

STUDENT HANDBOOK



HARVEST
ENGLISH INSTITUTE

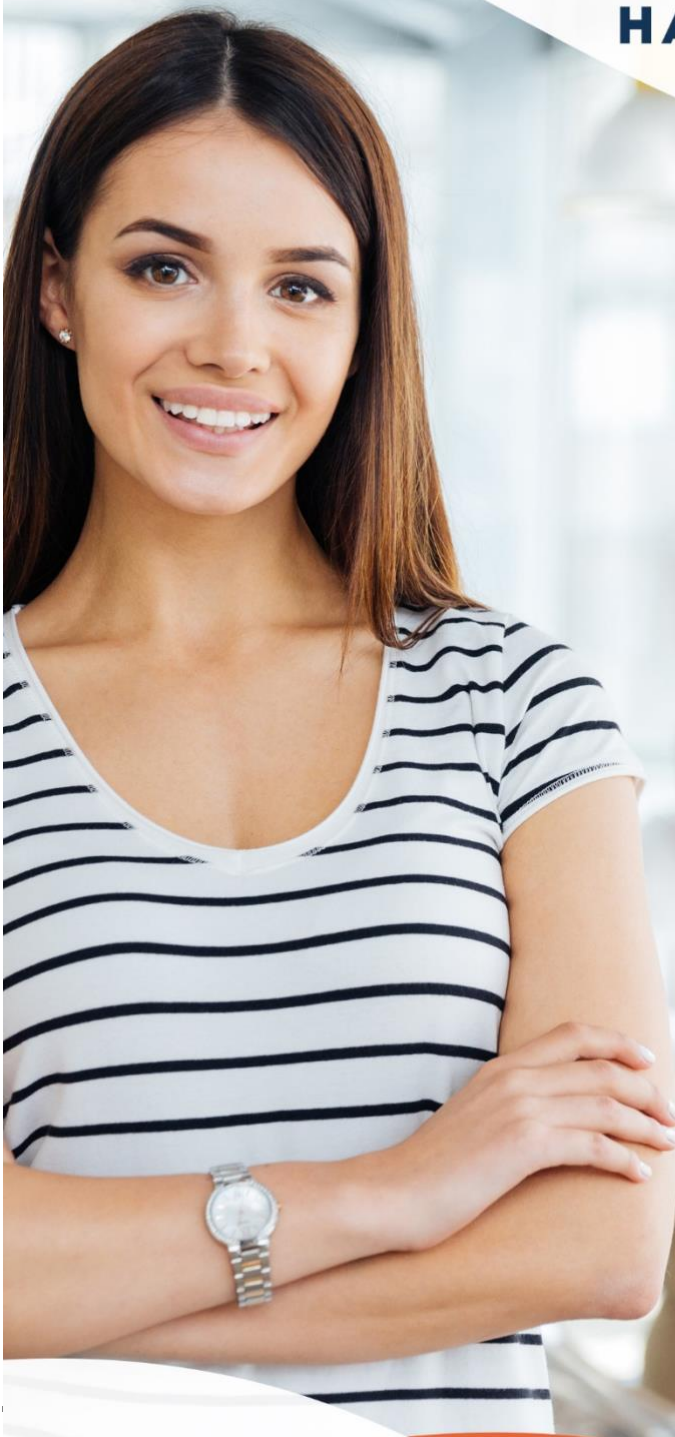


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Harvest English Institute | 128 Wilson Avenue – Newark, NJ 07105 | +1 (973) 274-1888 | www.harvest.net
 | 339 Broadway – Long Branch, NJ 07740 | +1 (732) 728-0100
 | 5950 Lakehurst Drive – Orlando, FL 32819 | +1 (407) 985-2999
 | 8570 Palm Pkwy – Orlando, FL 32836 | +1 (407) 777-4770
 | 3550 Wilshire, Suite 1050, Los Angeles, CA - 90010 | +1 (213) 421-3330

MISSION

“The Harvest English Institute has as its main objective to integrate students with the English Language, American culture and way of life, providing them with the skills and knowledge to become linguistically proficient.”

