A F INTERNATIONAL
SCHOOL OF LANGUANGES



CATALOG
2026



A F International School of Languages

A F International College

CA, USA

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Contact Information

School Phone Number: (626) 689-9362
Email: admissions@afint.com
website: www.afint.com



Classes are held at the following physical school locations: A F International College/School of Languages

Pasadena Campus: 744 E Walnut St, Pasadena, CA 91101
Westlake Campus: 3625 Thousand Oaks Blvd., Westlake Village, CA 91362

Our mailing address: (This is the mailing address, not the physical location) A F International School of Languages Inc / A F International College
1001 Fremont Ave #3290, South Pasadena, CA 91030

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.

This catalog is provided to a prospective student or to the general public when requested by mail. It is
also available on our web site, www.afint.com

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A. ABOUT A F INTERNATIONAL

1. Mission

The AFI mission is to enable students to develop American English language skills and the cultural awareness to be competent in professional and social environments.

As an institution, we strive for excellence in education and student services. We are committed to employing qualified, talented staff and instructors who support the use of independent, student-centered learning strategies.

We endeavor to utilize the most appropriate educational tools and methodologies.

We continuously monitor and develop our curriculum, and we recognize our responsibility to represent the ESL community through ethical, legal, and caring treatment of international students.

2. Message from the President

Welcome to A F International College! We are so happy to have you study with us. We have helped many students improve their proficiency in English to reach their personal and professional goals and we can't wait to work with you, too!

Our teachers are all native English speakers and are experienced and patient professionals. Each member of our staff cares deeply about our students' individual success. Our small class sizes ensure quality, individualized attention for each student. Our curriculum is demanding, but if you we're willing to ask questions, apply yourself, and work hard, then AFI is the best school at which for you to study.

I know there are many challenges that may confront you when you live and learn in a new culture. We hope to help you make your transition as smooth as possible. We are happy to have you as an addition to our school. Please let us know if there is anything we can do to help you adjust and we look forward to working you!

Sincerely,

Anna Gao
President

3. Facilities

A F International School of Languages Inc. DBA AFI College is located at 744 E Walnut St, Pasadena, CA 91101. Our Pasadena campus is located in the heart of Old Town, close to public transportation, dining, and retail. The facility includes comfortable classrooms and administrative offices.

4. Accreditation

The A F International College, Los Angeles, CA is accredited by the Commission on English Language Program Accreditation for the period* December 2018 through December 2027 *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, 22314, 703.665-3400, www.cea-accredit.org. VA

5. Affiliations

AAIEP promotes and supports ethical and professional standards for intensive English programs in the U.S.; communicates and champions the value of English language study; enhances the visibility of member programs; and fosters professional development amoung members.

A F International is authorized by the United States Citizenship and Immigration Services (USCIS) to accept non-immigrant foreign students and issue I-20s using the SEVIS system.

A F International is a member of CATESOL. CATESOL represents teachers of English language learners throughout California and Nevada, promoting excellence in education and providing high-quality professional development.

6. Faculty and Staff

Teaching Faculty

Our teachers hold Bachelor of Arts degrees or higher and are trained professionals in TESOL (Teaching English to Speakers of Other Languages) or hold equivalent certifications. They have posses years of experience helping students whose first language is not English develop fluency in listening, speaking, reading, and writing.

AFI regularly conducts student surveys to evaluate both the ESL program and its instructors. We carefully review student feedback and use their suggestions to improve our courses. Student expectations and needs play an important role in the ongoing development of our program.

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.

Administrative Staff

Our administrative staff is known for being friendly and courteous. Students appreciate the safe, supportive, and welcoming environment created by all members of our team.

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, to acquiring health insurance, setting up a bank account, 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 you are in need of any assistance, please come and talk to one of our staff members. They will be happy to help you.

B. ENGLISH PROGRAMS

1. Your First Day at A F International

On your first day at AFI, you will attend an orientation, take a placement test, register for classes, and purchase textbooks. Your advisor will also review important general information including how to obtain AFI Student ID for identification and discount purposes, how to open a bank account, how to use public transportation, and safety tips for living in the United States, and more.

A F International provides advisement for the following areas: academic advisement, tutoring services

and support services, provided by instructors; personal counseling, career counseling and services, disability services; retention initiatives for academically at-risk students.

