

STUDENT HANDBOOK



American
English
Academy

2025

ENGLISH FOR THOSE WHO ARE COMMITTED

American English Academy

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American English Academy

Welcome to American English Academy

Dear students,

It is my pleasure to extend a warm welcome to all students joining us at American English Academy.

As your language training begins, please know that we are here to support your individual goals each step of the way.

We are proud to offer you personalized services and it is our goal to make your time with us a pleasant and successful experience.

This student handbook will provide you with descriptions of the programs and services we offer as well as our rules governing academic life and our student code of conduct.

Whether you have questions concerning academic, personal, or immigration issues, please know that I am always available to assist you.

I am confident that you will find your studies with us memorable and productive.

Leonardo Reis

Founder and CEO

1. School Overview

Mission Statement: The American English Academy provides language instruction, cultural training, to both domestic and international students in response to all language needs and educational objectives.

Campuses: Bridgeport, Boston, Miami, Orlando

Contact Information: Visit www.aea.edu for branch-specific contact details

Bridgeport and Miami Accreditation: Accredited by CEA (Commission on English Language Program Accreditation)

School Calendar: Refer to our website or academic office for start dates, holidays, and session breaks

Privacy Policy: The American English Academy is committed to protecting the privacy and confidentiality of student, faculty, and staff information, in compliance with applicable laws and best practices.

2. Available Full Time Programs

2.1 The American English Experience Program

Levels: 8 levels aligned with CEFR (A1–C1)

Weekly Schedule: 20 hours per week.

Skills Covered: Reading, Writing, Listening, Speaking, Grammar, Vocabulary

Assessment: Midterm (Week 5 – formative) and Final Test (Week 11 – summative)

Passing Requirement: 80/100 on final summative test to progress

2.2 The TOEFL iBT Preparation Program

Levels: 1 level aligned with CEFR (B2–C1)

Weekly Schedule: 20 hours per week

Skills Covered: Reading, Writing, Listening, Speaking, Grammar, Vocabulary

Assessment: Midterm (Week 5 – formative) and Final Test (Week 11 – summative)

Passing Requirement: 80/100 on final summative test to progress

3. 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 and requires approval from the DSO. Late fees may apply.

4. Full-Time Requirements

- Full-time enrollment is mandatory for all F-1 students and strongly recommended for domestic students to ensure steady academic progress.
- 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.

4. 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

Unexcused Absences: May affect academic standing and F-1 visa status

F-1 Students: Required to maintain full-time enrollment and consistent attendance

Termination: If absent more than 8 days in a term

5. Academic Policies

Placement Testing: All new students are placed based on a placement test

Placement Test for the TOEFL Prep Program: CEFR - B2

Progress Reports: Final week

Textbooks: Required for all levels and must be purchased by the first week

Academic Integrity: Cheating and plagiarism are not tolerated

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.

Vacation Policy: A student can take 1 term of vacation after attending three full terms.

6. Code of Conduct

Respect: Treat classmates, staff, and instructors with respect

Behavior: No disruptive, discriminatory, or harassing behavior allowed

Discipline: Repeated violations may result in dismissal from the program

Copyright Policy: Unauthorized reproduction or distribution of copyrighted material without proper licensing, permission, or fair use justification is strictly prohibited.

7. Immigration Support (F-1 Students)

Maintain Status: Attend full-time, report address changes, keep I-20 updated

SEVIS Registration: Occurs each session; keep documents current

Travel: Inform your DSO before leaving the country

Visa Renewal: Plan and consult the DSO

8. Student Services

Orientation: Required for all new students on the first day of class.

Advising: Academic, immigration, and personal advising available

Documents: Transcripts, certificates, and enrollment letters issued upon request

Social Events: ESL Instructors are encouraged to take their students on field trips at least once a term. As part of the safety process, all students and employees must sign a Field Trip Waiver Form prior to participating in any off-campus activity.

Student ID: At American English Academy, we offer a student ID card to all our students.

Student Handbook: The Student Handbook is a guide provided by the school that outlines important information, expectations, and resources for students.

Pre-Arrival packet: Pre-arrival information for international students is a set of important details and guidelines provided by a school to help students prepare for their move and studies abroad.

Complain Form: All complaints will be kept confidential and will only be reviewed by the Assistant Director and the Executive Director of the school. Your privacy is our priority.

9. Health, Housing and Safety

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.

Social Events: Students are often required to sign participation waivers acknowledging that they understand the potential risks involved and agree to follow safety instructions during the activity. The waiver also states that AEA staff will provide guidance in case of an emergency but that students are ultimately responsible for their personal well-being.

Housing: The American English Academy does not own, operate, or manage student housing facilities. As part of our commitment to supporting students, we provide general information and resources about housing options in the community; however, the Academy does not arrange or guarantee housing for students. Students are solely responsible for securing their own accommodations.

Emergency Contacts: Provided during orientation

10. Technology and Communication

Email: Students must check school email regularly

Wi-Fi Access: Available on campus

Online Tools: School Website

11. Facilities and Resources

Classrooms: Clean and equipped with smart boards

Student Lounge: Available in selected campuses

Library & Study Areas: Available in selected campuses

12. Financial Information

Tuition and Fees: Must be paid in full before the start of classes

Late Payments: May result in penalties or loss of enrollment

Refunds: The registration fee is non-refundable.

100% tuition fee if the visa is denied.

50% tuition refund if the student drops out during the first week of classes.

Zero refund after the first week of classes.

- A refund will be credited electronically via Stripe.

13. Complaints and Appeals

Filing a Complaint: Submit a form online (website) or in person at the front desk

Academic Appeals: May be directed to the Assistant Director in writing

Resolution Timeline: Most issues resolved within 5–10 business days



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