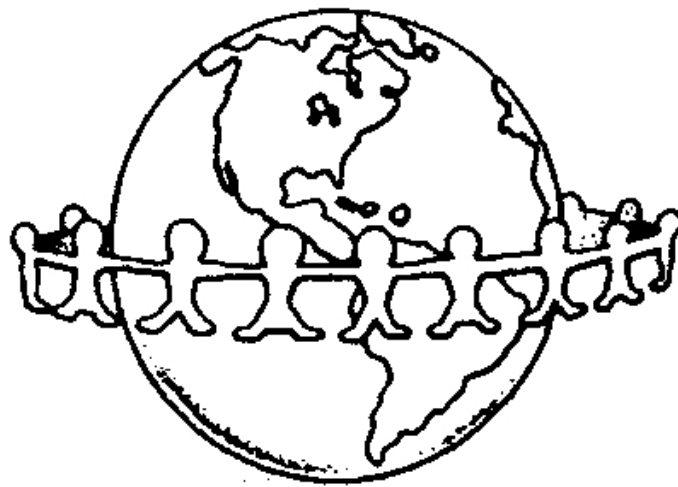


# STUDENT HANDBOOK



# E. C. I.

## English Language Program

*Your Door to Academic Success*

### ***Office of ECI English Language Program***

The following address, numbers, and e-mail addresses will be very helpful if you have any questions:

Educational and Cultural Interactions English Language Program

#### **Oklahoma City Campus**

3000 United Founders Boulevard Suite 139

Oklahoma City, OK 73112

Office Phone: (405) 810-8314

Office Fax: (405) 810-8714

24 Hour Toll Free Phone Number: 1-888-446-5437

#### **Dallas Campus**

5501 LBJ Freeway, Suite 101

Dallas, TX 75240

Office Phone (972) 239-8555

Office /fax (972)239-4449

24 Hour Toll Free Phone Number: 1-877-505-0556

E-mail: [esl.eci@ionet.net](mailto:esl.eci@ionet.net) (all administrators will receive a copy of the e-mail)

Website: [www.eciprograms/english](http://www.eciprograms/english)

### ***ECI-ELP Mission Statement***

***ECI English Language Program (ELP) exists to serve international students by preparing them to use the English language for the academic, social, and cultural challenges of life in American colleges and universities as well as college-preparatory high schools.***

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## GENERAL POLICIES

### Student Conduct

Students are expected to exhibit good morals, politeness, respect, and friendliness at all times. Any time property is damaged, the student is fully responsible to pay for the repair or replacement. The program coordinator will approach the responsible student and discuss how and when to cover the costs.

### Center Policies

- No smoking inside or outside the facility
- No tight, short tops that expose the stomach
- No extremely short skirts or shorts
- No writing on desks, walls, or other furniture within the facility
- Food and drinks are allowed only in the break rooms (not including water).
- Respect all authority



### Computer Policies

The use of the computers at the ECI English Language Program is a privilege, not a right. If any of the computer policies are broken, the student can lose all computer privileges during his/her time at ECI English Language Program.

- No food or drinks in the computer room
- If games or disks are not from the ECI English Language Program, they cannot be used on the computer.
- No downloading on the internet (this includes pictures, movies, music, PDF files, screensavers, etc.), unless a teacher gives direct instructions to do otherwise. This is to prevent getting viruses.
- No looking at pornography
- No gambling
- Do not change the wallpaper, screensavers, or themes on the computer
- Log off when finished
- Enjoy the benefits of the computer. The computers are here for educational and browsing purposes.
- No sending or displaying offensive messages or material (this includes obscene language)
- No violating copyright laws

### Complaints and Suggestions

If you are not satisfied with your class, program, and/or teacher, you should talk to the appropriate person in private. If it is a problem with the program, you should approach the coordinator. If there is a problem with the class or teacher, you should approach the teacher in private. It is never appropriate to complain in front of or during the class. If you are still not satisfied after talking with the teacher about a class issue, you should next go to the coordinator. The coordinator will then try to resolve the problem. If the student is at fault, then the student will need to modify his/her behavior. If the teacher is at fault, the teacher will modify the action (s) and continue with the student in class.

If the above informal complaint procedures do not bring a decision to your liking, you may file a formal complaint using the formal complaint form.

