

Welcome to Kaplan International Centers (aka KIC)! As an international student studying on an F-1 visa, you must comply with U.S. government regulations and KIC's international student policies throughout your studies. You are solely responsible for maintaining your legal status while studying in the United States. Please review the following information carefully. Should you have any questions about this information, please speak to the school staff immediately.

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#### FORM I-515A AND TEMPORARY ADMISSION

- If you received a Form I-515A for Temporary Admission at the Port of Entry, please inform your DSO immediately. You must send the missing information within 30 days of arrival to the U.S or you may fall out of legal status.

#### YOUR IMMIGRATION DOCUMENTS

- Please keep all copies of your Form I-20, F-1 visa, I-94 and passport in a safe place.
- You must notify your DSO immediately if you lose any of your documentation
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#### CHANGE OF ADDRESS, TELEPHONE NUMBER AND/OR EMAIL

- If you change your local address or phone number during your enrollment with KIC, you must report the change to the school no more than 10 days after the change so that the DSO can update your record with SEVIS.

#### ATTENDANCE POLICY/FULL-TIME STUDIES

- You must study full-time to maintain good standing with KIC and the U.S. government. A study week begins on Tuesday and ends on Monday for all KIC courses. Study hours from one week are not transferrable to another week.
- If you are enrolled in General English, Intensive English, TOEFL® and Academic English (TAE), Cambridge English (CAE) Business English, Academic Semester and/or Academic Year, you are required to study at least 18 hours per week during each week of your enrollment to maintain your full-time F-1 status. If you are enrolled in GRE® or GMAT® for International Students, you are required to study at least 22 hours per week during each week of your enrollment to maintain your full-time F-1 status.
- Classroom attendance is required for all courses that have a teacher-led component. You cannot make up missed classroom hours through other activities, such as Structured Study. If your class meets for less than the minimum full-time study requirement (i.e., less than 18 or 22 hours), you must use Structured Study to make up the difference. For instance, if you are enrolled in General English, your class will meet for 15 hours each week. Since you are required to study at least 18 hours per week, you must complete at least 3 hours of Structured Study, in addition to your classroom hours, to maintain status
- Classroom attendance is tracked by your teacher at the start of each class period. For Structured Study, you will have to check-in and check-out according to your school's procedures.
- Although we expect that you will maintain 100% attendance at all times, you are **required** to maintain **a minimum 80% (85% in New York) attendance rate in all your classes during your entire enrollment** (including Structured Study, if applicable). Please speak to the school staff if you are uncertain of these requirements.
- If you do not meet any of the above attendance requirements, it will be reported to the USCIS through SEVIS. This may result in dismissal from KIC and termination of your I-20. You will not qualify for a refund under these circumstances.

#### MEDICAL ABSENCE

- If you are unable to attend your KIC course due to illness, injury or other medical condition (i.e. surgery, childbirth), you must provide a doctor's note no later than 1 week following your illness. If you do not provide this, you will be marked absent and may fall out of status. The note must:
  1. Be on a U.S. licensed Medical Doctor, Psychiatrist or Doctor of Osteopathy's letterhead.
  2. Include the U.S. licensed doctor's signature.
  3. Include a start date and end date of inability to attend the center due to illness or medical condition.
  4. State that you are unable to study full-time at KIC for medical reasons.

#### TRAVEL ABROAD/LEAVE OF ABSENCE

- If you need to leave the U.S. during your enrollment, please speak to the DSO as soon as possible.

#### ENGLISH PROGRAM SESSION BREAK

A "session break" is defined as two (2) weeks off from studying full-time. You will be eligible for this break if you meet all of the following requirements:

1. You have maintained your legal F-1 status.
2. You are enrolled in General English, Intensive English, TAE and/or Business English. Other KIC programs do not qualify for session breaks.

