- If students are away from the school more than eight consecutive class days, their I-20 will be terminated due to unauthorized withdrawal.
- If students plan to transfer to another school, they must provide the DSO with a transfer form and an acceptance letter from the new school. When students complete their studies at IAE, they have 15 days from the date of completion to leave the U.S.
- Students must notify the DSO when they plan to travel outside the United States or take a break. Students who do not attend class for more than eight consecutive class days without DSO approval can be terminated.
- If a student starts his/her vacation time within a course of study, he/she may have to repeat the level upon return to ensure academic progress. If s/he is gone for more than four weeks for vacation, leave of absence, or excused medical leave, s/he will restart the level upon return.
- DSOs at all times must adhere to SEVP policies and regulations.
- Late Arrival Policy  
The official class start time is 9:00AM. If you enter the classroom after 9:00AM you are late. You may come in to the classroom until 9:15AM; however, if you are late to class three times, you will be marked absent in one of the classes. If you arrive to class at 9:16AM you will not be allowed to enter the class until the first break.

### \*\* Annual Vacation Requirements:

1. No tuition fees or any other fee may be owed to the school. The student applying for vacation must have met all of his/her financial obligations to the school;
2. Students who plan to apply for vacation time may not have an attendance record of below 80% or be on an academic warning at the time of submission of the application.
3. The PDSO/DSO receives reviews and approves/denies vacation applications. Each decision is based on its own merit.
4. Vacation application must be submitted to the PDSO/DSO at least one week prior to the vacation start date.
5. Untaken vacation time may not be accumulated or may not be carried over to the next 52-week cycle.
6. No vacation can start on an exam week.
7. If a student starts his/her vacation time within a course of study, he/she may have to repeat the level upon return to ensure academic progress. **It is strongly recommended to start vacation time after taking the final exam/s of level attended to ensure academic progress.**

\* This policy is subject to change in the event of new regulations.

## 18. Class Schedule

### Intensive English Program

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
9:00am - 10:30am	Listening / Speaking	Listening / Speaking	Listening / Speaking	Listening / Speaking
BREAK 10:30-10:45am				
10:45am – 12:15pm	Integrative Grammar	Integrative Grammar	Integrative Grammar	Integrative Grammar
BREAK 12:15-12:30pm				
12:30pm-2:00pm	Reading / Writing	Reading / Writing	Reading / Writing	Reading / Writing
<b>*TOEFL Course*</b>				
9:00am - 10:30Am	TOEFL Preparation Class	TOEFL Preparation Class	TOEFL Preparation Class	TOEFL Preparation Class
BREAK 10:30-10:45am				
10:45am – 12:15pm	TOEFL Preparation Class	TOEFL Preparation Class	TOEFL Preparation Class	TOEFL Preparation Class
BREAK 12:15-12:30pm				
12:30pm-2:00pm	TOEFL Preparation Class	TOEFL Preparation Class	TOEFL Preparation Class	TOEFL Preparation Class
<p><b>Teachers' record attendance on a daily basis and students are expected to be in class, on time, every day. Students studying on F1 visas are required to attend 18 hours of school per week. If a student falls below 80% attendance, their visa status may be terminated.</b></p>				
<p>* TOEFL Preparation class is not available at all locations; check for availability.</p>				



## **Filing a Complaint against a CEA Accredited Program**

A program or institution that is accredited by the Commission on English Language Program Accreditation must continue to meet the *CEA Standards for English Language Programs and Institutions* throughout its period of accreditation. To ensure such compliance, CEA offers the public the opportunity to report any evidence that the standards are not being met.

### **Why to file:**

- An accredited program must continue to meet the *CEA Standards*. Complaints may be filed for non-compliance.
- An accredited program must report any substantive change that affects its eligibility for accreditation. Complaints may be filed for failure to report substantive change.

### **Who may file:**

Students, faculty members, staff members, and others outside the program who may have knowledge of an alleged failure by an accredited program to maintain the *CEA Standards*, may file.

