



ADMISSIONS POLICIES AND PROCEDURES

Evergreen Academy has year-round admissions. All students must be 16 years of age or older and must agree to abide by the rules and policies of the school. A student under the age of 18 must provide the school with evidence of their legal guardian's name, address, and phone number. Evergreen Academy must receive written permission from the legal guardian in order to enroll a student under 18. Evergreen Academy does not discriminate on the basis of gender, race, ethnic origin, sexual orientation, religion, disability or on any other basis outlined by applicable federal, state, and local law.

ENROLLMENT PROCEDURES

Students must:

- Complete an application either in person or online at www.ea.edu
- Take the placement test at the school (or provide recent official IELTS or TOEFL test scores) or online at least 3 working days before the start of the new session
- Undergo an oral interview, if necessary, with a trained staff member to assist in placement
- Pay a non-refundable registration fee
- Pay tuition and book fees
- Receive and keep record of a student identification number to be used in all future transactions

Students should:

- Allow approximately one hour for the enrollment process
- Register a week in advance

APPLICATION FORM

Students should carefully read and understand the student application. Once students click the submit button, they are signing and authorizing that they understand and will abide by our policies as students. Approximately Eight (8) students are required to open a class, but the school will attempt to make special arrangements to accommodate students when the minimum enrollment requirement is not met. Student Services Staff members are available to assist students with the application form and the application process.

REGISTRATION

All new students must pay in full, upon enrollment, the registration fee and tuition for the first session. In addition, those students requesting a change of status (to change their current status to Student, F-1) must pay a change of status processing fee and the tuition fee for the first session at the time of their request. In general, students can choose to take any of the programs that Evergreen Academy offers. However, F-1 students will be given the choice between the Morning Program, the Afternoon Program, and the Evening Program only if their levels are being offered in those programs at that time.

- New students must register at least 3 business days before the start of the new session, and current students must register at least 14 business days before the start of the new session.
- If a student leaves Evergreen Academy for eight months or longer, he/she will need to register again, including filling out a new application, taking a placement test, and paying a registration fee.
- If a student enrolls after Week 2 of the Session, they may be placed in a level below their Placement Exam score for the remainder of the Session. After the successful completion of the course, the student will be registered in the next level to participate in the entire course.
- If the appropriate class for a particular student is not offered, the student can either postpone enrollment or request a tuition refund. The student will be assisted with transferring out.
- We cannot guarantee that all levels will be offered every session. This is why early enrollment is very important.