

**General  
Catalog  
2013-14**

**Los Angeles  
California, USA**

*Since 1995*

**A F International  
College.**



**English  
as a  
Second  
Language  
Program**



**Contact Information**

School Office: (213) 381-6707

FAX: (213) 381-6721

After Hours: (805) 405-9983

E-mail: [info@afint.com](mailto:info@afint.com)

Web sites: [www.afint.com](http://www.afint.com); [www.studyinusadirectory.com](http://www.studyinusadirectory.com)

**Classes are held at the following school location:**

A F International College

3807 Wilshire Boulevard

Los Angeles, CA 90010, USA

**Our mailing address:**

A F International School of Languages Inc

P.O. Box 6223

Thousand Oaks, CA 91359-6223, USA

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888)370-7589 or by fax (916)263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.

You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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## A. APPROVAL DISCLOSURE STATEMENT

A F International is a private institution that is approved to operate by the State of California Bureau for Private Postsecondary Education (BPPE). The following courses are approved:

1. English as a Second Language Program—18 hours/week
2. English as a Second Language Program plus TOEFL iBT—24hours/week
3. English as a Second Language Program plus Conversation—24 hours/week
4. English as a Second Language Program plus Business English—24 hours/week

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## B. SCHOOL PERFORMANCE FACT SHEET

### 2012

A F International (AFI) offers an Intensive English Program to International Students. The credits earned at AFI are **NOT** transferable to any other institution. In addition students attending Intensive English Programs are **NOT** authorized to work in the United States. Also, students are **NOT** eligible for Government Student Loans or Grants.

1. Completion Rates: **95%**
2. Placement Rates: **No** students are placed in employment.
3. License examination passage rates: **N/A**
4. Wage & Salary Information: **N/A**
5. This Program does **NOT** lead to employment.
6. This Fact Sheet is filed with the Bureau for Private Post Secondary Education. Regardless of any information you may have relating to Completion rates, placement rates, passage rates, starting salaries or license exam. This Fact Sheet contains the information as calculated pursuant to the law.
7. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

### **Bureau of Private Postsecondary Education**

**Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833**

**Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818**

**P: (916) 431-6959, F: (916) 263-1897 [www.bppe.ca.gov](http://www.bppe.ca.gov)**



## C. ABOUT A F INTERNATIONAL

### 1. Mission

Since 1995, A F International has been helping motivated non-native English speakers achieve communicative competence necessary to meet academic, professional, social, and personal goals so that they can participate as successful members of the global community. Our ESL Programs offer excellence in teaching, continuous curriculum development and student services. A F International is an active and responsible representative of the ESL community, the State of California, and the United States through its ethical, legal, and caring treatment of international students. To advance this mission, A F International has established these institutional goals:



- To utilize the most appropriate educational tools and methodologies;
- To support the use of independent learning strategies;
- To encourage a positive and realistic concept of self and others in our multicultural society;
- To provide an atmosphere for positive experiences with people of other cultures that encourages a global worldview.

### 2. Message from the President

Welcome to A F International School of Languages Inc. DBA A F International College in Los Angeles where we have helped many students improve their proficiency in English to reach their academic, professional and personal goals .

Our teachers are the backbone of our school. They are native English speakers, experienced and patient professionals who encourage you and inspire you to excel and are committed to students who are serious about learning English. Our curriculum is demanding, and if you share our philosophy outlined on the following pages, then AFI is 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 look forward to meeting you.

Sincerely,

Dr. Andrea M. Fuchs

### 3. Location

A F International School of Languages Inc. DBA AFI College is located at 3807 Wilshire Boulevard in Los Angeles, CA 90010. School occupies approximately 5000 square feet in a 12-story building. The space consists of seven classrooms, student lobbies, computer lab, and administrative offices. Major equipment available include TOEFL iBT computers and TOEFL test center, computers for student use, TVs, electronic equipment and classroom furniture. The institution, the facilities it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health codes.

