

EVERGREEN ACADEMY  
NEW STUDENT ORIENTATION



Evergreen Academy  
7700 Little River Turnpike,  
Suite 100A  
Annandale, VA 22003

703-256-6060

Office Hours:  
Mondays through Thursdays  
9:00a.m. – 6:00p.m.



@EvergreenAcademyUSA



Instagram

evergreenacademy



# IEP (Intensive English Program)

- 8 weeks
- 4 days a week
- 18 hours per week
- 144 hours per session
- 6 sessions per year

# Cancellation and Refund Policy

## Late Registration

**Fee**= For returning students, a fee of \$100 if registering **after** add/drop week

Tuition Refund Schedule	
Prior to the Start of the Registered Session	100%
1 <sup>st</sup> Week of Registered Session	75%
2 <sup>nd</sup> Week of Registered Session	50%
3 <sup>rd</sup> Week of Registered Session	25%
After 3 <sup>rd</sup> Week of the Session	0%

# Minimum and Maximum Time Frame

## MINIMUM RESIDENCY REQUIREMENT

F-1 students under one of the following statuses is required to attend the school a minimum two (2) full consecutive sessions as of entering the program to achieve their academic success:

1. Initial F-1 status who just entered the U.S. and started the program
2. Reinstatement or Change of Status to F status approved by USCIS
3. Transferred in from another institution

Non-F-1 students are allowed to enroll session-by-session and will not be governed by this regulation.

## MAXIMUM TIME FRAME

The maximum time allowed for any student to complete the program is 14 sessions. This is the normal academic track length of program (9 sessions) multiplied by 1.5. Student must progress through the program at a pace that will ensure successful completion within one-and-a half (1.5) times the program length as measured in academic years. A student who requires to repeat a course must complete within the maximum time frame.

# Grades and Progression


- In order to go to the next level (Pass), **75% or higher in the course**
- 74% or below, repeat
- Week 4 – Midterm exam week
- Week 8 – Final exam week

# Registration & Payments



- Registration Form prepared by Academic Office
- Come in to sign registration form and pay tuition before first day of session start
- Full tuition due at time of registration
- You will be registered in the class once you have signed Registration Form and paid tuition

# Evergreen Academy *Student Portal*

1.  <https://evergreen.campusaxess.com/Student/Login.aspx>

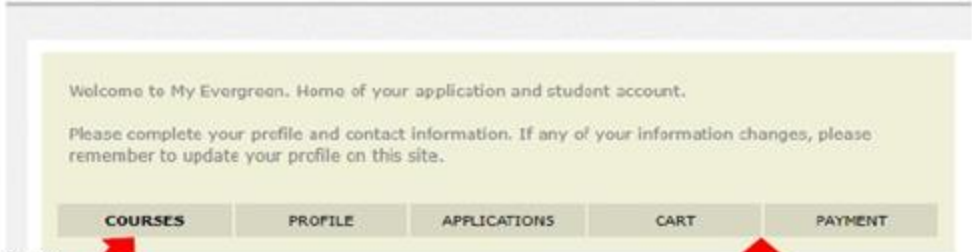
2. The email that you gave Evergreen Academy is the email that will be in the system. Type your email.



3. Click "Reset Your Password" to create your account

## STUDENT ACCESS

3.



Grades and Attendance



Pay Tuition and Fees/See transactions



# Field Trips & Activities

- Educate students about American culture
- Ask the Student Service for annual school Events/Activities
- Suggestions? Ideas? Let us know!



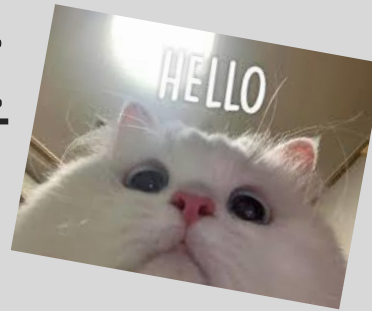
# Attendance Policy

- Required to attend a minimum of 75% of classes per session.
- Arrive to all scheduled classes on time
- Arriving more than 30-minutes late = “half absence”
- Late (5-30 minutes) policy is decided by individual teachers



# KNOW WHO WE ARE

HELLO TIME 😊



# AND... NO NO NO



**Evergreen Academy has a strict policy prohibiting third-party agents or representatives from participating in any aspect of a student's life once the student has been referred and enrolled.**

This includes academic advising, housing, visa issues, or personal matters. All communication, support, and services must be conducted directly between the student and Evergreen Academy staff. This policy ensures the accuracy of information, protects student privacy, and supports student success.

**If you are currently receiving any help or advice from a third-party agent or individual regarding your life at Evergreen Academy, please notify the Student Services Office immediately.**

# DSO (Designated School Official)



- ✓ Advises students on how to follow requirements for their visa
- ✓ Liaison between schools and SEVP/Homeland Security
- ✓ I-20's
- ✓ STNA



\*Always notify/ask DSO before you make any Changes

\*See Seren or Atika for any questions/problems with your visa.

**YOU** are responsible for contacting the DSO about anything regarding I-20's, STNA, Visa issues

Page 11 in Student Handbook

# Email & Communication



- **REQUIRED!**
- Always check your email and Google Classrooms for announcements and notices AND RESPOND!  
*(even if you just respond “ok” OR “received”)*
- If you don't check your email (or junk/spam folder) and a notice was sent by the DSO or office, no response can effect your enrollment or visa



## Classroom

- Communication method
- Instructors, Students, Office
- Accept Invite or Join with Code
- Download on mobile or use on computer
- Always check for new information
- Current Student Handbook and other useful information

\*Some teachers will use Google Classroom, others will use Whatsapp, emails, and/or text messaging.

# Health Insurance

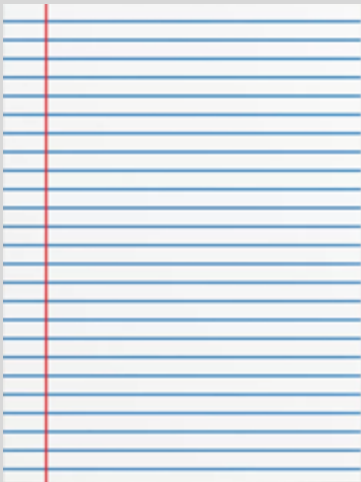
- Medical costs are expensive in the U.S.
- Can cost thousands of \$\$\$\$
- <https://www.internationalstudentinsurance.com/>



# Supplies



- Please bring your own materials to every class  
(pencils, erasers, 8 1/2 x 11 lined paper)
- Bring your class books to every class



- Essays/Assignments must be handed in on clean lined paper, NOT scrap paper
- Form of respect to your instructor as well as yourself

# Classroom Rules

- Make/receive phone calls outside classroom.
- Try to speak English only
- Phones in class (no speaking) is okay when the teacher says it is okay.
- Bring textbooks and notebooks/pencils and anything else your teacher says.



- ★ Student Handbook Acceptance
- ★ Attendance Policy Acceptance
- ★ Field Trip Release Form Student
- ★ Intake Questionnaire Student
- ★ Orientation Survey

**Note:**

- While in the United States, **always read** documents thoroughly before signing
- Make sure you understand *everything*. If you do not understand something, **always** ask.
- Once you sign a document in the United States, it is considered a legal agreement and can be used in court.

Have a Great Session!

