



Student Handbook 2018-2019



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ABOUT PACIFIC INTERNATIONAL ACADEMY

Pacific International Academy (PIA) has been serving international students since 1997 and is accredited by the Accrediting Council for Continuing Education and Training (ACCET). PIA is located on the campus of Warner Pacific University.

Mission Statement

The overarching intent of Pacific International Academy is to help students achieve their personal goals in English by facilitating the acquisition of language proficiency required in daily communication, higher learning, and the professional world. A core value for the PIA community is providing a student-centered environment that facilitates interpersonal connections and cultural exploration.

Program Description

PIA provides instruction of English as a Second Language to non-native speakers of English who bring to the program a broad array of interests and backgrounds. Throughout their experience at PIA, students are encouraged to seek intellectual and academic growth at school and in the surrounding community.

The curriculum is structured to promote basic communication skills in students at lower ability levels and more complex professional and academic skills in students at higher levels. Key grammatical forms are emphasized and integrated across all levels of performance-based courses. In the areas of grammar, reading, writing, vocabulary, speaking, and listening, students learn to apply specific linguistic rules that are presented using various relevant methods.

PIA encourages students to explore English as active learners in a variety of contexts. PIA's programs focus primarily on general and academic English, but significant energy is devoted to coaching students in exploring the cultural norms and expectations of their new environment. Themes of this nature are intentionally folded into class sessions. Further opportunities for cultural adaptation and language acquisition are available through the ESL tutoring center, conversation partners, the weekly conversation forum, service learning, volunteering, guided social activities, and the homestay program.

COURSE LIST

Intensive English

PIA has six core levels of Intensive English classes, including English Basics. In each level, students attend courses in reading, writing, grammar and speaking/listening. English Basics courses, Introduction to Basic English and Using Basic English, are designed to be mixed-skills. Classes are held Monday through Thursday with a total of 20 hours of class per week. Within these courses, students improve their English and have a chance to study cultural topics and other points of special interest.

The following are the courses that make up Intensive English:

- Introduction to Basic English
- Using Basic English
- Grammar Levels 1-5
- Reading Levels 1-5
- Writing Levels 1-5
- Speaking & Listening Levels 1-5

Supplemental Courses

Service Learning

The Service Learning course prepares students to volunteer in a U.S. non-profit organization for several weeks. During the course, students discover professional, social, and linguistic skills required in U.S. workplace settings and develop tools to support their volunteer experiences. Additionally, students explore their attitudes toward work, social issues, and volunteering through a series of personal reflections and group work. There are three stages of study for the course, titled Stage One: Preparation and Placement, Stage Two: Introduction to American Workplace Culture, and Stage Three: Non-Profit Service Period. Level 3 or higher required.

Community Service

The Community Service course prepares students to volunteer at a U.S. non-profit organization for a short amount of time. During the course, students develop professional, cultural, and linguistic skills that they apply during their experience as a volunteer. There are three stages of study for the course, titled Stage One: Preparation and Placement, Stage Two: Introduction to American Workplace Culture, and Stage Three: Community Service. Level 3 or higher required.

ESL Test Preparation

Students in the ESL Test Preparation course gain familiarity with common standardized English as a Second Language assessments (including IELTS, TOEFL, and TOEIC), fine-tune their understanding of advanced grammar concepts, analyze the various constituent sections of standardized ESL assessments, complete practice tests, and develop useful study and test-taking skills. Level 3 or higher required.

TOEIC Preparation

The primary purpose of this program is to introduce the TOEIC test and familiarize students with test-taking strategies for the TOEIC. Level 3 or higher required.

Short-term Courses

Experience America and Experience America Accelerated

Experience America is a four-week interactive culture and language learning course. Experience America Accelerated is a three-week course that covers the same objectives. Students engage in action projects at cultural sites of interest throughout the region, supported by classroom learning. Students learn relevant grammar and vocabulary skills that will assist them in studying a variety of cultures and interacting with a range of community members on a regular basis. Reading and writing skills are also used in the classroom in order to help students learn about and reflect on their action project experiences. Students in this course work in small and large groups to complete various tasks inside and outside of the classroom.