### 4. 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 of 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 in the beginning 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 grades on your Grade Report Card and by your Certificate of Completion.



## 5. Affiliations

- *The A F International College, Los Angeles, CA is accredited by the Commission on English Language Program Accreditation for the period April 2013 through April 2018 and agrees to uphold the CEA Standards for English Language Programs and Institutions. CEA is recognized by the U.S. Secretary of Education as a national accrediting agency for English language programs and institutions in the U.S. For further information about this accreditation, please contact CEA, 801 North Fairfax Street, Suite 402A, Alexandria, VA 22314, 703.665-3400, [www.cea-accredit.org](http://www.cea-accredit.org).*
- AFI is a private institution that is approved to operate by the BPPE
- Authorized under federal law to enroll nonimmigrant alien students
- Member of the Teachers of English to Speakers of Other Languages (TESOL)



## D. ENGLISH PROGRAMS

### 1. Your First Day at A F International

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

### 2. Placement Test and Course Levels

The placement test determines your level of English skills and the class that is most appropriate for you. AFI uses a number of placement tests. 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, reading comprehension, and language use. There are 70 problems: 20-listening, 20-reading, and 30-language use.

The following courses require the following test scores to gain admission into the course:

ESL 1: Beginning ESL

Cambridge Placement Test Score 0 to 23

ESL 2: Low-Intermediate ESL

Cambridge Placement Test Score 24 to 36 or by teacher recommendation.

ESL 3: Intermediate ESL

Cambridge Placement Test Score 37 to 49 or by teacher recommendation.

ESL 4: High-Intermediate ESL

Cambridge Placement Test Score 50 to 61 or by teacher recommendation.

ESL 5: Advanced ESL / TOEFL iBT Preparation

Cambridge Placement Test Score 62 to 70 or by teacher recommendation.

Our complete English program consists of the five levels which, if taken consecutively, can be completed in 15 sessions.

1-3	Beginning
4-6	Low-Intermediate
7-9	Intermediate
10-12	High-Intermediate
13-15	Advanced / TOEFL iBT Preparation

The English as a Second Language Program consists of 72 hours per four weeks and five levels of proficiency, from Beginning to Advanced. This basic program can be combined with the following components comprising 96 hours per four week session:

English as a Second Language – TOEFL iBT program  
 English as a Second Language – Conversation program  
 English as a Second Language – Business English program



### 3. Daily Schedules

#### ESL 72 program

*Monday to Friday*

9:00am to 10:15am Grammar and Vocabulary

10:15am to 10:30am Break

10:30am to 11:30am Reading and Writing

11:30am to 11:45am Break

11:45am to 12:36pm Speaking, Listening and Accent Reduction

#### Additional classes for the ESL 96 program

*Monday to Wednesday*

1:30pm to 3:30pm TOEFL iBT preparation (Advanced)

1:30pm to 3:30pm Conversation (Beginning to High Intermediate)

1:30pm to 3:30pm Business ESL (Intermediate levels)

### 4. Course Descriptions and Clock Hours

#### English as a Second Language Program: 72 hours/4-week session

##### Course Descriptions

*Each ESL class consists of three segments: Grammar and Conversation; Reading, Writing & Vocabulary; and Accent Reduction, Listening and Speaking. This course description groups levels (Beginning through Advanced) by course type headings:*

*Grammar and Conversation;*

*Reading, Writing & Vocabulary; and*

*Accent Reduction, Listening and Speaking*

*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).*

*In addition to weekly quizzes, there are mid-level and level tests, followed by one-on-one teacher-student conferences.*



## Grammar

*Beginning: 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*

*Low Intermediate: 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: Beginning*

*Intermediate: 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, 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 learn about modals and related verbs and expressions. Prerequisite: Low Intermediate*

*High Intermediate: 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: Intermediate*

*Advanced: 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: High Intermediate*

## Reading/Writing

*Beginning: 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*

*Low Intermediate: 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: Beginning*

*Intermediate: 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: Low Intermediate*