ORIENTATION

Upon registration, you will be informed of your orientation session which will be scheduled prior to your first day of class. If you miss your scheduled orientation, you will be scheduled to meet with the DSO or assigned Director to go through the content covered during orientation. This must be scheduled as early as possible because we want to make sure that you are informed of all rules and regulations regarding your status and school policies.

GUIDELINES FOR YOUR STUDENT STATUS

The purpose of this manual is to inform you of basic school procedures as well as the DO's and DON'Ts of maintaining your F-1 visa status. **F-1 students** must take full responsibility for understanding and following the law. For more information, not included in this handbook, read the "Instructions to Students" section that you will find on the second page of your I-20 form. Harvest English Institute must inform the government if you withdraw from the program, stop coming to class, fall below the required weekly hours or fail to be responsible financially. Being “out of status” is a serious violation which may result in deportation and/or a ban on re-entry to the United States in the future. If you have any questions about your status, please consult with your campus DSO. **Recreational students** should also follow the rules of the school, excluding what pertains to F-1 students.

CODE OF CONDUCT

The following are not accepted and will not be tolerated:

1. All forms of bias including race, ethnicity, gender, disability, national origin, and religion as demonstrated through verbal and written communication and physical acts. ***If you feel that you cannot abide by this rule you should not enroll in the institute, because it is a condition for acceptance***
2. Sexual harassment including hostile environment and “quid pro quo” harassment (forcing an individual to perform sexual favors in return for something).
3. Violation of the law on school premises in a way that affects the school community's pursuit of its proper educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or controlled dangerous substances on school premises.
4. All types of dishonesty including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of school documents for identification with the intent to defraud.
5. Intentional disruption of teaching, research, administration, disciplinary proceedings, public meetings, and programs or other school activities.
6. Physical, verbal and threatening abuse of any person on school premises or at any function sponsored or supervised by the school.

7. Theft of or damage to school property and premises or damage to the property of a member of the school community on the premises.
8. The possession of weapons on school property. No weapons of any description (knives, guns, throwing stars, toy knives, toy guns, etc.) or anything that looks like a weapon is permitted at the school.
9. Failure to comply with the directions of school officials acting in accordance with their duties.
10. Consuming food or beverages in the classrooms.
11. Use of mobile telephones during classes.
12. Respectable attire is expected.
13. Lack of personal hygiene.
14. Use of other languages. "English Only" is an enforced regulation.

Any unlawful acts will be reported to the appropriate authorities.

The consequences of infringing our code of conduct depend on the circumstances. A student can be either immediately expelled (items 1, 2, 3, 4, 6, 7, and 8) or given a warning by the DSO or Head Teacher. Provided there is no change of behavior after the first warning, the student will meet with the Administrative Director, who will inform the student of his/her invitation to leave the school.

CLASSROOM RULES

- English Only.
- Be in class on time.
- Do your homework.
- Bring your textbooks to class. (Students without textbooks will be marked absent.)
 - You SHOULD purchase the books in advance from Harvest English Institute. We advise you to order the books at least 7 days prior to the new term. If you do not have the book in class when the level is in progress, the teacher will mark you absent. If you purchase the book from the Institute, it is our responsibility to have the books ordered or equivalent available for the current lesson until the book arrives in case it has been back ordered. The Institute will not accept excuses.
- Be polite to staff members and classmates.
- Respect other students' opinions and challenges.
- Respect your teacher: do not converse with classmates if it is not related to the teaching topic.
- Remove any trash you brought in, so the classroom is clean for the next group.

ACADEMIC & HOLIDAY CALENDARS

For more information regarding our Academic & Holiday Calendars, please:

1. Go to <http://www.harvest.net>;
2. Click on Student;
3. Click on the Campus you attend classes;
4. Click on Academic & Holiday Calendars.

