

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Adult and Career Education

BULLETIN NO. 85
March 28, 1996

SUBJECT: ADMINISTRATION OF F-1 STUDENT VISA PROGRAM

- I. Background
- II. Application Process
- III. Issuing of I-20's and Change of Status Requests
- IV. Enrollment and Tuition Process
- V. Attendance Verification
- VI. Counseling and Support Services
- VII. Teacher Budget

I. BACKGROUND

Education code 52613 mandates that effective July 1, 1988, F-1 visa programs operated by public schools shall charge fees "to cover the full costs of instruction, but in no case shall the fee exceed the actual cost of the instruction." Students on F-1 visas are required by the Division of Adult and Career Education, Los Angeles Unified School District, in compliance with Immigration and Naturalization Service regulations, to attend 100 hours per month as a condition of F-1 status. To ensure uniform procedures for application, enrollment, and attendance, the Division has adopted the following.

II. APPLICATION PROCESS

Application forms may be obtained at any of the F-1 visa school locations. Currently these are: El Camino Real, Evans, Garfield, Kennedy-San Fernando (Rinaldi Campus), and San Pedro Community Adult Schools. Forms will be available in the adult school counseling office and will be issued to sponsors who identify the potential F-1 student as being 18 years of age or having a high school diploma in his/her own country.

Completed forms, accompanied by a personal check, money order, or international money order for \$50.00 (U.S.) will be submitted to the F-1 Visa Advisor at Evans Community Adult School, 717 North Figueroa Street, Los Angeles, CA 90012.

Checks will be payable to EVANS CAS STUDENT BODY. Office hours for the F-1 student information are 6:00 a.m.-6:00 p.m. on Monday; 6:00 a.m.-3:00 p.m. on Tuesday through Friday. Forms may be mailed or submitted in person Monday through Friday. Additional information may be obtained by calling the F-1 Student Visa Advisor at (213)626-7151, extension 224.

III. ISSUING OF I-20'S AND CHANGE OF STATUS REQUESTS

I-20's will be issued within approximately two days when the following conditions have been met:

- A. Application form and supporting documents have been submitted.
- B. The non-refundable application fee of \$50.00 (U.S.) has been submitted.
- C. The I-20 will, at the request of the sponsor, be made available to the sponsor or will be mailed directly to the student.

Requests for changes of status are to be referred to the F-1 Visa Advisor.

IV. ENROLLMENT AND TUITION PROCESS

The initial step for an entering F-1 visa student will be to report to the Evans Community Adult School, F-1 Visa Advisor, and to:

- A. Pay the initial tuition for the first term of instruction.
- B. Tuition is payable in three equal installments due on the first day of the term (except El Camino, which is on the semester plan).
- C. Students entering late in a term will pay on a pro rata basis. Tuition will be charged on a full week basis for the remaining portion of the term. A student may, if he/she wishes, pay as much as a full year's tuition at the date of enrollment.

D. Tuition Refund Schedule

1.Week one	100%
2.Week two	75%
3.Week three	50%
4.Week four	25%
5.After four weeks	-0-

Requests for refunds will be submitted on school stationary signed by the local school F-1 Visa Advisory verifying that the student is no longer in attendance and stating the reason for the termination. Processing refunds will require approximately ten working days.

- E. Students will be given a receipt verifying payment in order to enroll in F-1 visa classes.

V. ATTENDANCE VERIFICATION

- A. Teachers will maintain F-1 visa student attendance identified by SIS designations AF for F-1 students and AE for resident students.
- B. When a student has been absent in an unexcused status for more than three consecutive days, the local counselor will conference with the student and document the meeting.

VI. COUNSELING AND SUPPORT SERVICES

The local school will provide counseling assistance to F-1 visa students commensurate with services provided to all other students at the site.

- A. Students requesting travel I-20's will contact the F-1 Visa Advisor at Evans Community Adult School three weeks prior to the anticipated departure.
- B. Students who have excessive unexcused absences and not performing academically or present discipline problems disruptive to the ongoing educational program are to be counseled at the local school level. (All counseling sessions are to be documented.)
- C. Students who fail to comply with the educational and attendance objectives of the F-1 Visa Program are to be referred by the local school counselor to the F-1 Visa Advisor for site termination.
- D. The F-1 Visa Advisor may, at his/her discretion, terminate the student or provide a transfer opportunity. A student who has been recommended for termination will not be returned to the same site.

VII. TEACHER BUDGET

Teacher budget will be distributed on the basis of a class size of 26 F-1 visa students who are attending 25 hours of instruction per week.

For assistance, please telephone Wayne Morrison, Director, Adult Instructional and Counseling Services, at (213) 625-4632, or Wendy Ramirez, Supervisor, Adult Counseling and Guidance, at (213)625-6651.

APPROVED:

JAMES A. FIGUEROA, Assistant Superintendent

DISTRIBUTION:

Schools and Offices

Division of Adult and Career Education

[Search For Another DACE Bulletin](#)

[DACE Home Page](#)