*Intermediate: 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: Low Intermediate*

*High Intermediate: 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: Intermediate*

*Advanced: 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: High-Intermediate*

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

*Beginning: 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*

*Low Intermediate: 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. 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. 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: Beginning*

*Intermediate: 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. Low Intermediate*

*High Intermediate: 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: Intermediate*

*Advanced: 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: High-Intermediate.*

## English as a Second Language - TOEFL iBT 96 hours/4-week session

*The English as a Second Language – TOEFL iBT program presents 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.*

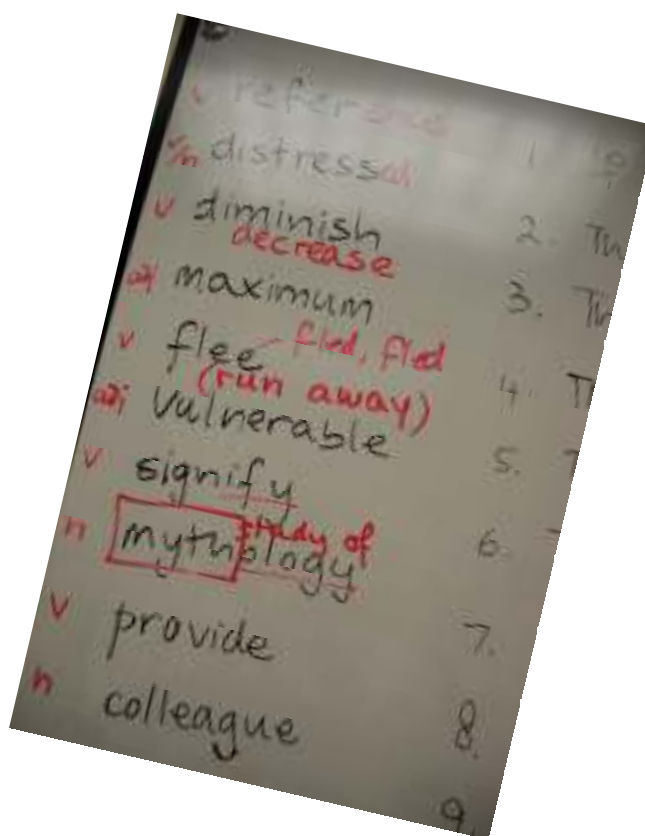
*Prerequisite: High Intermediate*

## English as a Second Language - Business English

*This program consists of high intermediate and advanced level classes 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: Intermediate.*

## English as a Second Language - Conversation

*This Conversation program is offered for the Low Intermediate through High Intermediate levels. This course focuses on fluency in speaking and vocabulary expansion. Special attention is given to accent reduction.*



**E. COURSE CALENDAR FOR 2013 and 2014***2013 Course Calendar*

<b>Session</b>	<b>Los Angeles</b>	
1	<b>* January 7</b>	Class begins
	January 21	Martin Luther King Holiday—no class
	February 1	Class ends
2	<b>*February 4</b>	Class begins
	February 18	President's Day Holiday—no class
	March 1	Class ends
3	<b>*March 4</b>	Class begins
	March 29	Class ends
4	<b>*April 8</b>	Class begins
	May 3	Class ends
5	<b>*May 6</b>	Class begins
	<b>May 27</b>	Memorial Day—no class
	May 31	Class ends
6	<b>* June 3</b>	Class begins
	June 28	Class ends
7	<b>*July 1</b>	Class begins
	July 4	Independence Day—no class
	July 26	Class ends
8	<b>*August 5</b>	Class begins
	August 30	Class ends
	September 2	Labor Day—no class
9	<b>*September 3</b>	Class begins
	September 27	Class ends
10	<b>*September 30</b>	Class begins
	October 14	Columbus Day—no class
	October 25	Class ends
11	<b>*October 28</b>	Class begins
	November 11	Veterans Day—no class
	November 22	Class ends
12	<b>*November 25</b>	Class begins
	<b>November 27, 28</b>	Thanksgiving Holiday—no class
	December 20	Class ends