***Keep in mind that our terms consist of four (4) weeks.*

STUDENT CONTACT INFORMATION

It is your responsibility to ensure that your personal details (name, address, telephone number and e-mail) are correct and up-to-date. If you change your address, you must notify the school and the Department of Homeland Security **within 10 days** of the change of address by filling out form AR-11. Please provide your campus's DSO with a copy of that form within the same time period.

CLASS SCHEDULE

After your arrival, you will take a Placement Test (written and oral), which will determine your class schedule. You will be provided with a schedule and you are expected to attend classes punctually. You are only excused from your regular classes when participating in school-organized activities outside of class.

ENGLISH-ONLY PLEDGE

The "*English-Only*" Pledge is a formal commitment to use English as the only means of communication in class and in the school premises, and it is **required** of all Harvest English Institute students. The English Only Pledge plays a major role in the success of the program, both as a symbol of commitment and as an essential part of the language-learning process. This pledge has been a major key in the success of the Harvest English Institute for over the years. We are confident that you understand its importance and will adhere to it.

SEVIS

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based government program that keeps track of international students, scholars, and their dependents. SEVIS communicates with schools and universities, U.S. Embassies and Consulates, airports and other ports of entry into the U.S., the Immigration Service (USCIS), and the Department of Homeland Security (DHS).

DSO (DESIGNATED SCHOOL OFFICIAL)

The DSO is authorized by the American Government to verify and certify documents for F-1 visa students. The DSO will also issue I-20 forms to qualified students and ensure that F-1 visa students remain in compliance with state and federal laws. It is important to communicate regularly with your DSO to address any questions or problems involving visas or other official paperwork. Under SEVIS, the school's DSO is required by law to report your failure to maintain status to the Department of Homeland Security (DHS). To schedule an appointment with the DSO, please see front desk.

I-20

The I-20 form, also called the "Certificate of Visa Eligibility", is created by schools and universities through the SEVIS system. Your I-20 and electronic updates in SEVIS are permanent records of your activities as a student in the U.S. and a direct link to authorities.

F-1 VISA

Only an U.S. Embassy or Consulate abroad can grant you a visa. We do not *issue or extend visas*. If you are in the U.S. and your visa expires, permission for you to be in the U.S. remains valid for the time stated on your I-20 form. Registration in SEVIS for each school term is required. If you decide to leave the country, please make sure your visa does not expire before you re-enter the U.S. If your visa expires while you are outside of the U.S., you will need to obtain a new visa through a U.S. Embassy or Consulate to reenter the country.

I-94

Your valid I-20 form is one of your most important immigration documents. Your I-94 form which is the document that determines the duration of your stay is in electronic format. If provided a paper form, DHS officer attaches the I-94 to your passport. If it is an electronic form, you will be provided with an annotated stamp in your passport. The notation “D/S” on your I-94 means “Duration of Status” and refers to the program length indicated on your current I-20 form. The I-94 also records your arrivals and departures. Visit <https://i94.cbp.dhs.gov/i94/request.html> to get a copy of your I-94.

KEEPING YOUR PASSPORT VALID

While in the United States, you must maintain a valid foreign passport. If your passport is set to expire within six months or less, contact your country’s consulate or its embassy for help and information on renewing. Please keep all your I-20s while you are in the U.S.

LENGTH OF STAY

You are authorized to stay in the United States as long as you are enrolled in an authorized educational program. As a full-time student, you must study a minimum of 18 hours per week.

EXTENSION OF STAY

It is your responsibility to extend your I-20 form before it expires. If you are still pursuing advancement on your program and the Harvest English Institute offers that program beyond the end date on your I-20 form, you must request an extension at least four (4) weeks before your current I-20 form expires. Extensions require you to provide financial documentation to support the fact that you or a sponsor can support your studies for the time requested in the extension. **Expedite fee** will apply if extension is requested two (2) weeks before your current I-20 form expires.

FINANCIAL INFORMATION

You must demonstrate that you are financially able to support yourself and any dependents you may have for the entire period of your stay in the United States while pursuing a full course of study. This evidence must satisfy the cost of your education, living, and travel expenses. (If you have children they cannot become a burden that

prohibits you from coming to school. Children of non-immigrants should not attend public schools.)

