



BOCA PREP
INTERNATIONAL SCHOOL
UNITED STATES OF AMERICA

**International Students Program at
Boca Prep International School
Boca Raton, Florida U.S.A.**

Academic Year 2011 - 2012

INFORMATIONAL BULLETIN
AND
GENERAL CONDITIONS

Edition Number 1, July 2011

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1. INTRODUCTION

Boca Prep International School is governed by the philosophy and rules as laid out in the Mission Statement, Educational Project and Goals, Regulations for Internal Government and Organization and Operating Manual of IES group of schools.

Consequently, the criteria and norms of behavior are exactly the same as at other IES schools from which the students attending Boca Prep International School come.

Nonetheless, Boca Prep International School maintains the peculiarities inherent to the country in which it is located, as well as those typical of boarding schools in which students live for several months.

Boca Prep International School is a private school, recognized by the U.S. Department of Education and is therefore subject to its authority and to other regulations regarding the attention given to students in all aspects of their daily life.

The tutorial system which characterizes all IES schools is maintained thanks to the reduced number of students admitted each term.

Boca Prep International School normally accepts students from PK-3 to 12th grade. “The International Student Program” accept students from 7th grade thru 12th grade, from the ages of 12 to 16.

2. PROGRAM OBJECTIVES

The basic aim of the International Student Program (ISP) is the notable improvement of the student’s knowledge of the English language, according to his or her entering level: initiation, consolidation or mastery.

For this reason, students in the Program join school life to take advantage of the classes and activities given by native English-speaking teachers at the school. This combination provides the student a unique opportunity to learn more about US culture and at the same time requires an appreciable advance in his or her English and general education.

However, the student’s personal development is no less important. A sense of responsibility, discipline, self-reliance, community spirit and solidarity are also values our school encourages, as they are highly important in our society.

Additionally, the formation of small study groups benefits seriousness and the depth of cultural and academic work, allowing for optimal assimilation of knowledge. We also pay special attention to our wide program of excursions and visits designed to bring the students closer to the lifestyle and values that characterize the United States, among them, the concern for culture, responsibility and the work-ethic, respect for the law and ideological tolerance.

Finally, we believe our students' parents rest at ease by already knowing the IES Institution and our concern for the safety and security of our students. Families maintain contact with the student's home school, from which they receive his or her grades and to which they can appeal with any question that may arise, by contacting the Tutor, the Head of Studies or the Head of School.

Participation as a student in the ISP program run by Boca Prep International School will enable the participant to receive either a Certificate of Attendance or a Certificate of Attendance and Achievement. Students will be able to receive the appropriate transferable credits for their U.S. course studies, appropriate to their country of origin or for other countries, in accordance with the corresponding education legislation current in each country concerned.

3. CRITERIA FOR ADMISSION TO THE PROGRAM

In order to maintain the greatest exclusivity and quality in the Program, only a limited number of students are admitted each session.

All applicants must turn in a signed application form, a signed permission form, and a signed medical information and emergency authorization form. If bus transportation will be needed then the bus transportation form will also need to be signed and included with the above forms.

All applications coming from students who present any kind of administrative irregularity at the center will be void.

In addition to the priority of application dates, the student's academic and psychological standing and his or her behavior are also taken into consideration. Students admitted to the Program should have excellent academic reports and an excellent record of behavior.

Furthermore, it is important that the admitted students have no health problem that requires special care or treatment or who suffer any illness which could disrupt their stay. Personal interviews will be held with the parents and the applicants. Finally, the applicant must be sufficiently mature to withstand being away from his or her family for the duration of the stay.

4. THE TRIP

The parent/agency will provide the school with the flight information as soon as possible, but we strongly recommend that you do not buy the air ticket until the student study visa has been issued.

Personnel from Crompton Prestige Limo (aka CPL Transportation), another reputable company known to the school are available to transfer students to and from the airport.

Please note that the cost of the airport transfers is not included in the price and will be separately invoiced by the Finance Department. The cost is approximately \$100 per trip. Arrival and departure times must be between the hours of 09:00 and 21:00.

5. THE ACADEMICS

The school day (Monday through Friday) starts at 8:00 a.m. and continues until 4:00 p.m. The daily schedule is organized according to the student's grade and is designed to offer each student courses appropriate to his or her curriculum in addition to opportunities to pursue extracurricular activities, research projects and to develop leadership qualities from 3:00 p.m. to 4:00 p.m. There are certain activities between 3:00 p.m. and 4:00 p.m. that require an additional charge which must be paid by the student.