*Merry Christmas and a Happy New Year!*

**F. TUITION AND OTHER EXPENSES***2014 Course Calendar*

<b>Session</b>	<b>Los Angeles</b>	
1	<b>* January 6</b>	Class begins
	January 20	Martin Luther King Holiday—no class
	January 31	Class ends
2	<b>*February 3</b>	Class begins
	February 17	President's Day Holiday—no class
	February 28	Class ends
3	<b>*March 3</b>	Class begins
	March 28	Class ends
4	<b>*April 7</b>	Class begins
	May 2	Class ends
5	<b>*May 5</b>	Class begins
	<b>May 26</b>	Memorial Day—no class
	May 30	Class ends
6	<b>* June 2</b>	Class begins
	June 27	Class ends
7	<b>*June 30</b>	Class begins
	July 4	Independence Day—no class
	July 25	Class ends
8	<b>*August 4</b>	Class begins
	August 29	Class ends
	September 1	Labor Day—no class
9	<b>*September 2</b>	Class begins
	September 26	Class ends
10	<b>*September 29</b>	Class begins
	October 13	Columbus Day—no class
	October 24	Class ends
11	<b>*October 27</b>	Class begins
	November 11	Veterans Day—no class
	November 21	Class ends
12	<b>*November 24</b>	Class begins
	<b>November 26, 27</b>	Thanksgiving Holiday—no class
	December 19	Class ends

*Merry Christmas and a Happy New Year!*

1	<b>*January 5, 2015</b>	Class begins
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**Tuition**

Classes in **Los Angeles** are based on small-group instruction with an average class size of 12 students. You may take either 72 hours or 96 hours of instruction/4 weeks.

***ESL 72 - 18 hours per week***

Monday through Friday Morning class: 9:00 am to 12:36 pm

4 weeks	\$500	8 weeks	\$1,000	12 weeks	\$1,455*
16 weeks	\$1,940*	20 weeks	\$2,400*	24 weeks	\$2,880*
28 weeks	\$3,325*	32 weeks	\$3,800*	36 weeks	\$4,230*
40 weeks	\$4,700*	44 weeks	\$5,270*	48 weeks	\$5,580*

***ESL 96 - 24 hours per week***

Monday through Friday Morning class: 9:00 am to 12:36 pm and Monday through Wednesday Afternoon class: 1:30 pm to 3:30 pm.

4 weeks	\$650	8 weeks	\$1,300	12 weeks	\$1,892*
16 weeks	\$2,522*	20 weeks	\$3,153*	24 weeks	\$3,744*
28 weeks	\$4,368*	32 weeks	\$4,992*	36 weeks	\$5,558*
40 weeks	\$6,175*	44 weeks	\$6,793*	48 weeks	\$7,410*

\*Long-term discounted tuition is due in full at the time of registration.

**Other Expenses**

Application Fee (Non-Refundable):	\$ 75.00
SEVIS I-901 Processing Fee (Non-Refundable):	\$ 20.00
Books:	\$ 49.00
STRF (Non-Refundable): \$ 0.50 per \$1,000 of tuition	\$ 0.50

**Sample of total charges for three sessions (one quarter) of ESL 72 (18 hours per week)**

Application Fee (Non-Refundable):	\$ 75.00
SEVIS I-901 Processing Fee (Non-Refundable):	\$ 20.00
Tuition (12 weeks):	\$ 1,455.00
Books:	\$ 49.00
STRF (Non-Refundable):	\$ 1.00

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Total: \$1,600.00

## **SEVIS I-901 Fee**

All International Students must pay the SEVIS I-901 Fee of \$200.00. The government incurs this charge. If you wish for AFI to process this payment for you, there will be a Non-Refundable Processing Fee of \$20.00. AFI does **NOT** participate in any federal and state financial aid programs nor does AFI offer any private loans.