HEALTH INSURANCE

You should be aware that health insurance is very important in the U.S. and even though not required for language students it is highly recommended.

PLACEMENT TEST

Upon arrival, you will take a Placement Test (written and oral) which is designed to give a quick assessment of your knowledge of the English language. You will be placed into the class level that best suits you based on your placement test results.

If you are not happy with your placement, you may appeal your initial placement by filling out the “Student Request Form”. This form will be submitted to the Department of Education where the Head Teacher will offer you the opportunity to take the final test of the level indicated on your placement test report. You only progress if your score is 70 or higher for the current level you were placed on.

ATTENDANCE

As an F-1 student, you must maintain a full course-load (at least 18 hours of attendance a week.) Attendance is calculated as a percentage at the end of each term (4 weeks) and you are required to maintain a minimum of 80% attendance per term. Harvest English Institute expects regular and punctual attendance in all courses.

Monitoring attendance: Attendance is recorded daily by instructors in the classroom. Every student’s attendance is tracked for each class and for total registered hours.

Sickness: If you are ill and cannot attend class, you must contact the DSO to inform him/her of your illness. A physician’s note is required to be excused.

Punctuality: Please be on time for class. If you arrive 15 minutes after your class has started you will be marked absent for that class. If you are late, please walk in quietly and take a seat. If you leave before your teacher dismisses the class, you will also be marked absent.

Absences: If you miss 2 consecutive days of class, you should call the school and inform us of your absence. Failure to do so may result in action described below:

The consequences of poor attendance: Each incident where attendance falls below 80% will be documented as follows: **1st Lack of Compliance:** You will receive a “**Warning Letter**” by e-mail from the DSO. **2nd Lack of Compliance:** You will receive a “**Final Warning**” by e-mail from the DSO. **3rd Lack of Compliance:** After the third occurrence of falling below 80%, the DSO will e-mail you a **Termination Notice** and you will have your status **Terminated** on SEVIS and will be reported to the Department of Homeland Security (DHS).

You will also be marked absent, if you:

1. Sleep in class,

2. Speak any other language than English,
3. Use personal computers, electronic devices, or telephones for activities unrelated to the class being taught,
4. Do not have your books in class.

VACATION

Before You Take Vacation Time:

1. After the successful completion of 26 consecutive weeks of full-time study, you become eligible for one (1) term of four (4) weeks of vacation. Vacation is not cumulative.
2. Vacation can be taken during terms 1, 2 and 3 of your current level. You cannot take vacation during term 4 (last term) of your current level.
3. You must submit a written Vacation Request Form **at least four (4) weeks in advance** before you plan to take vacation.
4. The decision to grant or deny vacation time requests shall be made by Harvest in its sole discretion. When requesting vacation, your previous attendance and payment records will be factors considered as grounds for granting or denying vacation time.
5. You must obtain approval from the Harvest School's Designated School Official (DSO) before you take vacation. This is to protect your immigration status. Taking vacation without previous authorization can result in **Termination of Status**.
6. If You plan to travel outside U.S. territory, you must hold your passport and an I-20 form signed on the second page. Please see **Temporary Leave** for more information.

While You are on Vacation:

1. Your Tuition payment is NOT waived during vacation. A pro rata credit will be allocated towards your future tuition payments and equally applied among the remaining months.
Example: If your credit is \$400.00 and you still have four (4) future tuition payments, a credit of \$100.00 will be allocated among each of your future payments.
2. You are responsible to study the material you miss during your vacation.

When You Return from Vacation:

1. It is your responsibility to contact the Head Teacher immediately if you have any concerns.
2. On the scheduled make-up test day, you must take any test that you missed while on vacation. If you do not take the make-up test(s), your grade will be zero.
3. While Harvest Institute will attempt to place you appropriately at the closest level possible, you might not be placed in the same class, level, and time that you had prior to your leaving on vacation.