“Integrity without knowledge is weak and useless, and knowledge without integrity is dangerous and dreadful.”  
Samuel Johnson (1709 - 1784)

Cheating and Academic Integrity

Cheating is defined by The American Heritage Dictionary as acting dishonestly (1983). Each culture has a different idea of what cheating and acting dishonestly is and is not. It is important to understand the concept of cheating before accidentally doing it and not knowing. The following instances are considered cheating at the ECI English Language Program:

- Looking on another person’s paper and copying the work
- Copying information from another resource (book, magazine, library, internet, etc.) that is not yours and not telling where you got the information (need to use correct documentation and quotation rules; if not, it is considered plagiarism)
- Having or paying a friend to do an assignment
- Asking a friend for help on a test, project, quiz, or homework unless the teacher gives permission or assigns groups. A student should go to the teacher first for help.
- Sharing with another person or asking for information about a test, project, quiz, or homework
- Giving out or asking other students for copies of tests, projects, quizzes, or homework

None of these instances will be tolerated. If a student cheats, the teacher will give the student an automatic failing grade (F) on the assignment, and the student will be placed on academic probation. Students should always be honest and respectful while in the classroom. Students are expected to act in a professional manner at all times, just as the teacher is expected to do so.

Telephone Use

Students are not permitted to use the telephones at ECI except in the case of an emergency. A phone card is needed to make international calls and must be purchased at the student’s expense.



Resource Library

All students are allowed to go into the resource library with permission while classes are not in session or if the teacher allows the students to use it during class. All resources should stay in the library unless checked out. If a student would like to take a book or other resource out of the library, the student must sign a paper at the program coordinator’s desk. The student that checks out the book is responsible if the book is damaged or not returned.

Lunch

Students are responsible for their own lunches. There are restaurants near the classrooms (fast food hamburger, sandwich) or students may bring their lunches and eat in the break room. No food is to be eaten in the classrooms. A small refrigerator and two microwaves are available for students to use.

Absences and Tardiness

Students are required to attend all classes, but we understand that there are times when you need to miss class. However, in order to be allowed to pass a level you must attend a minimum of 85%. That means that you can miss no more than **3 days per session unless you have a doctor’s excuse**. Each session is 4 weeks long. The minimum attendance required to pass a level are as follows: **For Intensive ELP (25) hours per week, the minimum attendance to pass is 85 hours (out of 100) for the session. For the Semi-Intensive ELP (19) hours per week, the minimum attendance required to pass is 60 hours (out of 76) for the session.**

A student must inform the ELP Director at least one day prior to being gone or absent. Also, if a student is late more than 15 minutes to class three (3) times then that will count as one (1) absence.

**Late 3 times = 1 absence                      15 days of absence = termination of F-1 Status**

*Students are required to begin attending classes following their F-1 Change of Status (COS) approval.*

If a student becomes ill while in the Program, an excuse from a licensed doctor or a licensed clinical psychologist will be required in order to obtain permission for a Reduced Course Load (RCL). The DSO, which is the coordinator of the Program, will then report the information to INS. The student will have to provide a doctor’s excuse every session (every 8 weeks) in order to keep the Reduced Course Load.

Schedule

ECI English Language Program courses last for four weeks. Students on a Student Visa (F-1) must enroll in a minimum of one four-week session and can complete the entire program in nine four-week sessions. The entry testing and orientation for each session takes place on the program start date indicated on the session calendar. Exit testing is scheduled for the last day of every session.

**Weekly Schedule**

**INTENSIVE ENGLISH PROGRAM**

Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Classes</b>	Integrated ESL (9:00-12:00)  Lunch (12:00-1:00)  Elective (1:00-3:00)	Integrated ESL (9:00-12:00)  Lunch (12:00-1:00)  Elective (1:00-3:00)	Integrated ESL (9:00-12:00)  Lunch (12:00-1:00)  Elective (1:00-3:00)	Integrated ESL (9:00-12:00)  Lunch (12:00-1:00)  Elective (1:00-3:00)	Integrated ESL (9:00-12:00)  Lunch (12:00-1:00)  Elective (1:00-3:00)
<b>Academic Hours (Total 25)</b>	5	5	5	5	5

**SEMI-INTENSIVE ENGLISH PROGRAM**

Day	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Classes</b>	Integrated ESL (9:00-12:00)	Integrated ESL (9:00-12:00)  Lunch (12:00-1:00)  Elective (1:00-3:00)	Integrated ESL (9:00-12:00)	Integrated ESL (9:00-12:00)  Lunch (12:00-1:00)  Elective (1:00-3:00)	Integrated ESL (9:00-12:00)
<b>Academic Hours (Total 19)</b>	3	5	3	5	3

Make-Up Work

If a student is absent, s/he has the responsibility to talk to the teacher about any missed assignments. It is the teacher's decision as to whether or not the student is excused from the homework or needs to complete the assignment(s). If the student needs to complete the assignment(s), s/he will have two days to complete the assignment for every day that s/he missed. If the assignment(s) is not completed, the teacher will assign an F for that assignment. **This rule applies to tests, quizzes, and homework but NOT projects and papers.** Projects and papers must be completed on the due date and turned in before 12:00a.m. on the due date in order to receive credit.

