



Orientation Slideshow

Classroom Policies

Attendance

- 1) F1 Visa Students must keep their attendance above 75% to maintain their visa.
- 2) Students must arrive on time at the beginning of class and returning from breaks.

If you are more than 30 minutes late, you will be given half an absence.

Being late three times equals one absence.



Excusing Absences

- If you need to be absent for any reasons, speak to the staff at the front desk.
- If you are are absent for medical reasons, bring a doctor's note to the front desk.



Test Makeup Fee

- If a student needs to take an exam other than on the scheduled exam time, there is a \$50 exam fee. The teacher will remind students when the test days are. If a student misses a test, they must go to the front desk and make an appointment for a make-up test.

Class Schedules

Session 1-6

There are six (6) sessions total per year, and F-1 students in good standing are allowed to take a vacation after three (3) consecutive sessions enrolled.

Intensive English Program

1 Session / 8 weeks / 18 instructional hours

(Program Schedule available at EA front desk)

Class Hours

Morning Classes:
9:00 – 1:30

Afternoon Classes:
2:00 – 4:00

Evening Classes:
5:30 – 10:00



*Remember not to
be late to class!*

Classroom Rules

- Students must have textbooks ready by the first day of class.
- Only speak English in the classroom.
- Do not leave valuables in the classroom.
- Evergreen is *not* responsible for lost items.
- Do not use your phone in class without your teacher's permission.
- Classroom Rules and the Evergreen Mission statement are in your classroom. Reread them when you can.
- Do not eat during class time.

School Facilities

- The school has a library on the third floor.
- Wireless Internet is available on the third floor.
Check the information board for the password.
- There is a student lounge area and computer lab.



Class Evaluations

- Class evaluations end of every class session.
- Teachers are not allowed in the room when the students are doing the evaluations.

Snow Policy

Go to www.nbcwashington.com or watch Channel 4 (NBC-4) to find out if we will close or open late. Follow our Facebook page for updates.



Student Services

The following items can be obtained at the front desk of the office:

- 1) Official Transcripts
- 2) Level Certificates
- 3) Student ID's
- 4) Immigration Information
- 5) Letters for the DMV
- 6) Health Insurance Information

NOTE: Document preparation takes between 5-7 business days.



Student Registration

- ❑ New Student must register upon enrollment and current students must register before the session starts
- ❑ If student leaves the school for 4 consecutive sessions or longer, he/she will need to register again, including filing out a new application and taking placement test.
- ❑ Late registration will result in \$50 penalty.
- ❑ Students must have paid 100% of the tuition by the end of the session.



Refunds

Students may be entitled to refunds if they withdraw from a course:

Before the start of the session	100%
First week of the session	75%
Second week of the session	50%
Third week of the session	25%
After the third week of the session	0%

Change of Address

- When changing address, you must fill out the following form:

<https://www.uscis.gov/ar-11>

- A student must report to the office if contact information is changed.



To go on vacation, a student must:

- Complete at least three sessions
- Pass at least two classes
- Have a good attendance record.
- Be enrolled in the next session (non-refundable)
- Submit a vacation request form before the end of the current session.
- Get vacation requests approved by the Director.



Traveling outside of the U.S.

- ❑ A student must have a valid F-1 visa and Passport.
- ❑ A student must be on vacation or fully registered in the semester.
- ❑ It must be reported to the DSO and office 2 weeks prior to leaving the US (I-20, Traveling schedule required).



Transferring to another school

- A student must submit a 'Transfer request' to the office at least two weeks before the end of the session
- A student must submit 'Acceptance letter' 'Transfer Form' and 'Transfer Out Request Form' to the office.



Suggestions

Students can make suggestions at any time by talking to someone in the office, going to <https://www.ea.edu/contact-us/> or dropping a suggestion in the suggestion box.



*Thank you for choosing
Evergreen Academy!*