*Prices subject to change without notice.*

### **Summary of Other Expenses**

#### **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.

#### **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).

#### **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.

#### **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 \$49.

#### **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 \$0.50 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 \$0.50.

#### **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.

#### **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.

## G. SCHOOL POLICIES

### 1. Admission 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 following:

- SEVIS 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.

**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.

**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.

### 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.

### 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.

### Cancellation of Classes

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.

## 2. Attendance Policy

F-1 Visa students are considered to be on probation for “poor attendance,” if their cumulative attendance per session falls below 80%.

In Los Angeles, the student receives an attendance probation notice with the fifth absence. At the sixth absence, the student is terminated in SEVIS for “Failure to attend”.

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. If the student has an official doctor's note, we will reconsider the student slated to be terminated for “poor attendance” instead.

## 3. Academic Progress and 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 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 (75%-79%)
D = Unsatisfactory	1.0 grade points (60%-74%)
F = Not passing	0 grade points (0%-59%)



**Criteria:**

Class participation	15%
Completion of assignments	25%
Weekly Quiz	30%
Final Test	30%

A student who withdraws from a course will receive the symbol “W” (Withdrawal) for the course, which has no impact on the GPA.

**GPA (Grade Point Average):** A minimum of 3.0 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 3.0 while on probation, the student may be suspended from the school for up to two sessions. An F-1 visa student will be terminated from SEVIS for “Poor academic performance”.

To advance to the next level, students must reach a GPA of 75%, or a letter grade C. A student will be placed on academic probation if s/he fails to receive a passing grade of seventy (70% or a C grade) in any class at the end of the quarter. The student will be sent a written notification of his /her academic probation status, and her/his student record will reflect that s/he is on academic probation. Being on academic probation means that the student will be required to retake the same class level that s/he failed to pass in the subsequent quarter. If the student passes the class in the next quarter, s/he will no longer be on academic probation. If s/he fails again, s/he will be suspended from the school.

**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.

**4. Leave of Absence Policy**

To be approved for a vacation in the United States, the student must be in status and have paid his tuition. A student is permitted a vacation once per year after successfully completing nine months of instruction. The vacation may be up to a maximum of 13 weeks duration and the student must return to this institution to continue his studies. For students who are enrolled for shorter periods, it is recommended that they take their vacation after they have completed their studies. Students who are in status and have completed their studies may remain in the United States legally for up to 60 days after completing their studies. For students wishing to have a break by leaving the country they must be in status and have their tuition paid. They have to provide an explanation as to why they are required to return home and a copy of their airline ticket. A student, if approved, must return within five months. If the student fails to meet this deadline, they will have to reapply for a student visa. Breaks in school are permitted on a case by case basis. Breaks in school in the United States are permitted for medical and emergency reasons only. These breaks must be documented with either a Doctor’s letter or other acceptable evidence of the emergency. These are approved on a case by case basis.

**5. Cancellation of Agreement**

**STUDENT’S RIGHT TO CANCEL:** You have the right to cancel this agreement for a course of instruction until midnight of the seventh business day after the first class you attended. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

## 6. Refund Policy

You have the right to withdraw from a course of instruction at any time. A notice of withdrawal shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance. 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or until midnight of the seventh business day after enrollment, whichever is later. You are obligated to pay only for educational services rendered and for un-returned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

A F International's refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance is as follows: Student who has completed 60 percent or less of the period of attendance shall be a pro-rata refund. Refunds will be made within 45 days of withdrawal. **Students completing more than 60 percent of the enrolled classes are not eligible for a refund.**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal or the actual date of withdrawal.
- b. The school terminates your enrollment.

**Recruiting Fee for Non-California (CA):** If you are a Non-CA Resident and you withdraw, there is a recruiting fee of 45% 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.

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 Examples

*Example for Los Angeles:* A Non-CA Resident student enrolls 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:

	Debit/Credit
Amount Paid	Balance
	\$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	\$58.00
	\$1,242.00
Recruiting Fee	\$877.50
	\$364.50
(45% of \$1,950)	

**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.

**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.

## 7. 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.

- 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.