Grades

**Letter Grades**

In each class, the students' grades will be based upon the following grading scale:

Letter Grade	Percentage
<b>A</b>	90-100
<b>B</b>	80-89
<b>C</b>	70-79
<b>D</b>	60-69
<b>F</b>	59 and below

The grades will be given out within a week after the end of each session.

Grade Scale Interpretation:

A grade of A in a class or any assessed aspect of a class/test means either that the student has achieved a numeric grade of 90% to 100% or has demonstrated excellence in this area.

A grade of B in a class or any assessed aspect of a class/test means either that the student has achieved a numeric grade of 80% to 89% or has demonstrated high proficiency in this area.

A grade of C in a class or any assessed aspect of a class/test means either that the student has achieved a numeric grade of 70% to 79% or has demonstrated acceptable proficiency in this area.

A grade of D in a class or any assessed aspect of a class/test means either that the student has achieved a numeric grade of 60% to 69% or has demonstrated low proficiency in this area.

A grade of F in a class or any assessed aspect of a class/test means either that the student has achieved a numeric grade of 59% or has demonstrated unacceptably low proficiency in this area.

Refund Policy

1. If the student cancels after the I-20 is sent or the student's visa is rejected, upon receipt of the original I-20, all Program fees will be refunded excluding the \$250 application fee and \$250 homestay application fee.
2. If attending for more than one session, a student may pay for his/her sessions at the beginning of each session. In the case of an emergency (death or serious illness in the immediate family), all Program fees applying to remaining instructional time will be refunded excluding the \$250 application fee and \$250 homestay application fee.
3. If a student leaves the English Program before the agreed end of the program or is expelled, no refund will apply.

“Don't knock the weather. If it didn't change once in a while, nine out of ten people couldn't start a conversation.”

Kin Hubbard (1868 - 1930)

### Withdrawal

If a student decides to withdraw from the program, it must be done within the first week of classes in order to receive a full refund (not including Application Fee and Homestay Application Fee). A week consists of 5 class days. Withdrawal after 5 class days will result in no refund. According to the law, students will have 15 days to return to their country if withdrawing from a course and not transferring. If a student is planning on transferring, s/he must transfer the very next start date of the transfer school. There is a 60 day grace period if the transfer school does not allow students to enter immediately.

### Probation and Expulsion

A student may be placed on probation if a major offense has occurred (disrespect, illegal actions, violations of policies, etc.) or if a minor offense has occurred (his/her grades and/or attendance are very low). It is the decision of the program coordinator and president of the seriousness of the offense. If the student has been warned more than once or has committed a major offense, the student may be expelled from the program, and no refund will be given. The student has the right to file a grievance by submitting the grievance form. (See copy in this booklet on page 18.) Information regarding the steps of the grievance procedure is available from the coordinator or the President. Briefly they include:

1. Coordinator issues verbal warning. If issues resolve; no further action.
2. Coordinator investigates grievance claims for validity. Complaint conference may be called.
3. From first verbal warning, the student has two days to file verbal and written report in his or her defense.
4. Within two days of receiving report, the coordinator will schedule a hearing.
5. A decision will be made by the coordinator or president on what action, if any, will be taken.
6. The student may appeal. The appeal will be reviewed and answered within five days.

**All refunds will be issued in US dollars only. Please allow 15 days for funds to process.**

### Designated Smoking Areas

It is important for students, teachers, and visitors to understand that while you are on the building property you can only smoke in the designated smoking areas. This is a building policy as well as the policy of the State Fire Marshall's Office. Smoking, as well as second hand smoke is considered harmful and hazardous. For the safety of yourself and others, please comply with the policy.

Non-Smoking Area Violations are fined by the State Fire Marshall for amounts up to \$250.00 per person per violation.

Students assume liability for any violations that they invoke for smoking outside the designated smoking areas when they are on the building property.

### Insurance

It is recommended for all students to have health insurance. If a student does not have medical coverage, ECI English Language Program offers a student health insurance plan. All students must register for this the first week of classes. A medical card will then be given to the student to carry in his/her wallet.