- Any placement concerns you may have must be brought to the attention of the Head Teacher. Harvest reserves the right to reassign you or allow you to observe other classes at the same level. As a last resort, Harvest may in its sole discretion, ask you to transfer to another school.
- You must request your vacation credit to be applied to your account by filling out a Student Request Form. If you withdraw from the program or transfer to another institution, vacation refund is forfeited.

Note: See **Temporary Absence** if you are not eligible for vacation.

TEMPORARY ABSENCE

A temporary absence occurs when you need to leave the U.S. due to unforeseen circumstances while your program of study is in session and you are **not eligible** for vacation. There is **no refund or credit** for temporary absences.

How to request a Temporary Absence:

- You must submit a written Temporary Absence Form at least two (2) weeks before your leave will go into effect.
- You must provide a copy of your airfare ticket.
- You must provide medical documentation by a licensed medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist if you request a Temporary Absence for medical reasons.
- Your SEVIS record will be terminated for "Authorized Early Withdrawal", which will not affect your immigration record. The exact date of the termination will be based on the date you indicate on the form.
- You must depart the country within 15 days of the termination date (for "Authorized Early Withdrawal" only).
- You cannot be in the U.S. with a terminated record. If you are terminated for another reason, such as a lack of attendance, you do not have a grace period to leave and you must depart immediately.

Temporary Absence for less than 5 months

- Send an email to your DSO at least 60 days before you plan to return. This will give the DSO time to request that your record is reactivated with USCIS.
- After the request is made, the DSO will confirm once your record has been reactivated. Please check your email for updates.
- USCIS processing times vary and can take 1 to 4 weeks, so it is important to contact your DSO well in advance. We cannot request reactivation more than 60 days before your returning date.

Temporary Absence for more than 5 months

- If you need to be outside the U.S. for longer than five (5) months, you must obtain a new I-20 form and you will need to pay the SEVIS fee again. Your current I-20 form will be invalid after being outside of the U.S. for more than five months.
- It is your responsibility to email your DSO at least two months prior to returning to the Institute to request the new I-20 form. An Express Mail fee applies.
- If your current F-1 visa is expired, you will need to apply for a new one to re-enter the U.S.

Temporary Absence for Medical Reasons

1. If you are eligible to take a temporary absence due to medical reasons, you will have the option to return to your home country or remain in the U.S. to receive medical treatment.
2. If you wish to remain in the U.S., you must provide medical documentation by a licensed medical doctor (MD), doctor of osteopathy (DO), or licensed clinical psychologist recommending that you should remain in U.S. to receive treatment and should not attend classes. Otherwise, you must leave the U.S.
3. Your tuition payment is NOT waived if you receive treatment in the U.S.

ABOUT F-1 STATUS TERMINATION

It is your responsibility to maintain your immigration status. F-1 students who violate the conditions of their F-1 status are considered out-of-status and unlawfully present in the United States. Being out-of-status means that you will no longer be eligible for benefits such as on-campus employment, transfer to another school or vacation abroad. The school's DSO is required by law to report your failure to maintain status to the United States Citizenship and Immigration Service (USCIS). Termination of a student's record in the SEVIS system cannot be voided.

Common violations include:

- Attendance - Failure to maintain a full course-load (18 hours per week)
- Attendance - Taking time off from classes (other than authorized vacations)
- Employment - Working without authorization
- Failure to maintain financial commitments. (tuition, books, and other fees)
- Not completing the transfer process within 15 days of transferring from another school
- Remaining in the U.S. with an expired I-20 form
- Failure to report a change of address within 10 days
- Failure to maintain good academic standing
- Withdrawing without authorization

The school's DSO is available to assist you, but he/she is also responsible for ensuring the school's compliance with immigration regulations concerning the enrollment of international students.

NOTE: If you are aware of a potential problem with your immigration status, please contact the DSO before it becomes an actual problem. In general, your options to correct a situation become limited once a problem has developed. Please contact the DSO anytime you have questions or concerns.