2. Placement Test

The placement test determines your level of English skills and the class that is most appropriate for you. The placement test will cover four areas: listening comprehension, reading comprehension, and language use. There are 70 problems: 20-listening, 20-reading, and 30-language use.

3. Programs Offered

The IEP consists of five levels in two programs: The ESL program with Beginning English, Intermediate English (three levels), and Advanced English, including English for Professionals and Communicative English.

4. Length of Program

Each level consists of three 4-week sessions each. The total length of the IEP is 12 sessions. The length of the program varies depending on students' placement and educational goals.

5. Clock Hour Definition

A clock hour is a minimum of 50 minutes in which lecture, demonstrations, and similar class activities are conducted. Each clock hour of instruction stated has a 10-minute recess.

18 hours

Program	**Number of Sessions** 4-12
Intensive Beginning English	
Intensive Intermediate English (All Levels)	
Intensive Advanced English	

18 hours

Program	**Number of Sessions** 4-12
English for Professionals	
English for Communication	

6. Testing Schedule

Placement Test	Quizzes	Mid-level Test	Level Test
First Day of Attendance	Weekly	6th session weeks	12th session week

7. Graduation Requirement

To be eligible for, and to receive a Certificate of Completion, students must meet the Satisfactory Progress requirement: complete all weekly quizzes, mid-level and level tests; attend session teacher-student conferences; complete all required classes of the IEP with a minimum grade point average of 3.0; and meet all financial or other obligations to the College. A F International awards Certificates of Participation and Certificates of Completion.

8. Common European Framework of Reference for Languages (CEFR)

In addition to our ESL levels of Beginning through Advanced, we also use the Common European Framework of Reference for Languages (CEFR) to determine your English level.

There are six CEFR levels, ranging from A1 to C2. Each of these have descriptors that tell you what you will be able to do when you complete that level of English:

			Descriptors
PROFICIENT USER	C2	**CAMBRIDGE CAE**	Can understand with ease virtually everything heard or read. Can summarize information from different spoken and written sources, reconstructing arguments and accounts in a coherent presentation. Can express him/herself spontaneously, very fluently and precisely, differentiating finer shades of meaning even in more complex situations.
	C1	**ADVANCED /**	Can understand a wide range of demanding, longer texts, and recognize implicit meaning. Can express him/herself fluently and spontaneously without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organizational patterns, connectors and cohesive devices.
INDEPENDENT USER	B2	**HIGH INTERME-DIATE**	Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialization. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.
	B1	**INTERMEDIATE**	Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc. Can deal with most situations likely to arise whilst traveling in an area where the language is spoken. Can produce simple connected text on topics which are familiar or of personal interest. Can describe experiences and events, dreams, hopes & ambitions and briefly give reasons and explanations for opinions and plans.

BASIC USER	A2	LOW INTERME-DIATE	Can understand sentences and frequently used expressions related to areas of most immediate relevance (e.g. very basic personal and family information, shopping, local geography, employment). Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters. Can describe in simple terms aspects of his/her background, immediate environment and matters in areas of immediate need.
	A1	BEGINNING	Can understand and use familiar everyday expressions and very basic phrases aimed at the satisfaction of needs of a concrete type. Can introduce him/herself and others and can ask and answer questions about personal details such as where he/she lives, people he/she knows and things he/she has. Can interact in a simple way provided the other person talks slowly and clearly and is prepared to help.

9. Program Description

Our programs strive to meet the varying needs of our international student population as it takes into consideration their purposes for studying English. Instruction is highly individualized to meet learner goals, and group work is integrated for maximum relevance to students. Language points are presented by the instructor, followed by student practice and production of material covered. Instruction includes review of materials to determine student readiness to progress to additional skills.

Intensive Beginning English Program

The Intensive Beginning English Program introduces 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. Skills in reading, writing and vocabulary are practiced through short, simple reading passages that 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. 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 participate in 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 practice modeling native speech. ***Prerequisite: None***

Intensive Intermediate English Program

Low Intermediate Level

Students in this level of the Intensive Intermediate English Program continue to build their everyday English foundation while increasing their skill and confidence n speaking and simple writing. The following grammar topics are covered: verb 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. Students develop their reading and writing skills by participating in assignments that cover a variety of themes and topics, such as, 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. 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, listening comprehension drills, and speak in response to reading material. Focused vocabulary development and pronunciation work to supplement these core conversation functions. Stress and intonation are taught so that the students can practice modeling native speech. Prerequisite: Beginning

Intermediate Level

Students in this level of the Intensive Intermediate English Program 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 noncountable 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 related verbs and expressions.