3. You will have studied for 16 weeks consecutively.
  4. You will have at least four (4) weeks of your enrollment to complete upon return from the break.
  5. You receive your DSO's permission to take the session break at least four (4) weeks in advance. To request permission, you will need to submit to your DSO a completed "Session Break Confirmation Form" available from your DSO.
- If you request the session break within your first 4 weeks of arrival at KIC, there is no fee; otherwise a \$100 change fee will be applied.
  - Session break dates are not adjustable and may only be taken at the scheduled times.
  - If you take a session break without meeting all of the above requirements, your time away will be considered an unexcused absence, which may negatively affect your attendance and cause you to fall out of status.
  - If you take a session break, your course enrollment will be extended by the same number of weeks but your I-20 will not. You will be responsible for any additional housing or medical insurance costs that may result.
  - Taking a session break during your enrollment is not a valid reason to extend your I-20. You must show a valid medical or academic reason for an extension.
  - If you transfer to another KIC school, you may not be eligible for the break. Check with your DSO before you transfer.
  - Academic Year and Academic Semester students, who already have a break (or breaks) built into their programs, are not eligible for the above breaks.

### OUT OF STATUS/EXPULSION

- If you fail to meet the weekly study requirement (i.e. do not complete 18 or 22 hours of study per week) and/or you drop below the 80% (85% in New York) attendance minimum for an extended period of time, you will fall out of F-1 status. This means you will be dismissed from KIC without a refund and your I-20 will be terminated. In these cases, you must leave the U.S. immediately.

### EXTENSIONS OF STUDY OR I-20 / CHANGE OF PROGRAM

- You will be eligible to extend your course, as long as you have maintained your F-1 status, pay in full for the new course and your new course will end on or before your I-20 end date. You must:
  1. Request the extension from your school before your current program end date
  2. Pay in full for tuition, housing and/or insurance at the time of approval; there are no payment plans.
  3. Have an I-20 that is still valid.

### TO CHANGE YOUR PROGRAM (E.G. FROM THE TAE COURSE TO THE GRE® FOR INTERNATIONAL STUDENTS COURSE)

- In order to change your program/course, are required to submit additional documentation such as:
  - a. Updated Bank Statement
  - b. Request before program end date
  - c. Proof of Scholastic Preparation (copy of degree or transcript)
  - d. Proof of English Proficiency (minimum 79 TOEFL® score)

### EARLY COMPLETION

- If you need to end your studies with KIC before your original end date, speak to the school staff as soon as possible.
- You are expected to maintain your full-time studies and attend all classes until the school approves your request.

### GRACE PERIODS

- Students are given a 60-day grace period at the end of their program for the following reasons:
  - To transfer to a non-Kaplan school
  - To prepare for departure from the U.S. upon successful **completion** of their Kaplan course
    - *You are not allowed to study during the 60-day grace period*
    - *If you leave the US during the 60-day grace period (e.g. a short trip to Canada or Mexico), you cannot re-enter with your I-20 as it will no longer be valid. In these cases, you should re-enter as a tourist and be prepared to explain why you want to come back into the US (i.e. in order to take your flight back to your home country.)*
- Students are given a 15-day grace period to depart the U.S. for the following reasons:
  - **Authorized early withdrawal** from their Kaplan course to return home
- Students must depart the U.S. immediately for the following reasons:
  - Student and I-20 are **terminated** for falling out of F1 status and/or expelled from the school of study
  - **Change of Status to F1 is denied** by the USCIS (the only exception to this rule is if you have maintained your previous visa status and have a valid I-94 that has not expired)

### TRANSFERRING TO ANOTHER SCHOOL

- If you want to transfer to another SEVIS-approved school, you must let us know before the end of your grace period.
- If you want to transfer to another KIC school, you must let us know **within 14 days of your course end date**.
- Failure to meet the deadlines and/or to notify KIC of your intent to transfer may result in ineligibility for transfer.

**ACKNOWLEDGEMENT AND SIGNATURE**

**I HAVE READ, UNDERSTOOD AND AGREE TO COMPLY WITH KAPLAN INTERNATIONAL CENTERS' F-1 PROGRAM POLICIES. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR MAINTAINING MY IMMIGRATION STATUS WHILE IN THE UNITED STATES.**

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Student Signature

Print Name

Date

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DSO Signature

Print Name

Date