## 8. 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.

## 9. 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, computers are available in the lobby area. Using the computers for non-course related work is limited to 10 minutes per person if there are others waiting.

## 10. Language of Instruction

Only English will be used in the classroom.

## 11. Policy on Human Rights

A F International will admit any student regardless of their race, color, religion, sexual orientation, national, or ethnic origin pro-



viding they have met the requirements for admission. Each student will have a right to participate in all of the school's programs and activities.

## **12. Record Retention Policy**

Adequate and accurate records will be maintained by the institution, in accordance with regulations adopted by the Bureau, and satisfactory standards shall be enforced relating to attendance, progress, and performance. The institution will maintain current records for a period of not less than five years at its principal place of business in California, and will be immediately available during normal business hours for inspection and copying by the Council or the Attorney General and showing all of the following:

The name and addresses, both local and home, of each of its students.

The programs of study offered by the institution.

The names and addresses of its faculty, together with a record of the educational qualifications of each.

The certificate granted, the date of granting, together with the curricula upon which the certificate was based.

Transcripts showing classes and courses completed or attempted but not completed, dates of completion or withdrawal, final grades or evaluation given to the student and certificate awarded will be maintained permanently.

## **13. Student Grievance Policy**

The AFI student complaint policy is available to students who wish to have a concern resolved about a person or process of the English Program not covered by existing policies, such as the grading policy, residency policy, student code of conduct policy, etc. All complaints of a sexual harassment nature or an equal opportunity issue will be referred to the school director for resolution should the complaint(s) involve an employee of AFI.

## **14. 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.

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 instruction 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."

**H. STUDENT SERVICES****Accommodations**

A F International does not maintain any resident housing. AFI assumes no responsibility for student housing.

A F International does not have dormitory facilities under its control

A F International does not provide availability and cost range of the housing.

A F International does not provide assistance to find housing.

**Advising and Counseling**

Our staff makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems which require professional counseling, and who request assistance, will be referred to the appropriate agencies.

A F International offers visa services for international students and vouches for student status. A Principal Designated School Official (PDSO) or a Designated School Official (DSO) is available during school hours for assistance with visas, academic advising and recommendations pertaining to termination, all immigration rules and regulations.

**Job Placement Assistance**

A F International does not provide any job placement services or assistance.

**Library and Facilities**

The following are available to all current students:

- Computers for Student Use
- Library of 100 Books in Student Lounge
- 250 Textbooks in Book Storage
- Free wireless internet
- Student lounge
- University/College brochures
- Games and CDs/DVDs
- Free coffee and tea
- Snack Vending machine
- Monthly Parking

**New Student Orientation**

On your first day of attendance, students receive an orientation and a free student ID card. Orientations are also given during each session in the student lobby and in the classrooms.

**Parking**

Monthly parking is available adjacent to the school. Parking is \$95 per month.

**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.

**Student Health Insurance**

Students are required to be covered by health insurance during their stay in the United States. Applications for different insurance carriers are available. Successful academic progress at AFI requires students to take care of their health, including proper diet and sufficient sleep. If students require medical and/or dental appointments, appointments should be made after school hours. If a student is in need of personal psychological counseling, the Student Services Coordinator will provide a listing of services in the community.

**Student ID**

On the first day of attendance, students receive a free student ID card.

**Student Loans or Grants**

ESL students are **NOT** eligible for Government Student Loans or Grants.

**Student Lounge and Student Kitchen**

Both facilities are available for the convenience of all students. Communal dishes, cutlery and glassware should be kept clean. Students are asked to use common sense and clean up after themselves.

**I. TRANSCRIPT AND CERTIFICATES**

A F International awards certificates to those students who display merit in their study of the English language. We award two certificates upon completion of their program at AFI: The Certificate of Participation and The Certificate of Completion. The Certificate of Participation is awarded to a student who leaves before completing the program. The Certificate of Completion is awarded to those students who complete the program.

