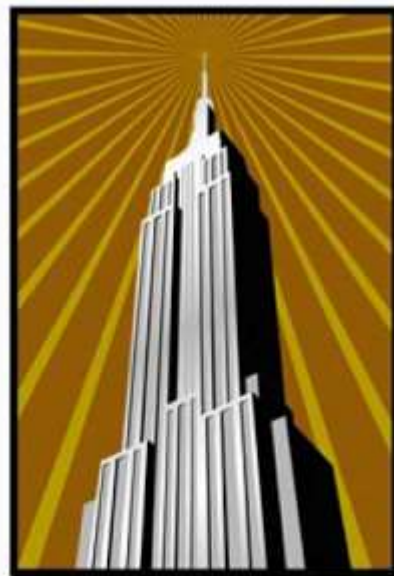


KAPLAN INTERNATIONAL
CENTERS



**EMPIRE
STATE
BUILDING**

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Disclaimer

Kaplan International Centers have made every effort to ensure that the information published in this handbook is correct. Kaplan International Centers will not be held responsible for any changes which occur after printing of this handbook.

Welcome from the School Director

Welcome to Kaplan International Center, Empire State Building!

You have chosen to study in one of the biggest, fastest and most exciting cities in the world. People come from all over the world to experience “the city that never sleeps”. We are sure you will have an unforgettable educational and life experience in New York.

Our school is located in the heart of Manhattan, on the 63rd floor of the world-famous Empire State Building. You will never forget the breathtaking views of Manhattan you will enjoy while studying in one of our 19 classrooms. In addition to the school’s well-equipped classrooms, there are computer facilities for study, as well as free wireless internet access throughout the center. Between classes you can relax in our student lounge, where you can purchase coffee, cold drinks, and snacks.

The Empire State Building staff members are here to help you reach your goals and enjoy your time in New York. You will be delighted at how quickly your language skills will improve with the encouragement and motivation given by our experienced and qualified teachers.

Welcome, enjoy and never forget we are here to help you.

Chris Koutsovitis
Area Director of Kaplan International New York Schools



Chris Koutsovitis

Area Director of Kaplan International New York Schools

chris.koutsovitis@kaplan.com

You can talk to Chris about any aspect of the school or your stay in New York in the Purple Office.









Ownership



Kaplan International Centers are a division of Kaplan, Inc. Kaplan, Inc. (www.kaplan.com) is a leading international provider of educational and career services for individuals, schools and businesses and offers services in four major areas: Kaplan Kids and Schools, Kaplan Test Prep and Admissions, Kaplan Higher Education and Kaplan Professional. Kaplan is a subsidiary of The Washington Post Company (NYSE: WPO).

KIC schools are located in: London, Oxford, Cambridge, Bournemouth, Bath, Salisbury, Torquay, Manchester and Edinburgh in the U.K.; Dublin, Ireland; Sydney, Perth, Brisbane and Cairns, Australia; Auckland, New Zealand; Toronto and Vancouver, Canada; and New York, Los Angeles, Boston, Chicago, San Francisco, Santa Barbara, San Diego, Seattle, Berkeley, Portland, Philadelphia, Harvard Square, Northeastern University Irvine Valley College (Irvine, CA), Highline Community College (Des Moines, WA), Illinois Institute of Technology (Chicago, IL), Whittier College (Whittier, CA) Washington DC, and Miami in the U.S.

KIC Empire State Staff

The staff at KIC Empire State are here to help you enjoy your language travel experience. Please come speak with us if you have any questions or problems.