EARLY DISMISSALS, HOLIDAYS AND BREAKS

Early Dismissals: To provide our students with the best level of education quality, Harvest English Institute schedules regular faculty meetings for professional development. Students will be notified by the School Calendar or notices during class.

Holidays: There are no classes on the following holidays: New Year's Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day (2 days), and Christmas Day.

Extreme weather policy: When it snows 4 inches or more school closes automatically, but directors might exercise caution depending on severity of weather condition to close school before that limit is reached. Hurricanes and other natural disasters may cause classes to be cancelled. Please, check our Facebook or website page for announcements.

*** The Institute foresees in the academic calendar 5 days of class cancellations due to emergencies, extreme weather, and other hazardous circumstances. No refunds will be processed due to emergency closure or planned holidays*

INCLEMENT WEATHER

Whenever possible, Harvest English Institute continues to function during inclement weather. Regularly scheduled classes meet to the extent that students and faculty can safely travel to the Institute's campus and attend classes. Individuals should use good judgment and avoid serious risks in traveling to campus or in attending classes.

If hazardous weather is forecast, school management reserves the right to cancel or delay classes. In that case, students should check with the school using one of these methods:

1. Visit the school website at www.harvest.net for closure announcements.
2. Call the school to verify if classes have been cancelled. Please listen carefully for a possible closure announcement.

ASSESSMENT SYSTEM AND MAKE-UP TESTS

The competencies taught in the courses offered at the Harvest English Institute will be evaluated by both written and oral examinations. The minimum passing grade is 70%.

- Progress tests are taken on the Thursday of the last term week (fourth week);
- Tests are corrected the same day or on Friday and grades are put into the school management system and made available to the Head Teacher;
- Upon the completion of the final term (16 weeks) of each level you will be promoted on Monday of the following week (first day of new term), if you achieve a passing grade you will be automatically promoted to the next level; a new schedule will be distributed and you will be ready to begin the new level;
- If you score between 60% and 69% you will have to meet with the Head Teacher and a remediation plan will be organized (extra class work is handed out and a tutoring session is scheduled, if needed). You will be promoted to the next level, but you must satisfactorily complete the remedial work. If it is not satisfactorily completed, you must retake the level;
- If you score below 60%, you will be notified that you have to retake that level;
- F-1 students can only fail/repeat one level. If you fail more than once, you must transfer out or your status will be terminated.

Assessment Scale Criteria:

70 – 100	PASS	Student has successfully completed course work and is prepared to move to next level.
60 – 69	REMEDIAL WORK	Student must commit to extra class work to catch-up to content as they progress.
59 – 0	FAIL	Student work did not meet passing standards. Student must repeat course or move to lower level.
WD	WITHDRAW	Student attended class but withdrew before term ended. Work cannot be assessed.
INC	INCOMPLETE	Due to insufficient number of class hours and/or failure to satisfactorily complete specified learning objectives, student's work is deemed unsatisfactory for the time being.

Make-up test:

If you miss your oral, written or elective assessment you must do the following:

1. Fill out a “Student Request Form” requesting a make-up test;
2. Pay a fee for each test missed. Fee may be waived when justified with doctor’s note or authorized vacation.

Note: Students are not allowed to keep their tests. Once corrected, teacher will revise the test with students for grade accuracy and will recollect them. Tests will be kept for two terms then they will be disposed.

GRADING SYSTEM AND PROMOTION

Tests are graded on a scale from 0 to 100 and final grade is calculated as follows:

- a. **Recreational student:** Oral assessment is worth 50% and the written assessment is worth 50% of the student’s final grade. If student takes any elective course, the grade will be factored into the written/oral assessments.
- b. **F-1 Student:** Oral assessment is worth 40%, the elective is worth 10%, and the written assessment is worth 50% of the student’s final grade.

You need to maintain an average of 70% to advance to the next level. If you fail to advance, you need to stay in your current level until your final grade meets the requirement for advancement. **F-1 students can only fail/repeat one level and must retake all tests of the level. If student refuses to retake the tests, grade will be zero. If fail more than once, student must transfer or will have his/her status terminated.**

To successfully complete the program and receive your certificate of completion, you must complete Level 6 with a minimum of 70%.