### Dismissal of School

ECI English Language Program follows the Oklahoma Public School system in Oklahoma City and the Dallas Independent School system in Dallas when deciding about closing because of weather conditions. If the Oklahoma City Public Schools or the Dallas Independent Schools announce that school is canceled via radio or TV because of weather conditions, then ECI Language Program will not have classes either. If in doubt, call Oklahoma City office at 1-888-446-5437 or call Dallas office at 1-877-5050, and ask one of the administrators. School can be cancelled due to tornados, snow, ice storms, etc.



“So act that your principle of action might safely be made a law for the whole world.”  
**Immanuel Kant (1724 - 1804)**

Holidays

The ECI ELP dismisses class for the following holidays:

- Memorial Day-Last Monday of May
- Independence Day-July 4<sup>th</sup>
- Labor Day-First Monday of September
- Thanksgiving-Thanksgiving Day and the day after Thanksgiving (Thanksgiving is always the fourth Thursday of November)
- Christmas Vacation and New Year’s (December 23-January 2)

Biological Family Visits and Student Travel

For students staying with host families, visits by members of the student’s biological family or by his/her friends from his/her home country can be very disruptive to the adjustment of the student and an inconvenience to the host family. All visits are discouraged until the very end of the Program. Any visits during the Program must have prior permission of the ECI main office.

- The student should refrain from hitchhiking, whether alone or with companions.
- Overnight travel must be reported to the ECI office and the student should must leave emergency contact numbers with he host family and the ECI office.
- If a student travels outside the USA, he/she must always carry a passport. Before departing, the student must check with the office regarding re-entry procedures.

Driving a Motorized Vehicle

Driving will only be permitted if the student has an international driver’s license or has received a United States state driver’s license. The student may take the driver’s test , but must have his/her own vehicle. A student may not drive the host family’s car for liability reasons.

Local, State, and Federal Laws

- If a student is arrested, or if it is reliably confirmed that the student has acted illegally, Program sponsorship will be revoked, resulting in early return as soon as legally possible to the home country at the expense of the student or student’s parents.
- Drinking of alcoholic beverages, including beer and wine, is not permitted while in the Program and is illegal in the USA for persons under 21 years of age.
- Smoking is illegal in OK and TX for persons under 18 years of age. If the student has stated in the application that he/she is a non-smoker, he/she must not smoke while in the USA. If a student is found to be a smoker after having stated otherwise, he/she may be returned home. If the student is a smoker, he/she must comply with all smoking restrictions imposed by the Host Family, any public or private venue, and state laws.
- The student must not buy, sell, possess, or use illegal drugs of any kind or use any controlled drugs unless prescribed for him/her by a physician or other health professional. If the student is taking prescription drugs, the dosage and length of time of use for each drug must be listed on the admissions application. The student must not associate with any persons involved in illegal drug-taking or drug trafficking.
- Students must not commit or take part in any act of violence against another person or property. Shoplifting and theft are illegal and may lead to criminal charges.
- Driving a car without a driver’s license is illegal in all states.
- It is illegal for students on non-working visas to take regular employment while in the USA, unless permission has been granted from INS. A student must apply to INS in order to obtain permission after one year of studying in the USA.

“Progress is sometimes followed by a comma, never by a period.”

## STUDENT PROGRESS AND ASSESSMENT

### Placement, Assessment, and Advancement

For placement purposes, students are initially tested using a battery of tests that consists of the Interchange/Passages Objective Placement Test, Placement Conversation, and Placement Essay. The results are then applied to the test correlation table to determine the appropriate level. The student’s progress is measured throughout each session by tests, quizzes, projects, homework, reports, and effort.

Advancement depends on a student’s grades and test score. To advance to the next level, the student must receive at least a D per class, at least a C average for all classes, and a passing grade on the Final Exam at the end of the session. If for some reason the student finds the level is not challenging enough or too challenging, he/she may go to the program coordinator and express desire to move to a different level. The program coordinator will then consult with the teachers to seek their opinion. After consulting with the teachers, the program coordinator will then make a final decision within two days of the initial complaint of the student and inform the student of the final decision.