 <p>Josh Pangborn Academic Director josh.pangborn@Kaplan.com</p> <p>Come to Josh for any issues related to your class, teachers, or academics.</p> <p>(Red Office)</p>	 <p>Julianne Ackerman Academic Coordinator julianne.ackerman@kaplan.com</p> <p>You can talk with Julianne if you have questions about your class or your teacher.</p> <p>(Blue Office)</p>	 <p>Anisha Dadia Best of America Program Coordinator anisha.dadia@kaplan.com</p> <p>You can talk with Anisha if you have questions about the Best of America or Theatre programs.</p> <p>(Blue Office)</p>
 <p>Nicholas Jaspers Student Services Manager nicholas.jaspers@kaplan.com</p> <p>You can talk to Nic about your program, your visa, your course fees, or any general questions about living in NY.</p> <p>(Front Desk)</p>	 <p>Simon Laskar Student Services Coordinator simon.laskar@kaplan.com</p> <p>You can talk to Simon about your program, your course fees, or any general questions about living in NY.</p> <p>(Front Desk)</p>	 <p>Seonhwa Kook Student Services and Academics Intern seonhwa.kook@kaplan.com</p> <p>You can talk to Seonhwa about social activities or any general questions about living in NY.</p> <p>(Front Desk)</p>

<p style="text-align: center;">Kevin Dolan Accommodation Manager kevin.dolan@kaplan.com</p> <p>Speak with Kevin about your homestay, residence, or any general information about accommodation offered by Kaplan.</p> <p style="text-align: center;">(Green Office)</p>	 <p style="text-align: center;">Anna Soria Accommodation Coordinator anna.soria@kaplan.com</p> <p>Speak with Anna about your residence or any general information about accommodation offered by Kaplan.</p> <p style="text-align: center;">(Green Office)</p>	 <p style="text-align: center;">Ellen Orlando Regional Activities Manager ellen.orlando@kaplan.com</p> <p>Ask Ellen about the exciting activities that Kaplan has planned during your stay in NYC</p> <p style="text-align: center;">(Green Office)</p>
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Office Information

The Kaplan International staff is happy to help you during business hours. If you have questions, please save them for our hours of operation, unless otherwise specified.

Office Hours: Monday—Friday
8:00am—5:30pm
Extended office hours for July & August

Address: Kaplan International
350 5th Ave. Suite 6308
New York, NY 10118 USA

Telephone: 1 (646) 285-0300

WIFI Network: Kaplan
Password: Kaptest100

Facebook Page: <https://www.facebook.com/kicnewyorkempirestatebuilding>
(please join our Facebook page and check this regularly)

If you need a place to pray please contact a member of the staff

Living in New York

New York City (population 8.5 million) is the largest city in New York State (population 19.5 million). Located on the east coast of the US, New York City (often just called New York) is within driving distance, or a short train ride, to many other popular US cities:

- **NY to Washington:** 4 hours by car or 3 hours by train
- **NY to Boston:** 4 hours by car or 3 hours by train
- **NY to Philadelphia:** 2 hours by car or 1.5 hours by train

New York City is made up of five areas (called boroughs):

- Manhattan, 1.7 million people
- The Bronx; 1.4 million people
- Brooklyn, 2.6 million people
- Queens, 2.3 million
- Staten Island, 0.5million

Currency

The U.S. dollar is the currency used in the U.S. Dollars are divided into cents: 100 cents = 1 dollar. Symbols: \$ = dollar, c = cents.

The following notes and coins are in circulation:

Notes: \$1, \$5, \$10, \$20, \$50, \$100 Coins: 1c, 5c, 10c, 25c, 50c, \$1

Banks

Banks are normally open business hours Monday to Friday, and shorter hours on Saturday. Every bank will have different hours of operation, but most banks close between 5pm and 6pm. To open an account you will need to provide two forms of identification; the best are your passport and driving licence. You can also obtain a letter from Reception verifying that you are a student at KIC Empire State.

Tipping

Tipping is expected in the U.S., and people can get very offended if you do not tip. It is a good idea to leave a tip for anyone who performs a service for you. Below is a quick guide; if you have a question about tipping, please ask someone.