Academic grades and level-to-level advancement are based solely on the formal assessments given at the end of each term. Other behaviors (such as attendance, participation, and class preparedness) are recorded to ensure your compliance with the Code of Conduct and Classroom Rules established in this Student Handbook and maintain a positive educational environment in the classroom. Non-compliance with these behaviors may affect your enrollment at the school, but do not affect your grades.

For course grades or promotion decisions in which you disagree with the outcome, you will also have to fill out a “Student Request Form”. This form will be submitted to the Department of Education where the Head Teacher will analyze the situation and work with the course teacher in order to make a decision. You may have to take additional tests as a result of the appeal.

LEARNING SUPPORT

If during one of the terms of the program a teacher notices that the student is falling behind with his/her academics either by classroom participation or low grades, the teacher will make a recommendation for the student to participate in free SOS classes offered by the Institute. The procedure is the following:

1. Teacher will fill out an SOS Class Recommendation Form.
2. Send it to the Education Department for verification and approval.
3. The SOS proposed schedule will be discussed with the student.

4. During the first session, it will be determined the extend of the help needed.

The HEI is committed to making sure all students receive the academic support necessary to reach their goals. Students can take up to two hours of free SOS classes each level if they need extra help mastering course material.

ADMITTANCE OF NEW STUDENTS TO EXISTING CLASSES

The Institute has an open registration policy, which means students can start studying any Monday other than the test week. Check our Academic Calendar and call us for dates. All courses start on the same day. However, a student may be placed in an ongoing class.

STUDENT COMPLAINT

If you have a complaint about anything during your studies at the institute you should ask the front desk for a "Student Complaint Form" where you can explain **in writing** your concerns. This form will be submitted to a Director of the department receiving the complaint and the issue will be analyzed and resolved the best way possible respecting immigration and school rules. Following the review, we might decide to have a meeting to get more clarification. Otherwise, just provide you with a final decision.

STUDENT ACTIVITIES

Harvest English Institute organizes activities to promote culture interaction with American life style and English learning at the same time! We offer a variety of on and off-campus activities which are announced on our bulletin boards, Facebook page and posters throughout the Campus.

WITHDRAWAL AND TRANSFER PROCEDURE

In order to transfer to another SEVP-authorized school, you must officially withdraw from your course by **notifying the school in writing**. You must deliver your request in person or by certified mail. The official date of the withdrawal will be the date your record is transferred in SEVIS to another SEVP-authorized school. You **must** attend your classes until your record is transferred. Your attendance must be at least 80% by the date of your transfer and you are required to maintain good academic achievement and a grade average of 70% or more. **If your attendance is less than 80% by the day of your transfer, your record will be transferred as terminated.** Your record will not be transferred without an Acceptance Letter from the school you are transferring to. If the school has granted you flexibility regarding monthly payments, you will be charged according to your payment schedule. To avoid any tuition charge, your record must be transferred before your payment schedule.

Grace Periods

The period of time referred to as the Grace Period is derived from the duration of status provisions:

- a) An F-1 student may be admitted up to 30 days before the program start date listed on Form I-20 form.
- b) An F-1 student may remain in the United States for up to 60 days beyond the completion date of the program of study;

c) An F-1 student who has been granted an authorized early withdrawal by the DSO may remain in the United States for up to 15 days following the withdrawal date noted in SEVIS to prepare to depart the United States.

8 C.F.R. § 214.2(f)(5)(iv)

Preparation for departure. An F-1 student who has completed a course of study and any authorized practical training following completion of studies will be allowed an additional 60-day period to prepare for departure from the United States or to transfer in accordance with paragraph (f)(8) of this section. An F-1 student authorized by the DSO to withdraw from classes will be allowed a 15-day period for departure from the United States. However, an F-1 student who fails to maintain a full course of study without the approval of the DSO or otherwise fails to maintain status is not eligible for an additional period for departure.