Students further develop their 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. 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 practice modeling native speech. ***Prerequisite: Low Intermediate***

High Intermediate Level

Students at the High Intermediate Level of our Intensive Intermediate English Program practice correct 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. 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.

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 practice modeling native speech. ***Prerequisite: Intermediate***

Intensive Advanced English Program

Students practice correct forms and usages for complicated and unpredictable situations. They expand their use of complex sentences including past unreal conditionals, double comparatives, identifying and nonidentifying 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. Students further work on their analytical skills for competence through the study of advanced-level reading and writing exercises structured around topics that stimulate critical thinking. Students refine their writing skills through the process of generating ideas, organizing and drafting content, revising, and editing for grammar and style. 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. Pronunciation work supplements class discussion. Stress and intonation are taught so that the students can practice modeling native speech. ***Prerequisite: High Intermediate.***

Test Preparation Program: Cambridge FCE

Our Cambridge English: First (FCE) preparation course is a high-intermediate intensive 11-week course designed to help students develop the skills needed to pass the official exam. Utilizing authentic past exams, the course covers strategies for all four parts of the exam enabling students to gain confidence and effectively use English. Students achieve confidence in communicating in English by practicing speaking in English on a variety of subjects, including role-play, conversation, debates and discussing a wide range of topics.

Course goals include confidence in test taking, by identifying and understanding different question types, learning tips for handling each section of the test, taking practice tests to build familiarity with the test and track progress; improved language skills in listening, speaking, reading, and writing; and refined language control through a review of English grammar, pronunciation, word forms, and vocabulary.

After completing our Cambridge course, students receive a Certificate of Achievement and course transcript which includes their highest practice test score and assessed completed work from the course.

Test Preparation Program: Cambridge CAE

Our Cambridge English: Advanced (CAE) Test Preparation is offered in 11-week sessions at the advanced level; this course is designed to help students develop the skills needed in order to pass the official exam. The course covers strategies for all five parts of the exam enabling students to gain confidence and effectively use English. After completing the Cambridge English: Advanced (CAE) course, students receive a Certificate of Achievement and course which includes their highest practice test score and assessed completed work from the course. The goal of the CAE Preparation Course is to prepare students to take the Cambridge English: Advanced Examination (CAE) and receive the C1 level certificate by helping students improve their English proficiency to the C1-level as well as equipping students with effective test-taking strategies. CAE is recognized around the world by employers as an English qualification for working at professional or managerial level, and as a qualification for studying at university level.

English for Professionals / English for Communication

This English for Professionals branch consists of intermediate through advanced students who 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. The English for Communications course develops oral communication skills and builds learner confidence. ***Prerequisite: Intermediate***

50+ English

The 50+ English program is offered at the beginning of each session. Mature adult students learn and practice English skills while taking advantage of the finest weather and best seasonal activities in Southern California. 20 English lessons per week in the morning focus on English grammar and communication skills, afternoon activities include visits to local museums and galleries, cultural landmarks, cafes and bars.

English Plus Fun

Our English Plus Fun consist of two-week courses that combine part-time English classes with fun afternoon activities organized by AFI. Morning classes focus on speaking, reading, vocabulary and writing, and afternoon activities center around favorite destinations in Los Angeles, such as Hollywood, the Grove, Third Street Promenade, Venice Beach, and more.

C. Academic Term Schedule for 2026

Term	Term Start	Term End
January-26	1/5/2026	1/30/2026
February-26	2/2/2026	2/27/2026
March-26	3/2/2026	3/27/2026
April-26	4/6/2026	5/1/2026
May-26	5/4/2026	5/29/2026
June-26	6/1/2026	6/26/2026
July-26	7/6/2026	7/31/2026
August-26	8/3/2026	8/28/2026
September-26	9/7/2026	10/2/2026
October-26	10/5/2026	10/30/2026
November-26	11/2/2026	11/27/2026
December-26	12/7/2026	12/31/2026

Federal Holidays Observed in 2026

The school will close on the following U.S. federal holidays. Classes resume the next business day:

* New Year's Day – Thursday, January 1
* Martin Luther King Jr. Day – Monday, January 19
* Presidents' Day – Monday, February 16
* Memorial Day – Monday, May 25
* Independence Day (Observed) – Friday, July 3
* Labor Day – Monday, September 7
* Indigenous Peoples' Day – Monday, October 12
* Veterans Day – Wednesday, November 11
* Thanksgiving Day – Thursday, November 26
* Christmas Day – Friday, December 25

* Federal holidays are designated by the United States Congress in Title V of the United States Code (5 U.S.C. § 6103).[1] Congress has authority to create holidays only for federal institutions (including federally owned properties) and employees, and for the District of Columbia. However, as a general rule other institutions, including banks, post offices, and schools, may be closed on those days. In various parts of the country, state and city holidays may be observed in addition to the federal holidays.

D. PROGRAM SCHEDULE, TUITION AND OTHER EXPENSES

Program and Schedules

18 hours per 4 weeks: Intensive ESL program
Monday - Thursday 9:00 am to 1:30 pm and Monday-Thursday: 4:00 pm to 8:30 pm

18 hours per 4-weeks: English for Professionals
Monday – Thursday: 9:00 am to 1:30 pm and Monday -Thursday: 4:00 pm to 8:30 pm

1. Schedule of total charges for one 4-week session

Description of Charges	Pasadena 18 hours **ESL**	West Lake Village 18 hours **ESL**
*Application Fee	$200.00	$200.00
Tuition	$980.00 per 4-week	$1600/month or $400/week
Estimated Total Charges	$1,180.00	$1,800.00
Other fees:		
*SEVIS I-901 Processing Fee	$50.00	$50.00
Textbook	$75.00	$75.00
*DHL Mailing Fee	$100.00	$100.00
	*non-refundable one-time only fees	

2. Explanation and Summary of Other Expenses

Application Fee: In order for your application to be processed, you must include a non-refundable $200 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.

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 is US: $100.

SEVIS I-901 Fee: The SEVIS I-901 fee of $380 is independent of AFI. It is paid directly to SEVP by students with an initial Form I-20, applying for an 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 amount debited will be $380 plus $50 for processing. The school will send the payment receipt with the acceptance package to the student. Please visit www.fmjfee.com for details.

Textbook: Students purchase the required textbooks for the courses by the second day of the session. The textbooks are often used for an entire level (three sessions or 12 weeks). Textbooks may be purchased through our front office for $75 or students may purchase the book on their own if they prefer.

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 speak to one of our staff members for further assistance.

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 7 and 30 days. Any requested document or item not picked up within 30 days will be discarded.

Early Transfer Fees:
For students who plan to transfer out of A F International before completing 8 weeks of study, must pay an early transfer fee of $850.00.

E. SCHOOL POLICIES

1. Admission Policy

Application Requirements for ALL Programs

a. Submit an application

b. Pay application fee + all required start fees

c. Submit all required paperwork to the Admissions Department

Admissions Criteria and Procedures

A F International accepts students with a high school diploma, General Education Development (GED) or Applicants who have passed the California High School Proficiency Examination (CHSPE). Applicants with a high school diploma, GED or CHSPE should have reached the compulsory age to be accepted by A F International. The compulsory age is 16 years old and above as defined by the State of California Department of Education.

This school does not accept ability-to-benefit students; students must have completed high school in their home country. **Applicants 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, 1001 Fremont Ave #3290, South Pasadena, CA 91030, USA. An acceptable form of ID is a passport, or any U.S. state issued driver's license or identification card.

Financial Certification Requirement:

Students applying for admission as F-1 International Students must submit a Financial Certification Form demonstrating sufficient funds to cover tuition, books, and living expenses. If accompanied by dependents (F-2 visas), students must also show additional funds to support their spouse or children.

Pasadena Campus (ESL, 18 hours/week): Estimated total per session: $2,375

Tuition: $980 per 4-week session

Books: $75

Living expenses (student): $1,000

Dependents: $500 for the first dependent, $400 for each additional dependent

Westlake Village Campus (ESL, 18 hours/week): Estimated total per session: $2,675

Tuition: $1,600

Books: $75

Living expenses (student): $1,000

Dependents: $500 for the first dependent, $400 for each additional 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-160, Completed Financial Certification.