- **Restaurants, cafes, and diners:** 15 - 20% (depending on time: morning/evening)
- **Fast food (e.g. McDonalds, Burger King):** No tip required
- **Bars or clubs:** \$1 per drink after every drink
- **Coat check:** \$1 per coat
- **Taxis:** 15% - 18% of the fare
- **Salon:** 20%

Public Transportation

New York has one of the most extensive and efficient public transport systems in the world. But it can be very confusing at first. Most people use the Subway to travel around New York because it is generally the cheapest and quickest way to move around town. Subways run from four of the five boroughs into Manhattan (not Staten Island). There are also bus services throughout the five boroughs.

To take the subway, you must first buy a Metrocard. You can buy a Metrocard for any amount of money, and it will subtract **\$2.75** every time you enter the subway. You can also buy a Metrocard that will allow you unlimited rides for a period of time:

- One week unlimited: **\$32**
- One month unlimited: **\$121**

(If you buy an unlimited Metrocard, please make sure to keep the receipt! – use debit/credit card for refunds.)

Every major street also has a crosstown bus route. You can use your Metrocard on busses (or exact change—no cash). If you transfer between a train and a bus within two hours, you do not need to pay again.

A great place to go for subway information is www.hopstop.com. This website will give you estimated travel time, and train, bus, and walking directions between any addresses in all five boroughs.

Taxis

When catching a taxi in Manhattan it is usually easiest to hail one off the street. Always use a yellow taxi; there are other independent taxis (“gypsy cabs”) that may try to charge you extra money. Yellow taxis are only available if their light on top is ON. Once you are inside of the cab, they **must** take you to your destination within the five boroughs of NYC, so always get in the taxi for **before** telling them where you want to go. All yellow cabs take cash or credit cards. If you need a taxi in one of the other boroughs, you will need to call a Car Service to come pick you up. Every neighbourhood has two or three car services that operate in that area. You can ask your homestay family, or anyone in a local store or bar for the number to a reliable local Car Service.

Personal Safety & Safety Reminders

New York is a reasonably safe city, but you must be sensible and careful. Please follow the advice below to ensure you have a safe and enjoyable stay in New York.

- Try not to walk alone through parks or industrial areas at night.
- Never carry more than \$100 cash with you.
- If you have a cell phone, let your homestay family/friends know the number. Carry a cell phone or local telephone card, a map, your address and telephone number with you in case of problems.
- If you live in a borough, carry a telephone number for a car service in case you need transportation home.
- Never leave your bag or wallet anywhere. Always carry them with you.
- Make sure you keep your passport and any other important documents in a safe place—preferably a locked drawer. Do not carry your passport in your wallet.
- If you are in a bar or night club, do not leave your drink unattended. People have been known to put drugs in them. It is a good idea to buy your own drinks.
- Make sure you know how to lock up your house/room if you are at home at night or going out.

Emergencies

The school Emergency Number is **+1 718 906 1045**. You will be connected with a Kaplan staff member, who can assist with any URGENT issues or problems. Call 911 for a direct link to the fire department, police or ambulance (Medical service).

Helpful Websites

Time Out:

<http://newyork.timeout.com>

Time Out is a weekly magazine that lists events, shows, gallery openings, concerts, and everything else happening in New York. You can purchase the magazine or find information from their website.

New York Magazine

www.nymag.com

New York is also a weekly magazine that lists events, and also features stories about New York celebrities, politics, and arts. The website has many reviews of local restaurants and bars.