### Curriculum Levels

ESL 101 - Beginning English 1  
ESL 102 - Beginning English 2  
ESL 103 - Beginning English 3  
ESL 104 - Beginning English 4  
ELS 201 - Intermediate English 1  
ELS 202 - Intermediate English 2  
ESL 203 - Intermediate English 3  
ESL 204 - Intermediate English 4  
ESL 301 - Advanced English 1  
ESL 302 - Advanced English 2  
ESL 303 - Advanced English 3  
ESL 304 - Advanced English 4

Each session is four (4) weeks long and corresponds to one of the levels above. ESL 101 assumes no prior knowledge of English and completion of ESL 304 indicated language-level readiness for entry into American academia. When a student is accepted into our program, that student is administered an initial placement test, and the results of the placement test will help E.C.I. to place each student in the appropriate level that corresponds with their current knowledge of English.

### Homework, Quizzes, Tests, and Projects

All homework should be handed in on time. If for some reason an assignment cannot be completed because of uncontrollable circumstances, contact the teacher before class to notify him/her. If the circumstance is excusable, the teacher will work with the student to be able to catch up. This may require a student to stay after school and meet with the teacher. If the student continues to not turn in homework or turn it in late, the program coordinator should be contacted by the teacher so that further measures can be taken. The program coordinator will meet with the student and will put him/her on academic probation for the rest of the term. The student will then have one full term to prove his/her grades. If the grades are not improved, the student will be expelled from the program.



All homework, tests, quizzes, and projects should be completed by the student unless the teacher has given other instructions. Copying another student’s information is dishonest and will not be tolerated. This action will be punished by an automatic zero. Plagiarism also will not be tolerated. Plagiarism is taking someone’s information and acting like it is your own work. If students have any questions or doubt about plagiarism, they should speak to any of the instructors or administrators.

“Many an American whose ancestors came over on the Mayflower is lucky—there were no immigration laws then.”

## CONFIDENTIALITY POLICIES

### Student File Privacy

Files are kept on each student and are kept private according to the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. This act identifies the rights of students and families concerning educational records kept by the institution. Any employee that violates the policies of this act and of ECI English Language Program will be disciplined accordingly.

### Student and Parental Rights

All students have the right to access and challenge educational records that are kept by ECI English Language Program. Students have the right to give or deny permission in most situations of the release of educational records and directory information. Students do not have the right to any information that is about more than one student, financial records of the student’s parents, and/or personal written recommendations that are confidential. If the student feels that any information contained in his/her records is not correct, is misleading, or violates his/her rights, the student may submit a paper on why the information is not correct, is misleading, or violates his/her rights, and provide documentation to support it. The student has a right to view this material and obtain a copy if it is not confidential.

### Directory Information

ECI English Language Program has the right to give out directory information without the permission of the student. If the student does not want any directory information released, s/he must fill out a Request to Withhold Directory Information Form and submit it (this form is located in the program coordinator’s office). This form must be filled out no more than 10 days after registration day, or it is considered null. The following is considered directory information to ECI English Language Program and can be given without the student’s permission:

- Name
- Address (local, international, and e-mail)
- Date and place of birth and country of citizenship
- Name and address of parents, guardians, and spouse
- Enrollment status
- Visa type
- Telephone number
- Dates of program attendance
- Other programs attended

### Release of Student Record Information

In any of the following situations, information from student records can be released without the student’s permission:

- Emergency-if there is a threat to the safety of a student and permission cannot be obtained by the student because of the circumstance, information will be given to the people that can assist.
- Pursuant to a Subpoena-if ECI English Language Program receives a lawfully issued subpoena or judicial order, records will be released to the appropriate people. Careful documentation will be kept in this situation.
- Department of Homeland Security requests-any information that an immigration officer may need in order to track a student will be given without the student’s permission.
- Parents of dependent students-records are available to parents that have dependent children. Dependent students can be defined by referring to Section 152 of the Internal Revenue Code. Parents can be contacted concerning any student under 21 that is violating drug and/or alcohol laws or rules.
- Officials of other schools/school systems-ECI English Language Program reserves the right to release information to schools that the student is transferring to or enrolling in.
- School officials (teachers, coordinators, administrative officials)-The school officials have the right to access a student’s records for “legitimate educational interests” (including but not limited to teaching, research, public service, academic advising, general counseling, therapeutic counseling, discipline, financial assistance, medical services, and extracurricular activities).

“No one has a right to all his rights.”

## STUDENT COMPLAINT/GRIEVANCE PROCEDURES

Please refer to the following list to know whom to speak to with a complaint or grievance.

Grievance Area	Grievance Resource
Classroom Function	Instructor
Classmate	Instructor
Fees	Coordinator
Homestay	Coordinator
Discrimination*	Coordinator
Academic Policy	Coordinator
Immigration Issues	President

\*Discrimination can be an action based on any of the following: race, color, religion, sex, national origin, sexual orientation, age, marital status, disabilities, ancestry, veteran’s status, or political affiliation.