English and Volunteering

English and Volunteering provides students with opportunities to use English in authentic settings, explore socio-cultural issues, and serve local communities in need. Students volunteer as a group at different non-profit sites with other American volunteers. Each day begins with a brief introduction to the volunteer site with a teacher-led group discussion. Students practice methods of conducting conversations in English. Relevant vocabulary and structures, as well as cultural issues and expectations, are presented at this time. Following the site visit, students discuss the site's services and reflect on the day's activities and broader socio-cultural themes.

Short-term English

The Short-term English courses provide students with engaging cultural experiences in conjunction with targeted language support. These courses can be adapted to meet various goals, with topics ranging from basic survival

English to vocational language instruction. Through these courses, students explore their areas of interest while improving their English skills and building their confidence in cross-cultural study.

PLACEMENT

Placement Testing

All new Intensive English (IE) students or students in graded stand-alone courses are required to take placement testing before they are registered for classes. Testing is conducted during mandatory testing and orientation for incoming students that is scheduled before the start of each term/course. Students are placed in the appropriate level on the basis of the CaMLA English Placement Test (EPT), Writing Test, and Speaking Test. For IE students, placement may be adjusted on the basis of a student's ability to meet a majority of the performance objectives for the class, as determined by a level confirmation exam during the first week of the term.

If a student leaves PIA for more than one term, they must be re-tested prior to registration for classes when they return.

Placement for New Students Starting Late (Intensive English)

New students are allowed to start during Week 1 (or Week 6, with prior approval). If they start during Week 6, they will be placed one level below the placement as indicated by the placement tests. For example, if they start Week 6 and test into Level 3, they begin their studies in Level 2. The coursework they missed before their arrival is not counted in their final grade.

Advancement (for Intensive English courses)

There are two ways for students to advance to a higher level:

1. receive a grade of B- (80%) or better
2. pass a level confirmation exam during the first week of the term

Level Confirmation Testing

Teachers assess skill levels in each class during the first week of the term. Teachers may encourage students who display advanced skills in class to take a level confirmation test. Students who pass this test, which covers objectives in the class, may be considered for advancement to the next level. No recommendations for level changes are considered after the first week of class.

A level confirmation test for a particular skill area may be taken only once while a student attends PIA, unless an exception is recommended by an instructor. Students on probation may not take a level confirmation exam for a class that they have failed twice. Level confirmation testing is only available for students who attend the entire term.

Moving Down

Teachers may recommend that students who display inadequate skills in class move down to a lower level. Students may also request to move down. All requests to move down must be approved by the Academic Director. In consultation with teachers, the Academic Director considers academic records and other factors in making the decision. Moves down are only approved in rare situations.

Exit Testing

Intensive English Courses

Students are required to take an exit exam upon leaving the program. If they leave English Basics or Levels 1 through 4, they take another form of the English Placement Test that they took upon admission. If they graduate from Level 5, in addition to taking another form of the English Placement Test that they took upon admission, they also take another form of the Writing and Speaking tests. The scores from the exit exams have no effect on any grades achieved at PIA.

Other Courses

For most non-IE courses, exit testing is not required. Students take another form of the CaMLA EPT, which they took upon admission. The scores from the exit exams have no effect on any grades achieved at PIA.

Class Schedule

Intensive English

Students can get class schedules in two ways. One way is to go to the PIA office on the first day of class and receive a copy. Another way is to log in to Campus Axess on the morning of the first day of class. Courses are listed with information about class times, rooms, and instructors.

Other Courses

Students receive a schedule at orientation.

ACADEMIC POLICIES

Attendance

Students are expected to attend all of their classes. Missing even one day of class can cause problems, such as missed course content, quizzes, tests, or homework. Furthermore, as the majority of students at PIA are F-1 visa holders, U.S. immigration law requires that they attend classes full-time and make satisfactory progress in their studies.