Yelp

www.yelp.com/nyc

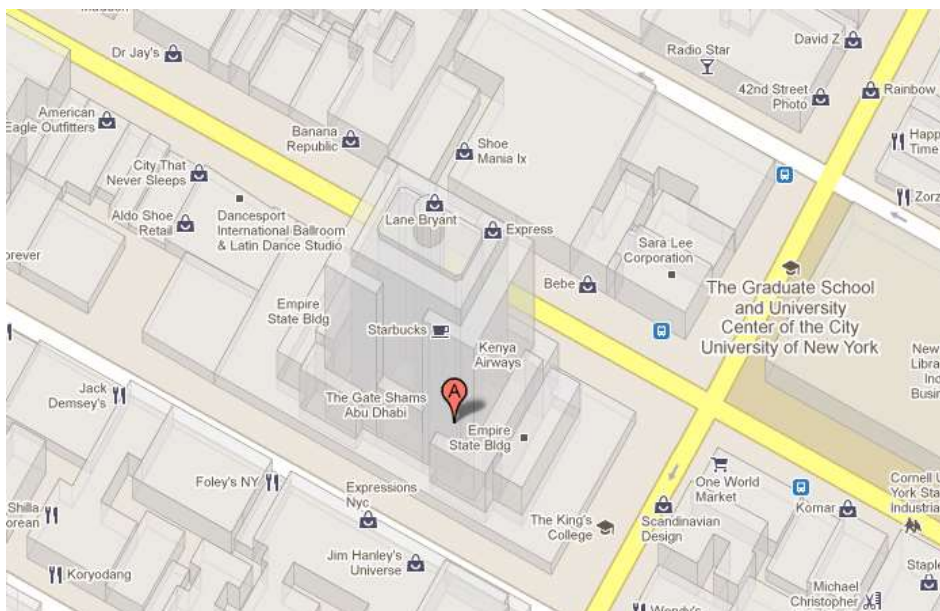
Yelp is a website that lists every type of business you can think of. You can search Yelp to find information about restaurants, bars, spas, theatres, or stores in any neighborhood. (It's also a great iPhone app!)

Craigslist

<http://newyork.craigslist.org>

Craigslist is the place where New Yorkers place personal advertisements. It's a great place to go if you want to buy or sell something, or if you're looking for a job. Nearly everyone in New York finds their apartment on Craigslist.

Near the School



Food ()

New York is a great city for different types of cuisine. There are lots of inexpensive cafes and restaurants, and many are located inside the Empire State Building.

- **Chopt** - ESB 33rd Street: Chopt offers salads and sandwiches and is conveniently located inside the building.
- **Starbucks** - ESB 34th Street: One of the busiest Starbucks in New York is just downstairs from the school
- **Chipotle** - ESB 34th Street (No access from ESB lobby): A healthy fast-food chain of Mexican food that offers burritos, salads, and delicious guacamole
- **Heartland Brewery** - ESB 34th Street: A good option for a sit-down lunch or a drink after class, this restaurant has classic American food as well as big-screen TVs for sports-watching.

Banks ()

- **Bank of America** - ESB 34th Street
- **Chase** - 33rd Street & 5th Avenue
- **Citibank** - 32nd Street between 5th & 6th Avenue
- **Wells Fargo** - 34th Street & Madison Avenue

Other Stores ()

- **AT&T** - ESB 34th Street: AT&T is located within the building and offers no contract cell phones called "Go Phones".
- **FedEx/Kinkos** - ESB: This is a great place to go to print and copy documents. You can also send mail and packages internationally.
- **Walgreens** - ESB 5th Avenue: Walgreens is a chain of pharmacies all over New York. It can be your one-stop shop for drugs, vitamins, household items, and snacks

Academic Information

Integrated Skills

Most students will study Integrated Skills for 15 hours per week. In your Integrated Skills class you will study:

- ✓ Reading
- ✓ Writing
- ✓ Listening
- ✓ Speaking
- ✓ Grammar
- ✓ Vocabulary
- ✓ Pronunciation

Your teacher will decide exactly how much time you spend on each area, but please speak to them if you would like **more** or **less** of any subject.

Your Integrated Skills classes will be:

- ✓ **Communicative:** Language is all about communication, and the best way to learn a language is by communicating.
- ✓ **Interactive:** We encourage communication in class by asking you to work together with other students in pairs and small groups.
- ✓ **Task-based:** Your teachers will often give you a task to do (a problem to solve, or an activity to do) that will involve working and interacting with other students.

This might be a slightly different way of learning than what you are used to, but we believe it is the best way to develop your language knowledge and skills. If you don't like something, or don't know why you are doing it, please speak to your teacher.