### **How to file:**

An accredited site must have a copy of the *CEA Standards* available for public view. If you have a concern, ask the site for a copy.

- Complaints for non-compliance of the *CEA Standards* must be written and signed, must refer to a specific standard, and must document the nature of the non-compliance.
- Complaints for failure to report a substantive change must be written and signed and should explain how, in process or content, the program has substantively changed from when it was accredited.

### **Adjudication of complaints:**

CEA sends a copy of the complaint to the program for response. The complaint is adjudicated by the CEA Standards Compliance Committee, which reviews the complaint and the program's response. Complaints must contain the name, address, and telephone number of the complainant on a separate page and should be mailed to the address below. If you have questions, please contact CEA.

Commission on English Language Program Accreditation  
1001 North Fairfax Street, Suite 630  
Alexandria, VA 22314 USA  
(Phone)+1 703-665-3400 (Fax)+1 703-519-2071

## **20. Release to Complete Student I-20**



### **Release to Complete Student I-20**

To make sure that we process your file correctly, please complete this form and return it to the campus administration **on or before your last day of attendance**. If you fail to return this notice before your last day of class, it will be considered permission to terminate your I-20.

Student Name: \_\_\_\_\_

Final Date of Study Period: \_\_\_\_\_

After finishing my studies at the International Academy of English:

- I will complete my studies and leave the US. I plan to depart the US on \_\_\_\_\_ (date).
- I will transfer to another institution to continue my studies. Do not complete my I-20.

Institution Name: \_\_\_\_\_

Expected Start Date: \_\_\_\_\_

- I will apply for a change of visa status to \_\_\_\_\_. Do not complete my I-20.  
(New visa status type)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval Signature

\_\_\_\_\_  
Attendance Average

**This page intentionally left blank.**

## 21. Waiver of Liability for Field Trips:



### WAIVER OF LIABILITY FOR FIELD TRIPSPONSORED BY IAE AND IMAGE USE PRIVACY

I understand that participation in any school-sponsored field trip is voluntary. Therefore, any loss or injury suffered by me or to my property because of my participation in any activity or use of equipment or facilities during this field trip is my sole responsibility. IAE, its Board of Directors, the field trip leader(s) and the field trip coordinator(s) will not be held liable for any such loss or damage to my person or property.

I have read the above statements, understand and accept its terms and consequences, and freely, voluntarily and knowingly sign this waiver.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Guardian Name (if under 18)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Guardian Signature (if under 18)

\_\_\_\_\_  
Student Email

\_\_\_\_\_  
Date

\* Is IAE permitted to use your image (including any motion picture or still photographs, poses, acts and appearances or the sound records made by IAE of your voice) for any purposes in connection with promoting IAE and its activities, which may include advertising, promotion and marketing without previous notification?

Yes

No



## 22. Receipt of *Student Handbook* including Attendance Policy:



I have received, read, and understood the International Academy of English *Student Handbook*, School Conduct Policy, and Attendance Policy. I know that it is my responsibility to keep in accordance with these policies and that if I do not, that my I-20 is in danger of termination without notice.

I also understand that if my level of English proficiency is not to the point that I can understand this, then it is my responsibility to get someone to read this to me in my native language so that I can understand it.

I understand that if I move, I MUST update my current living address whenever there are any changes.

I also understand that if I am sick, I must contact the P/DSO immediately to arrange to provide appropriate medical documentation from a licensed medical physician, doctor of osteopathy, or licensed clinical psychologist in order to be considered as an excused absence. Failure to prove this documentation will result in absences, and possibly put my I-20 in danger.

Finally, I understand that I am responsible for knowing the policies and procedures of IAE and to follow them completely. If any policies or procedures change, it is my responsibility to check my email to ensure that I am aware of the changes. I do not have to sign a new waiver to account for the change in policy or procedure.

---

Student Name

---

Guardian Name (if under 18)

---

Student Signature

---

Guardian Signature (if under 18)

---

Student Email

---

Date