An absence is considered missing more than 40% of any given class period. There is no distinction between excused or unexcused absences. Students need to maintain at least 85% attendance total and at least 80% in each class. If a student's attendance drops below 85% total or 80% in any class, they will be placed on probation.

If a student is absent, they are responsible for knowing what happened in class and completing homework and assignments. Sick students need to contact a classmate or their teacher to find out what work they missed. Teachers' contact information is listed in each syllabus.

Tardies

If a student is late to class, returns late from a class break, or leaves class early, they are considered tardy. The total number of missed minutes contributes to a daily total amount of missed time for each class session. If the total number of minutes is less than 40% of the scheduled class time, the student is marked as tardy. Every three instances of being tardy in any one class are counted as one absence for the class.

- 1-39% of the total minutes late for class, late from break, or leaving early = 1 tardy for that class
- 40% or more of the total minutes late, etc. = 1 absence for that class
- 3 tardies = 1 absence for that class

Missed Class Meetings

If you miss class meetings, you are responsible for communicating with your teachers and making up class work. Teachers are not required to accept missed class work from you, and it may not be possible for you to make up some class work.

Final Assessments

You are expected to complete your classes. Final exams or final projects/presentations usually happen on the last day of class, which is published on the PIA academic calendar or course guide (available on the PIA website, in the office, and at new student orientation). Final exams are not given early. If you miss your final exam, you will receive a zero, which may cause you to fail the class.

Plagiarism and Academic Honesty

Plagiarism is using the ideas, data, or language of another person without specific and proper acknowledgment. Examples: Misrepresenting another's work (paper, lab report, article, or computer work) as your own original creation and submitting it for an assignment; using someone else's ideas without attribution; failing to cite a reference or to use quotation marks where appropriate. Plagiarism and other forms of academic dishonesty ("cheating") are very serious offenses in American academics and may result in failing an assignment/test, failing a class, being placed on probation, or being expelled from school.

Grading

In each class, your grade is based on a combination of attendance, participation, and class work, which consists of in-class assignments, homework, quizzes, and tests. Based on completion of class requirements, the following grades are given.

A +	(97% - 100%)
A	(93% - 96%)
A -	(90% - 92%)
B +	(87% - 89%)
B	(83% - 86%)
B -	(80% - 82%)
C +	(77% - 79%)
C	(73% - 76%)
C -	(70% - 72%)
D +	(67% - 69%)
D	(63% - 66%)
D -	(60% - 62%)
F	(0% - 59%)

If you receive a grade of C+ or lower (below 80%), you will need to repeat courses in Intensive English. Some courses receive a grade of Pass or No Pass. To pass, students need a grade of 77% or higher. Check your course syllabus for information on your course's grading system.

You can check your grades by logging in to your Campus Axess account. Final grades are published approximately one week after the end of the course. You may contact the PIA Office for help accessing your grades.

Repeating Classes

In Intensive English, the maximum number of times a student can take one course is three. It is common that students need more than one term to master the skills in any class. In such cases, the instructor records a non-passing grade and notes on the grade record that more time is needed to develop the language skills necessary for advancement. In that case, the student needs to repeat the class to earn a passing grade and advance.

If a student receives a passing grade but would like to retake the class, the student can complete a request form. This request will be reviewed by the Academic Director, who will either approve or deny it.

Elective courses, such as ESL Test Preparation, may be repeated once without making a request. If the student wants to repeat the course more than once, the Academic Director must approve the request.

Probation

Intensive English

Per immigration regulations and school expectations, you must make satisfactory progress in your coursework. It is also expected that, due to linguistic or other factors, you may need more than 10 weeks to meet the objectives of the class.

You are expected to learn the skills needed to advance in no more than two terms. If you fail the same one or more classes for two consecutive terms, you will be put on probation, and the Academic Director will issue you a probation form. At this point, you will have one more term to pass the classes in question. If you are not able to pass these classes, you may be asked to leave the school (expulsion). Probation lasts for one term.