GENERAL ADVISING SERVICE

An appointment can be scheduled to discuss your academic goals and concerns. To schedule an appointment please see the Front Desk.

- Academic advising on class placement schedule and transfer support is provided by the Head Teacher, and if needed one of the Directors directly linked to the education department.
- Immigration advising is provided by the DSO
- We do not provide personal advising, but one of our Directors may be able to help you find help locally such as a doctor, lawyer, or a professional that may be able to help.

All student requests are processed within 5 days. In the case of an emergency, a student will receive immediate attention.

TUITION PAYMENT

Tuition payments are pre-determined by course type and length. Registration fee and book cost are not included in the tuition, are non-refundable and non-transferable. Each course typically requires a specific book or set of books and you should inquire about the book(s) for the class and secure the book(s) before the first day of class. If the school has granted you flexibility regarding monthly payments, such monthly payments will be scheduled. Should you withdraw from a course, regardless of reason, any unpaid balance must be settled before you leave the school. Tuition must be collected on the payment due date. The Harvest English Institute allows a 5-day grace period starting on the tuition payment due date. If you fail to pay within that grace period, a late fee will be charged as per contract. You will be charged a fee of \$40.00 for returned checks, regardless of the reason. In addition, you will not be admitted to class until your payment is settled. Tuition, materials and other fees are set by the school and are subject to change without notice.

DELINQUENT ACCOUNTS

Collections

All account balances not paid in full when due are the sole responsibility of the student. Past due balances not resolved in a timely manner may result in collections action being

taken. You are responsible for all costs incurred by the Institute to collect such debt. This may include, but is not limited to, late fees, interest and collections costs (including attorney's fees), and if legal action is necessary – the Institute's court costs and attorney's fees.

Hold Status

In addition, all Delinquent Accounts will be placed in HOLD status. This means that an administrative hold will be placed on your account when there is a past due balance or the account is delinquent. When an account is in HOLD status, you will be marked absent and any certificate, reference letters, and transcript requests will not be processed until the past due balance is paid in full. A HOLD status may only be removed by paying the past due or delinquent balance.

30 Days' Written Notice of Student's Intention to Withdraw

IMPORTANT: if you intend to permanently withdraw from classes at Harvest Institute you **MUST PROVIDE NOTICE IN WRITING** to the Institute of your intention to withdraw from your course of study **AT LEAST THIRTY (30) DAYS PRIOR TO YOUR NEXT TUITION PAYMENT** to avoid any additional tuition charge on your account. Failure to provide the required Thirty (30) Days' written notice may result in additional charges, and if paid in advance, your next tuition payment will be applied and non-refundable.

REFUND POLICY

For more information regarding our Refund Policy, please:

1. Go to <http://www.harvest.net>;
2. Click on Student;
3. Click on the Campus you attend classes;
4. Click on Enrollment and Refund Policy.

EMPLOYMENT

As an F-1 student, you are not permitted to work off campus or engage in business without an explicit employment authorization issued by DHS. Doing so is considered a serious violation of your student status and may result in deportation. Please see your DSO for further information.

F-1 students are eligible to work only on campus for a maximum of 20 hours per week. For more information, visit <https://studyinthestates.dhs.gov/working-in-the-united-states>.

DISSEMINATION OF INFORMATION

Harvest English Institute informs students through our website, bulletin boards, e-mails, social networks, memos, SMS, and classroom posters.

Please keep your contact information current and always check your e-mail, the school's bulletin boards, website, and Facebook, as well as classroom posters and memos.

STUDENT RECORDS

Student records related to F-1 students are kept for a period of three years after the student is no longer pursuing a full course of study. For all students, the Institute will maintain the following records: student information, attendance, grades, and coursework.

FIELD TRIPS

Field trips are organized by the administrators, faculty and/or directors. All participants including teachers and/or chaperones must sign a waiver releasing the Institute from any eventual accidents and attesting to the fact that participants will travel at their own cost and risk, when applicable. Every effort will be made to make sure that you understand the waiver you are signing before the field trip.