

WAL INTENSIVE ENGLISH PROGRAM POLICIES

The following policies are in effect for all Washington Academy of Languages' Intensive English Program students:

1. WAL considers all student records confidential and releases information only under the provisions of the Student Records Privacy Act.
2. Proof of health insurance is required for all students attending the Intensive English Program.
3. The refund policy is found on the General School Information page of the Student Orientation booklet, the website (see FAQ), on the enrollment agreement and on the re-enrollment agreement. All enrollment agreements require the signature of the student, the signature of the WAL staff person explaining the policies, and the signature of any person interpreting the policies to the student.
4. Students have access to immigration, personal and school advising while enrolled at WAL.
5. Students are expected to attend class full-time. Students must arrive for all classes on time. Late arrival for any class will count as one hour absence. IEP students may not be absent for more than ten hours during the term without jeopardizing their chance of passing the course. With more than ten hours absence, students will
 - receive a letter of encouragement which must be signed by both the student and the Academic Director or the Director of Student Services
 - talk with the Academic Director or the Director of Student Services about the reasons causing the attendance problem and ways to remedy the situation
 - if attendance problems persist, be put on probation
 - will not be allowed to re-enroll in the program if they fail to remove the probation after one term of study

Poor attendance will be reported to any student sponsoring agencies and to any schools to which students wish to transfer.

6. Students must make regular progress in the program. Students unable to make regular progress in the program will meet with the Academic Director and/or the Director of Student Services for discussion about the academic problem(s) and strategies to correct the problem(s). If problems are not addressed, students are placed on academic probation. Students failing to progress during the term they are on academic probation will be asked to leave the school. If problems are a result of situations beyond the control of the student, the issues will be addressed on a case-by-case basis.

Grading in the Intensive English Program: all students in all levels are given grades based on a percentage system. Students receive grades in each major area of language study and development in each of the following areas: Reading, Writing (Composition), Listening Comprehension, Grammar and Communicative Ability. Students may also be graded for a project during the term. Grades are recorded in whole numbers (80, 81, 82, etc.); grades are not rounded off. Final grades should reflect daily progress throughout the session. Passing grades in all areas are 80% or above.

7. Students on an F-1 student visa must keep their student status valid by attending school full-time. Students will not be permitted to take a vacation without authorization from a school adviser.
8. Students on visas other than F-1 may study part-time. Attendance is required for those hours contracted with WAL. Less than full attendance may cause the student to forfeit certificates of attendance.
9. Students must complete the term in order to receive grades and evaluations of their work in any WAL course, unless special arrangements have been made in advance with the agreement of the Academic Director and the Director of Student Services.
10. Certificates are issued for attendance, course completion, program completion, and English proficiency. Grades are mailed to sponsoring agencies, private individuals, and other schools on student request or following sponsoring agency request.
11. All students must agree to abide by Washington State laws including driving with a valid driver's license and automobile insurance, not driving if they have been drinking alcohol, and refraining from using illegal drugs.
12. Students agree to show respect for WAL staff and students, for WAL school property, and for WAL policies. Students may not threaten or endanger the safety of others, may not damage or misuse the property of WAL or other students at the school, and agree not to engage in plagiarism or academic dishonesty.