Additionally, if you have five or more absences in any given class or eleven or more absences across all classes, you will be placed on probation. If you are not able to improve your attendance during the following term, you may be asked to leave the school.

Finally, you may be placed on probation if you receive three or more academic warnings; an example of why you might get an academic warning is if you cheat on a test or refuse to use a clean textbook in class. If you continue not to follow the school rules, you may be asked to leave the school.

Probation can begin at any time, including during the term. For example, if you have 14 absences in the first half of a term, you may be placed on probation at midterms. If you have more absences, you may be expelled at the end of the term. Another example is if you are on probation at the beginning of the term and don't follow the terms of your probation, you may be expelled at midterms.

Probation Student Study Contracts

If you are on academic probation because you failed a class twice, you must agree to the terms of a study contract as a condition of your probation status. If you do not satisfy the conditions on the study contract, you may be asked to leave the school. The terms of the study contract may include attending weekly tutoring sessions and three student success workshops per term.

Expulsion

If you are on probation and you engage in behaviors that would otherwise lead to probation, you will be at risk of expulsion. For example, if you were on attendance probation and you failed a class for the second time in two terms, you would be at risk of expulsion.

Your visa status will not be affected by probation, but if you are expelled, you may be terminated in SEVIS. If you are asked to leave the program, you may file an appeal within one week of the expulsion decision. The appeal

should consist of a letter to the Academic Director explaining why you should be re-admitted to the school. Letters of recommendation from PIA teachers will also be considered at this point. All decisions relating to the appeal will be made within one week of receiving the appeal and no more than two weeks after the expulsion decision. You will be notified via both email and paper mail, if possible.

Students Returning Late

Intensive English

You are expected to attend classes beginning the first day of the quarter. You must attend classes by the beginning of the second week, or you will not be allowed to enroll or register. You will be considered absent for any missed class days. If you want to return after the first day of the quarter, you must seek approval from a Designated School Official prior to making travel plans.

Probation Students: Re-enrollment

Probationary status remains on your record if you leave the program while on probation. If you were on probation when you left PIA, wish to re-enroll, and are accepted back into the program, you will continue to be on probation.

Proficiency Examinations

In-house achievement examinations are in the form of midterm and final tests, papers, and projects. These are held in class within the class' normal duration and are given significant weight in the grading criteria stated in each syllabus.

Certificates

If you complete your classes in good academic standing and complete exit testing, you can receive a certificate from PIA. You may choose between a Certificate of Attendance for the highest level you attended or a Certificate of Completion for the highest level where you passed all four classes.

PIA Referral

If you are interested in moving into a Clackamas Community College (CCC), University of Portland (UP), or Portland State University (PSU) program, you may use completion of all Level 5 Intensive English courses as proof of English proficiency. To learn more, you can talk to the Academic Director.

Electronics in the Classroom

Cell phones and other electronic devices must be turned off, but exceptions may be made at the discretion of the instructor. In American classrooms, personal electronic devices often are not allowed. Seek your instructor's permission to use your device as a dictionary.

Inclement Weather Class Cancellation

In the winter, there may be snowy or icy weather. If road conditions are unsafe, classes are cancelled for all or part of the day. PIA follows the same snow cancellation policy as Warner Pacific University. There are several ways to find out if classes are cancelled. Morning news stations on TV and radio report school closures. Also, Warner Pacific University has a service that alerts students about problems via text. Sign up here: <https://www.warnerpacific.edu/student-life/campus-safety/emergency-notification>. Finally, you may check PIA's Facebook page.

Textbooks

You are responsible for purchasing the required textbooks every term. Most textbooks are online at <https://longmanhomeusa.com/pearson-esl-bookstore>. Other textbooks are provided by PIA and you pay for them

through your Campus Axxess account. Check the website's Textbooks page for more information: <https://www.piaschools.edu/life-in-portland/student-life/textbooks/>.