A F International vouches for student status. We do not provide visa service, travel document or passport services.

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 complete the Notice of Intention to Transfer-In form, which states the student's intention to transfer and confirms acceptance to A F International. A F International will fax or email 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 Form I-539, Application to Extend/Change Nonimmigrant Status) 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.

Transfer Policy for Change of Status Candidates: If you are using an I-20 issued by A F International College in your change of status request, you must either: Take part time classes while your change of status request is being processed OR attend 5 sessions of classes.

If the student chooses to transfer before attending 5 sessions of classes, the school requires an early transfer fee that is equivalent to 5 sessions of tuition.

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 test.

Cancellation of Classes: A F International reserves the right to cancel classes on 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, Probation and Dismissal

Students will be placed on probation for "poor attendance," if their cumulative attendance per session falls below 80. The student receives an attendance probation notice with the third absence. At the fourth absence, the student is dismissed for "Failure to attend". An F-1 visa student will be terminated in SEVIS for poor academic performance. 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. Three 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:

Grade	Percentage	Grade	Letter Grade	Descriptors Points
A	(90-100%)	4.0	Excellent	Move to next level All expectations are met or exceeded; explicitly demonstrates thorough understanding; no substantive shortcomings or only minor shortcomings. Writing is well organized; adheres to rules of grammar, spelling, and syntax with no or very few exceptions
B	(80 - 89%)	3.0	Good	Move to next level Most or all expectations are met; explicitly or implicitly demonstrates good, if not thorough, understanding; only minor substantive shortcomings; writing is generally well organized; mostly adheres to rules of grammar, spelling, and syntax
C	(75-79%)	2.5	Satisfactory	Move to next level Satisfactory quality. Directions are followed, most expectations are met but with at least one significant shortcoming; despite any shortcomings, demonstrates basic level of understanding; writing is organized well enough and with enough technical accuracy to be understandable

C-	(70-74%)	2.0	Insufficient	Repeat level Insufficient understanding. Directions are only partially followed; more than one significant shortcoming; deficiencies indicate only the most rudimentary level of understanding; and/or writing is difficult or impossible to understand
D	(60-69%)	1.0	Fail Repeat level	Unsatisfactory Repeat level Unsatisfactory performance; directions are not followed; many significant shortcomings; deficiencies indicate almost no understanding; writing is impossible to understand
F	(0-59%)	0		Failing by not completing assignment or not following directions; deficiencies indicate lack of understanding; and/or incoherent writing

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

Completion of assignments and weekly quizzes

Assignments and weekly quizzes will cover material discussed in class. Students are expected to participate in class discussions and submit completed homework assignments on time. Please come to class prepared.

Exams

A mid-level exam will be given at the midpoint of the level, and a final exam will be given at the completion of the level. Both exams will be followed by teacher-student-conferences. In-class preparation and review materials will be provided prior to the final exam.

Grades are calculated as follows:

Midlevel and Final Tests Weekly	40%
Quizzes	40%
Assignments	20%

GPA (Grade Point Average): A minimum of 2.5 cumulative GPA must be maintained. Failure to maintain the minimum will put the student on academic probation.

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 (75 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.

4. Leave of Absence Policy

To be approved for a vacation, the student must be in status and have paid his tuition. A student is permitted a vacation once per year after successfully completing 12 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 their studies. For students who are enrolled for shorter periods, it is recommended that they take their vacation after they have completed their studies.

F-1 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 take a break by leaving the country- they must be in status and have their tuition paid. They must 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. 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, laptops 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 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.

6. 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.

7. Computer Use

Computers in the computer lab are available to all current students with course-related assignments. Using the computers for non-course related work is limited to 10 minutes per person if there are others waiting.

8. Policy on Human Rights

A F International will admit any student regardless of their race, color, religion, sexual orientation, national, or ethnic origin providing they have met the requirements for admission. Each student will have a right to participate in all school programs and activities.

9. 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. Besure 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.

10. 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 30 days before the last date of attendance. 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.

F. STUDENT SERVICES

Accommodations: A F International does not maintain any resident housing or dormitories. A F International assumes no responsibility forstudent housing or dormitories, assumes no responsibility to find or assist a studentin finding housing, and has neither student housing nor dormitories under its control. Housing is available nearthe school with a range of cost from $1,500 to $2,500 per month. Housing agencies information is available.