6. ONCE IN THE UNITED STATES

6.1 Location and Contact Addresses

Boca Prep International School, Boca Raton is located at 10333 Diego Drive South, Boca Raton, FL 33428.

Telephone: (561) 852-1410, fax: (561) 470-6124

Website: www.bocaprep.net

Contacts at the School:

Email: the Director of the School: pelham.lindfield@iesedu.com

Email: the Director of Admissions: jennifer.baker@iesmail.com

Email: the Director of the ISP: lisa.venegas@iesedu.com

Email: the Director of Finance: dena.faibish@iesedu.com

To reach the schools from Miami International Airport take I-95 northbound to Glades Road (exit 45). On Glades Road, go west to State Rd. 7/441 pass through traffic light and make the second left to Diego Drive South. Follow the road around the center island and the school is located on the right side, opposite the tennis center, "Evert Tennis Academy".

From Palm Beach International Airport take I-95 southbound exit 45 Glades Road. On Glades Road west to State Rd. 7/441 pass through traffic light and make the second left to Diego Drive South. Follow the road around the center island and the school is located on the right side, opposite the tennis center, "Evert Tennis Academy".

6.2 Accommodations

The ISP fees include accommodation during the length of the ISP Program, either at the tennis Evert Academy premises situated just in front of Boca Prep. or at Host Families carefully selected by the School.

Not all Host Families have children that attend Boca Prep. All Host Families are voluntary and have gone through a background check by Boca Raton Sheriff Department.

Host families are only guaranteed for three months at a time. If we find that all is well after the first three months, then the student will continue their stay with the same host family.

Home Stay requires, depending of the length of the stay, a minimum of \$200.00 deposit, which will be kept by Boca Prep's Finance Department. If any damage is caused, the Host Family will notify the school of the cost and thus will be deducted from the deposit. If there is money left over after the repairs, it will be returned to the student. If there is no damage, the money will be returned in full.

6.3 Communication with Family and Friends

Parents can get in touch with their children by phone cell phone or by computer. Calls to Boca Prep International School will be accepted only in the case of emergency.

The use of cell phones will not be permitted during the school day, during activities scheduled and during transportation. Cell phones must be entirely disconnected during these times.

The Program Director reserves the right to remove any cell phone should there be repeated infractions of the above regulation.

6.4 Pocket Money and Bank Transfers

The School recommends \$100.00 each week for personal expenses. If the student wishes to make special purchases above that amount, the parents should send written authorization (fax or e-mail) to the Finance Director, indicating the amount they wish to be delivered.

We always suggest that \$300.00 of the student's money is separated from the spending money brought from home. This money includes \$200.00 for the Home Stay deposit and \$100.00 for the return journey (any excess baggage, last minute purchases, etc.). The rest of the money will be given out on a weekly basis by the Finance Office. This process makes sure that student's money is handled efficiently and that they have spending money for the whole of their stay.

Students should be sent with sufficient money to last their entire stay. If the student requires additional money during his/her stay, then the money can be transferred in to the

school bank account. If parents wish to transfer money to the student, they must specify the name of the country, the city and the name of the recipient. Please note that this is not a recommended practice, and the school would prefer for all money transfers to take place directly between the parents and student.

They should bear in mind that the bank charges a commission for each transaction. Account information follows:

Citibank, FSB
8750 Doral Blvd
Miami, FL 33178
ABA: 266086554
Intermediary ABA: 021000089
Swift code: CITIUS33
Account Name: Boca Raton Preparatory School
Account Number: 3200406834

Upon assessing the recommended amount of money, parents are advised to add a quantity for emergencies, since sending money during the program can prove somewhat more expensive. In the event that extra money remains at the end of the program, that amount will be delivered to the student who will be able to review the expenses.

Ticket prices for voluntary recreational activities, such as films, sporting events, amusement parks, or theater, for example, are not included in the fees paid by the parents. Dry cleaning is also not included.

6.5 Personal Items

Students are recommended to bring the following articles as a minimum.

Clothes:

- 10 sets of underwear
- 2 pairs of white sneakers and soccer shoes for those students who play soccer
- 1 bathrobe
- 1 large bath towel and 1 beach towel
- 2 bathing suits
- 3 pairs of pajamas
- Clothes for the weekend, following the proportion of five days in uniform and two without uniform
- A suitcase or small backpack for other possible trips
- An umbrella
- Articles of personal hygiene
- Articles to polish shoes
- Battery operated alarm clock
- Black school shoes

The student must purchase our school uniform; Boca Prep can provide the information to you/host family.