Specific Skills (For F-1 Students)

Specific skills classes allow you to choose what you want to study, and we try to give you your first choice, but cannot always guarantee it.

To change your specific skills class at any time, please visit www.63floorsup.net.

K+ (For F-1 Students)

Students in our General English courses will also have our K+ program available to them each week. Your course includes all of these sessions, and you should try every type of K+ activity at least once.

- ✓ General English are required to complete 3 hours of K+ each week.
- ✓ Intensive English students are not obligated to participate in K+, but may attend any sessions that they want if they do not conflict with their specific skills.

- ✓ Vacation English students do not participate in K+.

K+ offerings include:

- ✓ **K+ Tools (computer based program, available at anytime)** - offers testing, ongoing assessment, skills and grammar at all levels
- ✓ **K+ Sessions** - provides structure and support to students' work, including grammar, vocabulary, listening, reading, writing, speaking and pronunciation
- ✓ **K+ Clubs** – provides the opportunity to use and practice Language skills in the real world

Modules, Level Tests, & Reports

Our courses are divided into 10-week levels. Your teacher will monitor your progress in class throughout the module through observation, homework tasks, weekly tests, and quizzes. After 10 weeks in a level you can take a computer-based Level Test to test your reading, writing, listening, and speaking skills, and your knowledge of grammar and vocabulary.

Every five weeks you will also receive a written Individual Student Report on your progress, and you will have a one-on-one tutorial with your teacher to discuss your strengths and weaknesses.

Class Change Requests

Please note that if you request a change to your class time or program and it is approved, the changes will take place on Tuesday.

KI Attendance Policy (USA)

Students are expected to attend 100% of their weekly scheduled course hours regardless of course, course length or visa status. Attendance is taken in each 90-minute class (or portion thereof) every day and recorded weekly. Students with less than 80% cumulative attendance for the term/ session ("term/ session" means the student's period of enrollment) are ineligible for a Certificate of Achievement and, if applicable, the immigration authorities will be notified.

For F-1 Visa Students:

- Full-time Study is defined as 18 hours/ week if you are enrolled in General English/ Academic Semester/ Academic Year, Intensive English/ Academic Semester/ Academic Year, TOEFL® and Academic English, Cambridge Exam Prep, or Intensive/ English for Business
- Full-time Study is defined as 22 hours/ week if you are enrolled in GRE® or GMAT® for International Students

Students enrolled in our General English (GE, ASG-5, ASG-6, and AYG) and TAE courses **must** attend a minimum of 3 hours of (instructor-led) K+ Study Club each week to fulfill their full-time study requirements.

Tardy (Late) Policy

- If a student arrives late/ departs early (e.g. 10-20 minutes after class start/ before class end), they will be marked as "**Tardy**" for the 90-minute class period
- If a student arrives more than 20 minutes late/ departs more than 20 minutes early/ or is absent from class for more than 20 minutes, s/he will be marked as "**Absent**" for the 90-minute class period
- Two tardies in a week = **Absent** from one 90-minute class period

Excused Absences/ Make-Up Work: KI does not excuse Periodic Absences or offer make-up work for absences. Students may qualify for a Leave of Absence under certain conditions; refer to the Request for Temporary Absence form for more information.

Attendance Warnings (“Attendance Probation”): Students will be given attendance warnings when their cumulative attendance falls below **80%** in the following order:

- Verbal Warning
- Written Warning #1
- Written Warning #2
- (Final) Written Warning (Notice of Expulsion)

Students who receive an attendance warning have 2 weeks in which to improve their attendance (improvement means attending at least 80% of all scheduled course sessions) before the next warning will be issued; *if applicable*, the agent/ sponsor/ parent or guardian will be notified.

Students who receive the *(Final) Written Warning (Notice of Expulsion)* will have a maximum of 7 calendar days to provide documentation to support reversal of the decision before they are expelled.

The above notwithstanding, KI reserves the right to expel or suspend a student for poor attendance at any time. If a student is expelled for poor attendance, their enrollment will be cancelled immediately. *If applicable*, the I-20 will be terminated for Unauthorized Drop below Full Course of Study.

Cumulative Attendance: The above notwithstanding, any student who does not have at least 80% **cumulative** attendance at the end of their enrollment term/ session (“term/ session” means the student’s period of enrollment) will not receive a Certificate of Achievement and, if applicable, their I-20 will be Terminated for Failure to Maintain Full-Time Status.

SACM Scholarship Students: Sponsored SACM students are expected to have 100% attendance at all times. If their attendance falls below 90%, their Advisor will be informed and this may put their scholarship at risk.

Consecutive Absences: If a student is absent for 14 c o n s e c u t i v e days, without prior written authorization or notice, the course will be cancelled effective the 14th day (“date of determination”). *If applicable*, the I-20 will be terminated for Unauthorized Early Withdrawal.

Expulsion due to Poor Attendance: In the event of expulsion due to attendance issues, regardless of whether attendance warnings have been given or not, termination refund policies shall apply. *If applicable*, the I-20 will be terminated in SEVIS.

KIC Empire State Rules and Policies

School Rules

1. **School Hours:** 8:00 am – 5:30 pm
2. The school is a smoke-free zone. Smoking is not permitted inside any public buildings in New York or in front of any school.
3. No illegal drugs are permitted on the school premises at any time. The school will take a very serious view of students being involved with drugs outside the school. Immediate expulsion from the school will result if the student is caught in possession of illegal drugs.
4. Alcohol may not be consumed on the school premises.
5. Cell phones must be turned off during class. You must give your cell phone number to Reception, and tell us if you change your cell phone number.

6. You must be punctual and attend all classes. Frequent absenteeism may result in your dismissal from school and termination of your visa. If you are late for class, you may not be allowed to enter the room.
7. Please speak English ONLY in class and while inside the school.
8. Students in homestays must behave in an acceptable manner as specified in homestays guidelines.
9. You must inform the school if you change your address, mobile phone, or any other contact details.
10. All students must respect other students, teachers, staff and homestay families. Anyone who does not behave politely will be disciplined and may be asked to leave the school.

Mail

We do not accept any mail for students at the school. Please ask your family and friends to send your mail to your residence.

Compulsory Travel & Medical Insurance

U.S. law requires all international students to have appropriate and current medical and travel insurance while studying in the U.S.

- Students must provide the policy number and the Insurer's name prior to enrolment or on the first day.
- Insurance must cover you from the day you start your course to the day your course is completed. This includes any extensions to your original course.
- All students are required to pay when visiting a doctor or dentist. You must claim back the fee paid by completing a claim form. Please keep the receipt of payment. You can ask in the office for assistance with completing the claim form.
- If you do not have insurance, please ask the staff in the 2nd floor Reception office. KIC can provide medical insurance if required.
- You will not be permitted to attend class until we have proof of medical insurance.

Course Changes

If you would like to change your course, you should tell us as soon as possible. We need **4 weeks notice** for any course changes. Course changes may include:

- change to a different KIC location
- change to a different KIC course at this location
- change of course dates

Disciplinary Procedures

Kaplan will not accept bad behaviour. If a student does not obey the school rules, the school will follow these steps to discipline the student:

First Verbal Warning

- ***The student will receive a verbal warning from either the Academic Manager or School Director.***
- ***This warning will be recorded on the student's file.***
- ***The student will be informed that their agent and/or parents will be notified.***

Written Warning 1 and 2

- ***If the student still gives problems he/she will receive a written warning from the School Director / Academic Manager / Student Services***
- ***This warning will be recorded on the student's file.***
- ***The student will be informed that their agent and/or parents will be notified.***

Expulsion

A student may be expelled immediately if

- **He/she ignores the formal warnings**
- **He/she commits a serious offense, for example:**
 - **Is convicted of a crime**
 - **Is drunk or in possession of drugs at school**
 - **Damages school property**
 - **Steals from the school or from another student**
 - **Abuses another student or a member of staff**
 - **Has a health problem that inhibits study**

