

## **Rules and Regulations for F-1 Visa Students**

1. **ATTENDANCE** – F-1 students are required to attend at least 80% of their classes. Below 80% attendance will result in the termination of your I-20.
  
2. **TARDINESS** – Please be respectful of your fellow classmates and instructors by being on time. Three tardies will be counted as an absence. If you leave class early three times, it will be counted as an absence. Tardiness is counted as either arriving to class 3 to 15 minutes after start of class or leaving 15 minutes before the end of class. Arriving 15 minutes after the start of class or leaving 15 minutes prior to the end of class will be counted as an absence.
  
3. **EXAMS** – All students are required to take the placement, the mid-term and the final test. If you cannot make it to the class on the day of the exam, please schedule a testing date with your instructor. The student will not be able to obtain the certificate or the transcript of study or transfer out to another institution without taking the exams required by the school.
  
4. **TRAVEL AND VACATIONS** - F-1 students are required to inform the school of plans to travel outside of Southern California during the school week. If traveling outside of the U.S., students must get their I-20 forms signed by a DSO (Designated School Official).
  
5. **CHANGE OF ADDRESS OR/AND PHONE NUMBER** - If you move, or change your phone number, you are required to provide your new address or phone number to the admissions office.
  
6. **TRANSFERRING** – A transfer form must be submitted to the admissions office if you intend to transfer out to another institution. The transfer request form must be submitted to the office 15 days prior to the program end date or the registration end date.
  
7. **RETURNING TO YOUR COUNTRY** – The admissions office must be notified if you plan to return to your country.
  
8. **CLASS RULE** - Please don't make loud noises and other disruptive behavior in your classroom to maintain a good studying environment. Also, illegal items such as alcohol, drugs, guns and knives are prohibited on school grounds.
  
9. **RE-ENTRY RULES for F-1 Students**

- a. If you plan on leaving the U.S., temporarily, you should have your I-20 signed by a Designated School Official.
- b. You should have the name and phone number of your school's director who you can contact if there are problems during re-entry.

**FAILURE TO FOLLOW THESE RULES AND REGULATIONS MAY RESULT IN  
TERMINATION OF THE STUDENT'S I-20 OR EXPULSION FROM ESL ACADEMY.  
I HAVE READ AND UNDERSTOOD ALL OF THE ABOVE.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**