

# PRE-ARRIVAL PACKET



American  
English  
*Academy*

2025

ENGLISH FOR THOSE WHO ARE COMMITTED

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## **Welcome to American English Academy**

We're excited to welcome you to the United States and to the American English Academy! This Pre-Arrival Packet contains important information to help you prepare for your journey, ensure a smooth arrival, and start your studies with confidence.

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## **Our Mission Statement**

The American English Academy provides language instruction and cultural training to both domestic and international students in response to their language needs and educational objectives.

## **Part I: Enrollment and Registration Policy**

### **1. Eligibility for Enrollment**

Students must meet the following eligibility requirements to enroll at AEA:

- Submission of a completed application form.
- Must be at least 18 years old.
- For international students: (F-1 visa or change of status documentation).
- Payment of all applicable registration and tuition fees.
- The student must be a non-native speaker of English.
- The student must be able to read and write in his/her native language

### **2. Registration Procedures**

- Students must register for classes prior to the start of each academic term.
- Registration is completed through the AEA administrative office or online as directed.
- Students are required to register for a full-time course load.

### **3. Deadlines**

- Regular registration must be completed before the first day of class.
- Late registration is permitted within the second week of the term

### **4. Full-Time Requirements**

- Full-time enrollment is mandatory for all F-1 students
- A full-time course load at AEA consists of 20 hours per week

### **5. Changes to Enrollment**

- Any changes to a student's enrollment status, such as withdrawals, leave of absence, or program changes, must be requested in writing and submitted to the DSO for approval.
- Students withdrawing or changing programs must also meet immigration reporting requirements if applicable.

## 6. Communication of Policies

- Enrollment and registration policies are communicated to students during orientation, published in the Student Handbook.

## 7. Refund Policy

- The registration fee is non-refundable.
- 50% tuition refund if the student drops out during the first week of classes.
- No refund after the first week of classes.
- A refund will be credited electronically via Stripe.

## **Part II: Planning Your Arrival**

**Arrival Time:** Arrive at least **4 days before classes begin** to adjust, take your placement test, and get settled.

### **How to Apply for the F-1 Visa:**

1. Obtain your I-20 form with AEA
2. Schedule a visa interview through your nearest U.S. embassy or consulate: [www.usembassy.gov](http://www.usembassy.gov)

### **F-1 Interview Checklist:**

- Valid passport
- Visa photo(s)
- Proof of visa fee and SEVIS fee payments
- DS-160 application form
- I-20 form and acceptance letter from AEA
- Proof of financial support and home country ties

## Part III: After You Arrive – U.S. Customs

**At the airport, have ready (do not pack inside luggage):**

- Passport
- I-20
- Contact details for AEA's DSO

**Expect questions about:**

- Your visit's purpose, school, fees paid, return plans

**Missing I-20?** You may be granted temporary entry with a **Form I-515A**. Follow instructions and submit requested documents within **30 days**. AEA's DSO can assist you.

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### Transportation to AEA Locations

#### Bridgeport, CT:

- Airport: JFK (New York)
- Taxi ride: approx. 30 minutes
- School location: Main Street (15 min walk from local mall)
- Info: [bridgeportct.gov](http://bridgeportct.gov)

#### Miami, FL:

- Airport: MIA (Miami)
- Taxi ride: approx. 30 minutes
- School location: Brickell Ave (near mall)
- Info: [miamidda.com](http://miamidda.com)

#### Boston, MA:

- Airport: BOS (Boston Logan)
- Taxi ride: approx. 30 minutes
- School location: Pleasant Street
- Info: [massport.com](http://massport.com)

#### Orlando, FL:

- Airport: MCO (Orlando International)
- Taxi ride: approx. 30 minutes
- Info: [orlando.gov](http://orlando.gov)

## Part IV: Housing

AEA does not provide housing, but we can assist you with resources and information about the local community. **Make housing arrangements before arrival.**

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## Part V: Academics, Classes, & Orientation

**Placement Test:** Student placement into appropriate course levels is critical to ensuring academic success. Occasionally, adjustments to a student's initial placement may be necessary based on academic performance, teacher observations, and additional diagnostic evaluations during the first week of the term.

**Books:** Available for purchase at AEA. Cost: approx. \$50 per level.

### Program Options:

- **American English Experience Program:** 20 hours. /week, all skills (CEFR A1–C1)
- **TOEFL iBT Preparation Program:** 20 hours/week, for high-intermediate and advanced students

### Schedules:

- Mon–Thurs: Morning (9am–2pm) or Evening (5pm–10pm)
- Fri & Sat: 9am–6pm

**Orientation:** Held on the first day of class. Mandatory for F-1 students. Covers:

- Class expectations
- Academic and immigration policies
- Campus life and U.S. living basics

### Maximum time to complete the course:

To complete the full course of study, the maximum time permitted is 16 terms. This is because we offer eight levels, and each level spans one term.

### Attendance Policy

- **Expected Attendance:** Students must attend at least 80% of total class hours
- **Tardiness:** Arriving 15+ minutes late may be marked as late or absent
- **F-1 Students:** Required to maintain full-time enrollment and consistent attendance
- **Termination:** If absent more than 8 days in a term



## Part VI: Student Conduct & Academic Policies

**Attendance:** Minimum 80% required (max. 8 absences per term). **Tardiness:** More than 15 minutes late = marked late. **Progress:** Must earn A or B to advance levels. **Limit on repeating a level:** Students may repeat the same level once for the American English Experience Program and twice for the TOEFL Preparation Program. **Maximum time to complete the course:** To complete the full course of study, the maximum time permitted is 16 terms. This is because we offer eight levels, and each level spans one term. **Copyright Policy:** Unauthorized reproduction or distribution of copyrighted material without proper licensing, permission, or fair use justification is strictly prohibited.

## Part VII: Student Services

- **Health Insurance:** Health insurance is not provided by the institution and is not mandatory, but obtaining coverage is highly recommended. Lack of insurance can lead to significant financial hardship in case of illness, injury, or emergency care.
- **Orientation Support:** Covers transportation, student services, and information needed
- **AEA Website:** All student services listed

### Emergency Care Info:

- Visit: [healthgrades.com/hospital-directory](http://healthgrades.com/hospital-directory)

## Part VIII: About Your New Community

**Miami, FL:** Miami is a vibrant, diverse city filled with parks, beaches, cultural events, and recreational activities. Expect a multicultural experience that enriches your studies.

**Bridgeport, CT:** Bridgeport, Connecticut is a historic port city located along the Long Island Sound. It offers a mix of scenic waterfront views, green parks, cultural institutions, and a growing downtown area. Students can explore attractions such as the Discovery Museum, Beardsley Zoo, and numerous local eateries reflecting the area's cultural diversity.

**Boston, MA:** Boston is one of the most historic and academically rich cities in the United States. It is home to numerous universities, world-class museums, libraries, and public parks. With a walkable city layout, easy public transport, and many student-friendly attractions, Boston offers a highly enriching cultural and academic experience.

**Orlando, FL:** Orlando is best known for its world-famous theme parks, but it's also a dynamic and multicultural city with excellent weather year-round. Students enjoy affordable living, international cuisine, and diverse entertainment options. The city's welcoming community and numerous parks and lakes make it an ideal place to live and study.

**We look forward to welcoming you to the American English Academy!**

If you have any questions, don't hesitate to contact us: [www.aea.edu](http://www.aea.edu)



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