It is important that all articles of clothing and personal possessions are marked and identified, including socks and underwear, to prevent misplacement or loss.

The School is not responsible for any money or valuable objects that the student might lose, misplace or have stolen. The student is warned to be cautious in storing his or her valuables and to contact the Admissions Director with any doubt in that regard. This includes in school as well as in the boarding house.

6.6 Trips and Excursions

Class trips are organized and always under the guidance and supervision of a teacher from Boca Prep International School.

6.7 Health Care

Florida State Law requires that all students bring an official medical certificate from their country of origin. This medical certificate must be translated into English. Upon arriving in Florida, students must obtain another doctor's certificate from the State of Florida which will be handled by Boca Prep International School. Parents must fill out a medical report, to be delivered to the administration offices of the home School.

Students are not permitted to have medication in their possession or to self-medicate. Parents should deliver in writing and in advance as well as during the Program any authorization for the supply of medications to their children. The Program Director will be responsible for coordinating the delivery and the supply of the medications. Boca Prep International School has an infirmary with a professional nurse on duty during the entire school term.

6.8 Medical Insurance

The price of the Program does not include a medical health insurance policy. However, the school does have a policy that can be purchased. This policy covers most expenses, but there is a \$45 deduction by the insurance company on all claims after the deductible is met. If the student requires the school insurance policy, then the Finance Department will invoice separately for the cost of this policy

7. SPORTS AT BOCA PREP INTERNATIONAL SCHOOL

Boca Prep International School offers complete physical education, sports and a series of programs designed for the overall development of the individual. The school has extensive playing fields and grounds to practice sports out-of-doors, in addition to an air-conditioned gymnasium.

Additionally, Evert Tennis Academy is situated right in front of the school. Private tennis lessons can be scheduled each week and during the weekends at an additional cost. For additional information, please contact Tina Dale at 1-561-488-2001.

8. REGISTRATION PROCESS

Boca Prep International School is accredited by the visa department of the Ministry of Foreign Affairs of the United States (INS) to issue immigration documents in the form of applications (I-20), prior to obtaining an F1 student visa foreigners intending to study at Boca Prep International School.

All students who register for the program at Boca Prep International School must come, without exception with a student visa.

Our students come to us with many different personal circumstances and many different types of visas. Our policy is to minimize risks, without exception, so that our students will be legal and safe in the United States.

The existence of institutional rules on visas requires the imperative of meeting dates, registration deadlines and procedures as communicated by the management of Boca Prep International School.

8.1 Enrollment Procedure

For each program, Boca Prep International School will provide a registration deadline. The following documents are required:

- Application Form which includes the permission form, medical and emergency authorization forms.
- Academics reports from the past four years, including notes of last year and the current courses, if any.
- Teacher Recommendations and any Standardized testing scores.
- Copies of Birth Certificate and Passport
- Counselor report assessing the student's ability to be away from his family for several months.

Boca Prep International School will review all applications received. Applications will be handled by priority date and there will be no quota or reservation until all documentation is delivered in a timely manner and the cost of the program is paid in its entirety. No applications will be processed after the dates set for these purposes. An additional requirement may be a phone or Skype interview with the Head Master at his determination. If it is determined that the student is a candidate, the student will need to submit the following documents

- I-20 Student Information form (please type or print only)
- Contract
- Medical form - It is very important not to forget details such as allergies, food incompatibilities, personal peculiarities and any medical attention or treatments received
- Official medical certificate (including vaccinations)
- Four passport photos
- Emergency Form
- Photo publications Form.
- One photocopy of the student passport
- Photocopy of Birth Certificate
- Photocopy of the wire transfer receipt

The last three documents are required so that Boca Prep International School can prove to the INS that the student intends to travel to the United States. Without these requirements the school cannot issue the I-20, which will delay the student travel.

All documents must be submitted 90 days before the program starts to allow the I-20 to be processed. When Boca Prep International School is notified by the INS the document will be sent to the student's home school.

Once the Form I-20 is received, the student's parents should visit the website www.fmjfee.com, follow the instructions on the page and pay the required \$ 200.00 online. This step is required and must be done before going to the Embassy of the United States to obtain an F-1.