Vacation / Leave of Absence

- If you have a student visa, your visa is for studying, not for tourism.
- **Academic Year** and **Academic Semester** students are required to take FIXED vacation dates. Please check in the office if you are not sure of your program or your vacation dates. You are not allowed to change the vacation dates.
 - If you want to take a vacation, you must apply in writing in the office at least 2 weeks before you start the vacation. You can only take vacation if you are studying 12 weeks or more, and have 2 weeks of classes when you return.
- You will not be allowed to go on vacation if your attendance is below 80%.
- If you are leaving the U.S., you may apply for a Leave of Absence. To qualify for a Leave of Absence, you must:
 - apply in writing to the office.
 - be outside of the U.S. during your entire leave.
 - have a minimum of four weeks remaining in your program when you return.
 - have 80% attendance or higher.
- No refunds will be given for classes missed during a Leave of Absence, except in cases of medical absence.

Terminating Your Course and Refunds

For all English Program terminations, students must give written notification to the school director. In all cases, the first 4 weeks of tuition will be forfeited. Subsequent to the notice period the following conditions apply:

For all English courses including Vacation, General and Intensive English, Academic Year/ Semester General/ Intensive, English for Business and Intensive English for Business, the first 4 weeks shall be forfeited and refunds will be calculated as follows for terminations made:

- During the first week, the 1st 4 weeks tuition shall be charged and 100% of the remaining unused tuition will be refunded.
- After the 4th week and up to halfway through the course: a pro-rata refund of the remaining unused tuition.
- After 50% of the course has been completed: no refund

Accommodations:

- **4 to 8 weeks notice**

Loss, Damage or Injury

KIC Empire State cannot be held responsible for any damage, loss or injury incurred within the school, accommodation or on a school activity or excursion. Your participation in any activity or sport is entirely your own choice. KIC Empire State accepts no responsibility in the event of any injury sustained during any activity or sport.

Visa Policies

Information for all F1 Student Visa Holders

As a foreign national studying with Kaplan International on an F-1 non-immigrant visa, you must comply with U.S. government regulations in addition to Kaplan International's student. You are solely responsible for maintaining your legal status while studying in the United States. The policies below are the official government regulations for your

visa. We will ask you to sign a copy of these policies for your record. If you have any questions, please ask the school staff immediately.

Form I-515 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. Please notify your DSO if you lose any of your documents

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 fulltime 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% 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 the letterhead of a licensed U.S. MD, OD, or psychiatrist.
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.

English Program Session Break

A "session break" is defined as **one (1) week** 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 **twelve (12) weeks consecutively**.
 4. You will have at least two (2) 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 two (2) weeks in advance. To request permission, you will need to submit to your DSO a completed "Session Break Confirmation Form" available from your DSO.
- Session break dates are adjustable (Please confirm with Staff).
 - 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% 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 I20/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.

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 77 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.

If you are not in good standing, your I-20 will be terminated in SEVIS and you will be out of status.

60-day Grace Period/Transferring to Another School

Upon successfully completing studies with KIC, you will have a 60-day grace period to prepare for departure from the US or to transfer to another non-Kaplan school. If you leave the US during the 60-day grace period (e.g. a short trip to visit Canada or Mexico), you will not be allowed to re-enter with your I-20 as it will no longer be valid. In these cases, you should plan to 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.)

- If you want to transfer to another SEVIS-approved school, you must speak to the school before the end of your grace period.
- If you are interested in transferring to another KIC school, you must speak to your current Kaplan school within 14 days of your course end date.
- You are not allowed to study during the 60-day grace period.
- You will not qualify for the 60-day grace period if you are terminated in SEVIS for any reason.
- Failure to meet the deadlines and/or to notify KIC of your intent to transfer may result in ineligibility for transfer.