Please keep in mind that whenever possible, all complaints should be resolved by the grievant (student) and the one that has caused the grievance. The administrators at the ECI English Language Program will only follow the formal process if the grievance is really valid. If it is not possible to resolve the situation without the administrators getting involved, the following formal steps will be taken:

1. Approach the coordinator with verbal information of the complaint (name, action, and date of occurrence (s). The coordinator will then make the individual aware of action that needs to be taken, if any.
2. If there is sound (good) evidence of a problem, the program coordinator will informally investigate the situation or approach the person being complained about. If necessary, there will be an informal meeting between the coordinator, president, the person(s) involved with the complaint, and the individual who made the complaint.
3. If no satisfactory resolution is obtained, then the student may file a formal grievance (Formal Grievance Form is on the back of this handbook.) and submit it to the coordinator.
4. Within five days of receiving the formal grievance, the coordinator will set up a hearing (formal meeting) with the president, grievant, and those involved concerning the complaint.
5. A decision will then be made by the coordinator and president about what action, if any, should be taken. This decision will be based on federal law.
6. The grievant may appeal in writing by giving a report to the coordinator. The coordinator and president will then review the appeal and notify the grievant within five days.

## IMMIGRATION

### Working in the U.S.A.

Students on an F-1, J-1, or B-1/2 visa are not allowed to work in the United States unless permission is granted from INS. This permission is only granted when applied for to the INS, and the student has to have attended school in the USA for one complete academic year before applying. Any student attending ECI English Language Program that works will be expelled from the program without a refund. There are conditions where a student can accept money. If you have any questions, please see the coordinator or visit the immigration website at [www.uscis.gov](http://www.uscis.gov).



### Breaks/Vacations for F-1 Students

An F-1 student must attend a program for four consecutive months before s/he can take a break for one session (at ECI a session is 4 weeks). After the 4 weeks, the student must immediately enroll in a program to keep his/her F-1 status.

### Transferring

To transfer to another program, ECI requires the following steps to be taken:

1. The student applies to another school or language program.
2. The transfer-in school sends a transfer form to ECI English Language Program.
3. The program coordinator of ECI English Language Program fills out all of the information on the transfer form and faxes it back to the other program. The release date is also entered into SEVIS (reported to INS).
4. When the student has been accepted, s/he must make arrangements for transportation and housing if the program is out of state. The student will **not** be allowed to remain with ECI's host families. The student will have two days to move out of the house after the release date.

If the student does not wait to finish on the completion date of his/her I-20, the student will have 5 months to make the transfer. The 5 month period is only a bridge in case it is needed. The rule is that the student must start on the very next start date of the transfer-in school. If the time between the release date of the transfer-out school and start date of the transfer-in school is more than 5 months, then the student needs to return to his/her country and return later.

### INS Definitions

- I-20-Certificate of Eligibility for Non-Immigrant Student Status  
An I-20 is a document that ECI English Language Program will send to you after you complete the application process (ECI English Language Program is authorized by SEVIS to issue I-20's). This form is used to obtain a Student Visa.
- Pre-arrival Letter  
This letter will be sent to you along with your I-20 to show that you have been accepted by ECI English Language Program.
- F-1 Student  
Another name for a person on a Student Visa.
- F-2  
This is a dependent listed on the F-1 student's I-20.
- B-1/2 (Visitor/Tourist Visa)  
You may study on a Visitor Visa if your intention was not to come to the U.S. and study. If you would like to take language courses while in the U.S. along with your leisure activities, this is permitted. You may not apply for a Visitor Visa with the intention to only study and/or further your education in the United States.
- I-94  
This is a small, white form that you will fill out at the Port of Entry. It will be stamped and stapled to your passport at the Port of Entry.

*(immigration continued)*

- Port of Entry  
The first airport where you land and go through customs.
- “D/S”  
This is what should be stamped on your I-94 and I-20 (in red ink) at the Port of Entry. “D/S” means Duration of Status. This simply means that as long as you are a full-time student and in good status, you have permission to stay in the United States. If “D/S” is not stamped on your I-94 or I-20, please notify the coordinator of ECI ELP immediately at 1-888-446-5437 (toll free number within the United States).