Once the student is registered and the \$200.00 is paid via the Internet, the applicant must contact the Consulate or the nearest U.S. Embassy for instructions on how to receive the student visa. The Consulate or Embassy will indicate the exact documentation to be attached to Form I-20 along with original passport of the student. From this point the procedure may vary depending on the country since there are some who welcome the opportunity to apply for visa by courier or by post, while others that establish the need for an interview with a consular officer.

In general, the documentation must be submitted in the country of origin along with the I-20. This will be:

- The original passport, valid beyond the duration of the program and with at least two blank pages.
- I-20 form.
- A certificate of solvency issued by the bank with working parents of the student.
- A passport type photograph with white background.
- The original receipt of payment of processing fee.

IES will work with the parents in all the necessary procedures for obtaining student visas.

The schools are not responsible if the immigration authority of the United States denies entry to the student, whether for reasons of discretion, or irregularities in the passport or visa obtained. The passports and plane tickets shall be kept by the Director of the Program on arrival in the United States. No airline tickets should be purchase prior to visa approval. If for any reasons there was the need to change the date of airfare, additional costs will be covered by the student.

9. RULES AND REGULATIONS

The student's continued stay in the International Student Program is subject to compliance with the norms established by Boca Prep International School and in this document. The Contract Signers declare that they have received a copy of the norms and rules and are in agreement with it.

Given that the student is very far from his or her home, he or she is expected to follow the disciplinary norms established in the current Bulletin and by Boca Prep International School. Student infractions are classified as minor, serious and very serious.

The following are considered minor infractions:

- Lack of punctuality (tardiness) on more than three occasions for any activity organized during the Program, except when duly justified
- Negligence, carelessness or tardiness in completing homework
- Unseemliness with classmates, teachers or any other School personnel
- The penalty for these infractions will be a public or a private warning and will be entirely and exclusively at the discretion of Boca Prep International School

The following are considered serious infractions:

- Lack of punctuality (tardiness) on more than five occasions for any activity organized during the Program, except when duly justified
- Failure to attend class or any of the activities organized during the Program without justification
- Disobedience or unsuitable behavior to teachers or School personnel
- Starting fights or causing disruption on School grounds or at the Dormitory and during activities during the Program in any place
- Any action that goes against academic discipline and order both in activities organized in the School and those outside it
- Intentional damage or misuse of school or dormitory property or material
- Repeated minor infractions (3) within the period of one month
- The failure to wear the school uniform and the improper use of it both inside and outside of the School
- Coming to school with an indecorous appearance, for instance, lack of personal hygiene, excessive hair dyes, long hair on boys, piercings, excessive make-up, etc.)

Boca Prep International School will judge these infractions and the penalty will consist of a written communication to the student's family and the student will not be allowed to take part in some of the activities organized during the school year. All of the appropriate measures will be taken to assure that the punished student does not suffer any handicap in his or her academic preparation.

The following are considered very serious infractions:

- Lack of respect and consideration, insults or abuse directed towards classmates, teachers or School personnel.
- Leaving the School grounds, the dormitory or wherever any school organized activity is taking place during the Program without due authorization.
- Willful academic failure;
- Incorrect or unlawful appropriation of any property belonging to another and willful damages made to facilities, material or buildings, regardless of where they are located, compensation for those damages suffered to be paid to whoever takes legal action.
- Possession of any kind of firearms or weapon;
- Consumption or possession of tobacco, alcohol or any kind of drug or hallucinogenic substance in any place during the length of the Program
- Boca Prep International School will assess these infractions and the penalties imposed could consist of the student's immediate expulsion from the program and demanded return to his or her country of origin.

Disciplinary infractions committed during the stay abroad will be counted as if they had been committed at the home School, as well as the causes for expulsion. Therefore, expulsion from Boca Prep International School could mean expulsion from the home School, which will be considered by the School Head and the student's Director of Studies.

The expulsion of a student due to the disciplinary measures adopted, will not give any right to a return of any school fees or indemnity of the expenses it could cause are the exclusive responsibility of the parents.

During their stay in the United States, the students are prohibited from driving any kind of motorized vehicle.

10. GENERAL CONTRACT CONDITIONS

The permanence of the student in the International Student Program is subject to compliance provided by this instrument and the specific rules established by Boca Prep International School. The contractors say they have received a copy of all the rules and will be fully compliant with it.



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I hereby certify that I have read and understand the terms and conditions of the Boca Prep International School Bulletin.

Head of School Signature:

Date:

Parent/Guardian of ISP Student Signature:

Date:
