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F-1 Student Guide

Subject	Information
General Information	1) A minimum of **80% attendance** is required for all classes. 2) Cell phone use is prohibited during class time. 3) Only English should be spoken in class. 4) Eating is not allowed during class time. 5) Students must have textbooks ready for the class in which they are registered. 6) Students should contact the office if they have an emergency. Intensive Class schedules: **Morning: 9:00 AM – 11:00 AM / 11:30 AM – 1:30 PM** **Evening: 5:30 PM – 7:30 PM / 8:00 PM – 10:00 PM**
Registration	Students are required to register and pay IN FULL before the beginning of the session. * After the registration period, a $50 late fee will be charged.
Change of Address (Information)	All F1 students must fill out and submit the following forms within 10 days of moving to the United States: https://www.uscis.gov/ar-11 A student must report to the office if their contact information changes.
Vacation	1) A student must complete at least three sessions before taking a vacation. 2) A student must have at least two "Pass" grades ("P") and have good attendance. 3) A student must enroll for the session after vacation (Non-Refundable). 4) Vacation request form must be submitted before the end of session. 5) Vacation requests are approved by the Director.
Travelling/ Visit Out of the U.S	1) A student must have a valid F1 visa and passport. 2) A student must be on vacation or fully registered in a session. 3) A student must provide their travel schedule to the DSO and office two weeks prior to leaving the U.S **(in order to have their I-20 signed).**
Transfer/ Withdraw	1) A student must submit a **"Transfer Request"** to the office at least two weeks before the end of session, and may not transfer immediately following a vacation. 2) A student must submit an **"Acceptance Letter," "Transfer Form"** and **"Transfer out Request Form"** to the office. 3) If your attendance record is below 75%, your transfer request will not be processed. 4) Evergreen has an early transfer out policy for new students.
Student Services	Students can ask at the front desk for: **1) Student ID** **2) Official Transcripts** **3) Level Certificates** **4) Letters for the DMV, Immigration, etc.** **5) Health insurance information** Processing takes 5-7 business days.
Suggestions	Students can make suggestions at any time by talking to someone in the office, clicking on Contact us on the website, or using a suggestion box located in the front office and on the 3rd floor.
Refund	**Withdrawal Period** — **Refund Amount (%)** Before start of session — 100% First week of session — 50% Second week of session — 25% Third week of session — 10%