*Important Facts to Remember*

- The earliest a student can enter the United States is 30 days before the program start date.
- A student has 60 days to return to his/her country after the completion date of program. Any student that is authorized to withdraw before the completion date has 15 days to return to his/her native country. If a student withdraws without authorization, he/she must return to his/her country immediately.
- All students must report an address change while in the United States within 10 days of moving (even dependents need to be reported).
- The student is responsible for requesting an extension on his/her I-20 before the completion date expires. Request should be made to the coordinator of ECI ELP.
- To transfer to another school, a student must
  1. Apply and be accepted to the “transfer school.”
  2. Inform current school of the transfer no later than the last day of the current program.
  3. Inform “transfer school” of transfer date.
  4. Complete transfer process no later than 15 days after first day of class of “transfer school.”
- F-2 dependents cannot enroll in a full-time program except for a vocational or recreational purposes- poses. F-2 children may enroll in elementary or secondary schools full-time (kindergarten through twelfth grade).
- An F-1 student may not work during the first year but may apply for employment after one year of study. Check with the student advisor.
- ECI ELP is required to report the following to immigration:
  - A student that is not in status or has not reported to the school
  - A student’s change of name
  - A student that has finished the program early
  - Disciplinary action against a student for a crime
  - Any notice that immigration (SEVIS) requests from the school
  - The student’s start date for the next session
  - A student’s current address

*For additional information or to obtain INS forms, visit [www.uscis.gov](http://www.uscis.gov).*

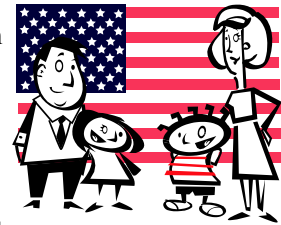
## ACCOMMODATIONS

### AMERICAN HOST FAMILIES:

#### Student Responsibilities to Host Family

ECI English Language Program has a wonderful host family program with some of the best host families. These families are chosen carefully. Each family is different and should not be compared with other students' host families. Students have the following responsibilities:

- No drinking of alcoholic beverages is permitted if the student is under 21 years of age.
- No drugs or association with anyone involved with drugs in any way is permitted. Anyone who breaks this rule will be removed from the program without a refund.
- It has been arranged for the student to attend school, and attendance is obligatory.
- The student is required to let the host family know his or her whereabouts at all times.
- If the student travels outside the United States, he or she must always check to be sure that he or she will be allowed to reenter the country.
- No hitchhiking (requesting car rides from people that you do not know). This can be extremely dangerous.
- The student may not take a job outside the home.
- If, in the application, the student declared that s/he does not smoke and is under 21, no smoking is permitted while s/he is in the host family program. In case the student is a smoker, it is suggested that the smoking habits and house regulations be discussed with the host family.
- If the student violates any local, state, or federal laws of the United States, the student may be expelled from the program.
- The student must respect all decisions jointly made by the host family and program representatives.
- The student must abide by the rules of behavior set by his or her host family.
- The student must accept and fulfill all assigned family responsibilities such as clean-up, meal assistance, shopping assistance, and so on.
- No visitors or overnight guests without permission of the host family.
- No visitor of the opposite sex will be permitted in the house without one of the host parents present.
- No overnight guest of the opposite sex is permitted.
- No involvement in sexual activity while in the program.



#### Host Family Responsibilities to Student

The following are the responsibilities of the host family:

- The host family is expected to understand and support the philosophy of the host family program and provide a safe residence for the student during the school year.
- The host family must provide transportation for the student to and from school. If the student needs to go to the store or any other places, s/he must ask the host family. It is the host family's decision as to whether or not it is convenient.
- The host family is expected to provide room and board for the student and to treat the student as a member of the family, not a guest.

“A happy family is but an earlier heaven.” **John Bowring**

*(host family responsibilities continued)*

- The host family is responsible for providing breakfast and dinner. Lunch is the student’s responsibility unless s/he requests to have a sack lunch. The student can buy food at the store and put it in the host family’s refrigerator. A typical breakfast in the United States can be one or more of the following: cold cereal, eggs, ham, bacon, toast, bagels, donuts, waffles, pancakes, yogurt, coffee, hot tea, orange juice, milk, and other types of pastries. If the student does not prefer to eat breakfast, s/he should notify the family so they will not be offended. A typical dinner in the United States usually consists of a meat (chicken, beef, pork, fish), one or two vegetables, a salad and possibly dessert. A student that is allergic to certain foods or has religious convictions should indicate this on the application before arriving in the US. Students must understand that many American families have two working parents, and sit down meals are not given each night. There will be times during the week when a fresh meal is not prepared, but food will be provided. This is a common practice in every host family.
- The host family is expected to uphold the rules of the host family and program and to enforce them.