**J. COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT**

A F International does not have any Articulation Agreements with other schools. The credits earned at AFI are **NOT** transferable to any other institution. AFI does not accept credits from other schools.

**K. BUREAU FOR PRIVATE POSTSECONDARY EDUCATION**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

**Student Tuition Recovery Fund Disclosures**

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.

Amount of STRF Assessment; § 76120. (a) Each qualifying institution shall collect an assessment of fifty cents (\$0.50) per one thousand dollars (\$1000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1000) or less, the assessment is fifty cents (\$0.50).

It is the student's right and responsibility and a state requirement in regards to the Student Tuition Recovery Fund that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

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.

For those students that would like to file an exempt claim on the STRF fee for a term, you are able to complete the following form and remit this to the address noted on the form. The web link is <http://www.bppe.ca.gov/applications/strf.pdf>

### **Amount of STRF Assessment**

- (a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$0.50).
- (b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third party payer shall not pay the STRF assessment to the qualifying institution
- (c) Except when an institution provides a 100% of the amount paid for institutional charges, less a reasonable

deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, in which case, the assessment is non-refundable.

### **STRF Assessment Fee**

The Student Tuition Recovery Fund (STRF) fee collected by the institution is payable to the BPPE and is non-refundable to the student.

### **Contacting BPPE**

- a. **Questions:** "Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be direction to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll Free telephone number: (888) 370-7589 or by fax Number: (916) 263-1897."
- b. **Complaints:** "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 toll- free 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))."

## **L. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at A F International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in the English as a Second Language and Test Preparation programs is also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Completion that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending A F International to determine if your Certificate of Completion will transfer..

## **M. ADMINISTRATION AND FACULTY**

### **Administration**

Andrea M. Fuchs  
Ph.D., University of California Los Angeles

Karla Ledezma  
A.A. Glendale College

Kenya George

### **Faculty at the A F International School of Languages Inc. DBA AFI College in Los Angeles**

Kelly Fazel  
M.A., Linguistics: TESOL, California State University, Fullerton

Alexis Hopper  
M.F.A., The School of the Art Institute of Chicago

Lynetta Richardson  
Ph.D., French, Middlebury College, Middlebury, Vermont

Matt Reischling  
B.A., University of California, Los Angeles

Madelaine Memmer  
B.A., California State University, Long Beach

Barbara Castrejón  
M.A., English Literature, Creative Writing, California State University, Northridge



## **N. FINANCIAL STABILITY**

“This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.”

(11 U.S.C. Sec. 1101 et seq.)(Ed Code §94909(a)(13))

*“As a prospective student, you are encouraged to review this catalog and the websites prior to signing an enrollment agreement.”*

## **O. HOW TO APPLY**

***If you are applying from outside the United States, you will need to provide the following:***

1. Completed AFI *Application Form* (on website: [www.afint.com](http://www.afint.com))
2. Non-Refundable Application Fee \$75
3. One passport-size photo
4. Copy of the front-page of your passport
5. Copy of your most recent school transcript or diploma
6. Copy of a bank statement showing sufficient funds to cover tuition and living expenses and/or Affidavit of Support (*Form I-134* )
7. SEVIS I-901 fee \$200.00
8. SEVIS I-901 processing fee \$20.00
9. DHL Express Mail fee of \$100.00

\*Prices subject to change based on location.

***If you are transferring from another school in the United States, you will need to provide the following:***

1. Completed AFI *Application Form* (on website: [www.afint.com](http://www.afint.com))
2. Completed AFI *Transfer-in Form*
3. Non-Refundable Application Fee \$75
4. Copy of the front-page of your passport
5. Copy of F1 VISA page of your passport and Form I-94
6. Copy of current SEVIS I-20
7. Copy of a bank statement showing sufficient funds to cover tuition and living expenses and/or Affidavit of Support (*Form I-134* )