Tourist Students (Non-Immigrant Visa Holders and Visa Waiver Program Applicants)

Non-immigrant visa holders or visa waiver program applicants should be fully aware of the USCIS regulations related to your specific visa type and status. Students on these visas are not in the US primarily to study, and your enrolment in an educational program at Kaplan International is incidental to your primary purpose of stay in the U.S.

If you change your mind and want to study full time, you will need to apply for an F1 visa. To apply for an

F1 visa, you must either:

- a. Return to their home country and apply to the Embassy for an F-1 visa using an initial attendance I-20.
- b. Remain in the U.S. and apply for a Change of Status through the USCIS. Although the International Student Advisor/Designated School Officer at Kaplan Aspect can assist with the application for a Change of Status, the student is fully responsible for submitting the appropriate paperwork to the USCIS. Any request should be made no later than 30 days prior to the expiration date on your I-94 Arrival/Departure Record.

If change of status is denied students may not be eligible for a refund of tuition and fees previously paid.

For B1/B2/F2/J1/J2/M2 Visa Holders: you cannot study with Kaplan International while your application for a Change of Status is pending. If you began studies on a part-time basis, you must suspend studies with Kaplan International immediately.

New York State Students Disclosure Information

What You Should Know about Certified Schools in the New York State English as a Second Language School Registry

What is the purpose of this pamphlet?

Students enrolling in an English as a second language program at a school certified by the New York State Education Department must receive a copy of this information regarding student rights before an enrollment agreement is signed. As a consumer protection measure, the New York State Education Department registers for-profit

schools which teach English as a second language and accept no public funds. These schools are required to meet minimum requirements detailed in Education Law and Commissioner's Regulations in order to assure that students get what they are paying for- namely, instruction in English as outlined by the school.

Student's Right to File a Complaint

If a student has any legitimate complaint against a school certified by the New York State Education Department, he/she should attempt to resolve the complaint with the school directly. If this fails, or if a student feels that he/she would be penalized by the school for making a complaint, the student may file the complaint with the State Education Department.

Complaints that are not able to be resolved by the school are rare and will usually not arise. However, if such a situation occurs, all attempts to resolve complaints with the school should be documented in writing. Complaints may be about school standards, advertising, facilities, qualifications of teaching and management personnel, methods of collecting tuition and fees, etc. Schools certified by the New York State Education Department are required to file documents relating to all of these aspects of the school's operations with the State Education Department in order to become certified.

The steps you must take to file a complaint with the New York State Education Department are:

- 1) Write to the New York State Education Department, 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643 – 4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement. An investigator from the Department will meet with you and go through your complaint in detail.
- 2) If you cannot come for an interview, send a letter or call the office to request a complaint form or visit the Department website <http://www.acces.nysed.gov/bpss/students/> to download this form and mail it to the Department. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Education Department's Bureau of Proprietary School Supervision cannot investigate any complaint made more than two years after the date of the occurrence.
- 3) The investigator will attempt to resolve the complaint as quickly as possible and may contact you with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the schools fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.

What is the Tuition Reimbursement Fund?

All schools must have a tuition refund policy for each program included in the student enrollment agreement. Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address provided.

The Tuition Reimbursement Fund is designed to protect the financial interest of the students attending proprietary English as a second language schools. If a school closed while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of a school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and determines that there was a violation of Education Law or Commissioner's Regulations

as specified in Section 126.10 (j) of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement Fund, you must first file a complaint with the State Education Department at the address provided. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

Where can students file complaints, claims to the tuition reimbursement fund, or get additional information?

Contact the New York State Education Department at:

New York State Education Department
Bureau of Proprietary School Supervision
116 West 32nd Street, 5th Floor
New York, New York 10001
Tel: (212) 643-4760

Website: <http://www.acces.nysed.gov/bpss/>

This pamphlet is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of non-publicly funded English as a Second Language schools.



**Kaplan helps individuals
achieve their educational and
career goals. We build futures
one success story at a time.**

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