Changing Host Families

Students cannot change host families unless the family is at fault. ECI ELP chooses excellent, caring families, and many have a lot of experience in hosting or working with international students. Students should communicate clearly and immediately with the host families in order to avoid problems. If there is a problem with the host family, the student should first speak with the host family (if the problem can be addressed to the family). If not, then the student should speak with the host family coordinator. The coordinator will then determine who is at fault and try to resolve the situation. If the problem cannot be resolved, the student will be moved. If the student is at fault and will not cooperate, he/she will have to pay another \$150 homestay placement fee in order to change host families. If the family is at fault, the student will be moved and will not have to pay any fees.

Hotel

**HOTELS:**

In Oklahoma City, ECI English Language Program has an agreement with Comfort Inn, which is a hotel located near ECI. In Dallas, ECI has agreement with Holiday Inn and Sheraton Hotels. Students can stay at these hotels for a great price and receive a free full breakfast each morning. The student is responsible for lunch and dinner. S/he will have a small refrigerator in the room. ECI English Language Program has restaurants nearby at both campuses. For more information, please check out our website at [www.eciprograms.com/english](http://www.eciprograms.com/english).



Other Housing Options

Students that wish to stay with a biological family member may do so but will be required to make their own arrangements with payments and transportation. Students that wish to stay in apartments may do so, and there are two apartment complexes within walking distance of ECI. The best option is for the student to come to Oklahoma City and then find an apartment. It is important for the student to view the apartment complex, room, and surroundings before making a decision, especially if the student chooses a location that is not next to ECI. There are bad and dangerous sections of the city just like any other city has; therefore, the student needs to see if it is what s/he wants. The administrators at ECI English Language Program will help the student locate an apartment and complete the paperwork. Also, students that have been accepted into a university upon completion of the English program may have the opportunity to live in a dormitory. Please inquire about dormitories before arrival.

## REQUEST TO WITHHOLD (optional) DIRECTORY INFORMATION

I, \_\_\_\_\_, am requesting that all information classified  
(Student's Name)

as directory information be withheld if requested. I understand that there are situations listed in the Confidential Policies where the information can be released even if this paper is signed. If I ever want this information to be released in the future, I understand that I will have to send a written request before it can be released.

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

## ENROLLMENT AGREEMENT

Visa Status

F-1 Student Visa

B1/2 Visitor Visa

Immigrant

Other \_\_\_\_\_

By signing this paper, I am saying that I have read the ECI Language Program Student Handbook, and I understand the rules and policies of the Program. I will keep/obey these rules and follow the policies as long as I am in the Program. If I do not keep these rules or policies, I understand that I can be expelled from the Program without any refund.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Signature of Student and Date



**E. C. I.**

Educational and Cultural Interactions

# Formal Student Grievance Form

Return completed form to the coordinator's office

To be completed by complainant when the informal process is unsatisfactory. If complainant does not have the English ability to fill out the form, he or she may have somebody help them complete the form.

Oklahoma City Campus  
3000 United Founders Blvd.  
Suite 139  
Oklahoma City, OK 73112  
Tel: 405-810-8314  
Dallas Campus  
5501 LBJ Feeway Suite 101  
Dallas, TX 75420  
Tel: 972-239-8555  
www.eciprograms.com

## Complainant Information

1. Name:	Mr.	Ms. (Circle One)
2. SEVIS Number:		
3. Address:		
4. Telephone Number:		
5. Email Address:		
6. Did you attempt to resolve this issue informally?		
<input type="checkbox"/> Yes, on _____ (Date)	<input type="checkbox"/> No	If no, why not?
Please attach a list of all correspondence.		

## Date:

7. Date and Time of Incident:	
8. Location	
9. Witness 1 Name:	Witness 2 Name:
Witness 1 Contact Information:	Witness 2 Contact Information:
10. Name of alleged offender (person who you feel did something wrong):	
11. Describe what happened (Please attach copies of any documents that you feel could help the investigator):	

## Description of Complaint

12. What do you think should be done about this?
13. What kind of response would you like to this form?
<input type="checkbox"/> Administrative Awareness <input type="checkbox"/> Meeting with the person(s) involved <input type="checkbox"/> Other (Please explain)

## Complaint Requests:

By signing this paper, I give the ECI representative permission to investigate the above issue. I understand that the information in this document is considered *sensitive* and will only be shared with the person(s) necessary to have a thorough investigation.

\_\_\_\_\_  
Signature of Complainant

\_\_\_\_\_  
Date