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, and any and all immigration rules and regulations.

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

Facilities: AFI provides students with access to study areas, computers with Internet access, and resource materials. Students also have access to nearby public libraries.

New Student Orientation: On their 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: Parking is available in the surrounding area, with monthly parking options nearby.

School Events: Students at AFI maintain a busy social calendar. In addition to Valentine parties, 4th 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 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. These shared spaces are designed to be enjoyed by everyone, and students are asked to be mindful of others by keeping the areas clean.

G. TRANSCRIPT AND CERTIFICATES

A F International awards certificates to those students who display merit in their study of the English language. Two types of certificates are available: The Certificate of Participation is awarded to a student who leaves before completing the program. Students who complete the ESL program receive the Certificate of Completion.

H. COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT

A F International has Articulation Agreements with other schools. AFI does not offer credits and does not accept credits from other schools.

I. STATE OF CALIFORNIA DISCLOSURE STATEMENTS

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.

All student records are maintained at the institution's main office while students are enrolled and are available only in digital format after graduation. Official academic transcripts are maintained into perpetuity in cloud technology.

J. MAINTENANCE OF STUDENT RECORDS

Student academic records, which include grades, attendance, prior education and training, personal achievements, etc., are maintained on the school premises for a period of not less than five (5) years.

Transcripts The school retains academic transcripts indefinitely. A F International will provide a transcript of the student's academic record upon written request by the student. Students are allowed one transcript at no charge. There will be a $20.00 fee for each additional transcript. An **official** copy will be mailed to the appropriate person and/or institution. An unofficial copy can be secured and given directly to a student, with the word **unofficial** stamped on the transcript. Transcripts issued to the student are marked "**Issued to Student**.

Transcripts will be denied if the student has an outstanding balance against her/his account, or if any records are on hold, or there is missing documentation.

Student Complaint/Grievance Procedures

Persons seeking to resolve problems or complaints should first contact the instructor in charge and then the office administration. Requests for further action may be made to the School Director or to the Chief Academic Officer (CAO). The School Director or The Chief Academic Officer (CAO) is the ultimate contact for any ethics issues or grievances about classes, students, instructors, staff members, or situations. Students who have ethics concerns may contact the school to request the name and phone number for the CAO or School Director. Any contact/ discussion with the School Director or CAO is completely confidential.

K. 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 you earn in our educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are 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 will transfer. A F International does not offer credits. A F International offers a certificate.

Transfer Credit Evaluation

AFI does not accept credits from other schools. Credit is not given or evaluated at this institution.

L. REFUND AND CANCELLATION POLICY – STUDENT'S RIGHT TO CANCEL

Application and Administrative Fees

The application fee, SEVIS processing fee, mailing fee, textbook costs, and other administrative charges are non-refundable.

Tuition Refunds

- Once classes have begun, **tuition is non-refundable**, regardless of attendance, withdrawal, SEVIS termination, or dismissal for misconduct.
- Students who are terminated for failure to maintain status (e.g., attendance below 80%), violation of SEVP regulations, or violation of the school's Code of Conduct **forfeit all paid tuition**.
- Tuition paid for future sessions is also forfeited in these cases.

School-Initiated Program Cancellation

If the school cancels a program before instruction begins, any prepaid tuition for that program will be refunded, less the non-refundable application and administrative fees.

Voluntary Withdrawal Before Program Start

Students who cancel enrollment **before the first scheduled day of class** may request a refund of tuition only. Non-refundable fees will not be returned.

Consistency and Fairness

This policy applies equally to all students and supersedes any previous versions of the AFI refund policy.

M. 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)
2. Non-Refundable Application Fee $200

   Additionally, F-1 Students submit the following:

3. One passport-size photo
4. Copy of the front-page of your passport
5. Copy of a bank statement showing sufficient funds to cover tuition and living expenses and/or Affidavit of Support (Form I-134)
6. SEVIS I-901 fee $200.00
7. SEVIS I-901 processing fee $50.00
8. DHL Express Mail fee of $100.00

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)
2. Completed AFI *Transfer-in Form*
3. Non -Refundable Application Fee $200
4. Copy of the front page of your passport
5. Copy of the F-1 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)