

ALBERT CAREER SCHOOL

Student's Role & Responsibilities

Department of Homeland Security grants F1 VISA status to individuals for the sole purpose of attending school full time. All students must maintain legal status while attending classes. Failure to follow the guidelines could result in your F1 status being cancelled. SEVIS is an inflexible with ZERO tolerance for those who violate the terms of their student status.

- Attend 18 hrs per week and maintain overall attendance of 80%
- Be on time for all classes & do not leave early.
- Make normal progress toward completion of the program
- Maintain current passport
- Within 10 days report all changes in address, phone #, name, dependents, change of status application to both Albert and USCIS.
- Request travel approval signature before traveling
- Know your I-20 completion date, request an extension 30 days prior to the end date.
- Transferring Students: notify Albert of your Intent to withdraw prior to the end of the semester.
- Withdrawal from Albert must be in writing. Refund request must be in writing within 30 days.
- Register for classes in person during the registration period
- Report all police arrests and criminal convictions
- Register for the following semester prior to leaving the country on vacation or leave of absence.
- Provide appropriate doctor's letters of Leave of Absence or excused absence before the absence or within 3 days
- Check email each class day for communications from school

I understand that I may be automatically terminated without notice if my attendance falls below 80%, I am absent for 14 consecutive days, unpaid tuition, or disciplinary concerns.

Classroom Conduct

- Cell Phone & other devices are to be turned off during class and stored off the desk.
- Student may not engage in texting during class time
- Instructors can authorize the temporary use of electronic devices for academic reasons
- Cell phones are permitted in the break area and/or outside the building.
- Photos are prohibited without the advanced consent of others

Reservation of Rights

Albert Career School reserves the right to add, delete, or modify any provision of this policy at any time without notice. Albert Career School is not liable for violations of its policy by students, faculty, administrators, or all other employees or guests of Albert Career School.

I have carefully read this document and understand the requirements and responsibilities of me as a student. I understand that violation of any of these conditions may result in my SEVIS terminations, rendering me out of status.

Student Name

Student Signature

ID#

Date