You need to buy your textbooks by the first week of class. If you come to class without the proper materials, you may be asked to leave by the instructor. The instructor can determine if a used book with excessive writing in it is unusable and ask you to get a clean copy of the text. Failure to comply with this policy may result in an academic warning.

Some short-term courses do not require a textbook. In those courses, your teacher will provide you with class materials, and it is your responsibility to organize them and bring them to class.

Your Records

A file (including electronic records) is maintained for each student attending PIA. All necessary admissions, immigration, and academic documents (such as I-20s, proof of financial resources, and records of academic performance) are kept in these files. All information contained in these files is confidential and available only to authorized personnel. With adequate notice, you may review the information in your file in the presence of a director. Requests for copies of any document in the file must be made in writing and submitted to the Administration and Services Director.

Grade Reports and Transcripts

You can request a copy of grade reports or official transcripts through the PIA Office. Electronic copies can be sent at no cost. Paper copies are available, but students are responsible for mailing costs (if applicable).

Release of Information

If you want to release your private academic information to a third party, PIA will ask you to agree to release the information to the third party (for example, a scholarship provider or partner university). Come to the PIA main office to request this form. PIA will also provide these forms during new student orientation for you to sign.

Policy Exceptions

Recognizing that there are numerous factors that may affect a student's academic course of study, PIA allows students to request an exception to certain policies. Examples of appropriate factors include emergency surgeries, hospitalization, or bereavement. Examples of inappropriate factors include extended vacation, appointments, or voluntary early departure. Students should petition the directors for exceptions. Documentation may be requested.

FEES AND REFUNDS

Intensive English Program

Due Dates

The application fee is due at the time of application. The homestay placement fee is due 30 days before the move-in date. Tuition and course fees are due the first day of classes. The first homestay room and board fee is due on or before the first day the student moves into homestay. Students must either pay for three months or more upfront or set up a monthly recurring credit card payment. Subsequent payments are due six calendar days before the end of the paid period. Charges for optional services are due when the service is requested. Payments for activities are due by the set deadlines.

Late Fees

A \$50 late fee is added to any fee not paid within six calendar days of the due date. An additional \$50 fee is added for each additional week beyond the due date.

Payment Methods

All payments are made either directly to PIA or through PIA partner agencies. Direct payments can be made by credit card (Visa, MasterCard, or Discover), traveler's check (payable to PIA), cash, or bank wire. Receipts are provided electronically.

Refund Policy

All paid tuition and/or course fees, except non-refundable fees, will be refunded to students who do not attend any classes. In the event that a class is canceled by PIA, all tuition and/or course fees paid by the student, including applicable non-refundable fees, will be refunded.

First Period of Financial Obligation

For students who withdraw or are terminated during their first four weeks of classes, PIA will retain tuition and/or course fees applicable to the first four weeks. For students who withdraw or are terminated after their first four weeks of classes, but before the mid-point of classes, when the mid-point is more than 4 weeks after the start of classes, PIA will retain prorated tuition and/or course fees. For students whose withdraw after the mid-point of classes, when the mid-point is more than 4 weeks after the start of classes, PIA will retain all tuition and/or course fees.

Subsequent Periods of Financial Obligation

For students who have completed their first period of financial obligation and who withdraw or are terminated before the mid-point of classes during any subsequent term or session, PIA will retain prorated tuition and/or course fees. For students who withdraw after the mid-point of classes during any subsequent terms, PIA will retain all tuition and/or course fees.

Prorated refunds will be calculated on a weekly basis. PIA will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. An enrolled student that has attended at least one class during a term or session will be administratively withdrawn from classes by PIA automatically after failure to attend class for 30 calendar days.

Homestay

PIA will refund a prorated portion of any unused prepaid room and board fees with two weeks' advance notice of the date of departure. Prorated refunds are calculated on a nightly basis. Should a student not provide two weeks' notice, fees for the notice period will be deducted from any refund.

Optional Services and Activities

Airport transfers are refundable with 24-hour advance notice of cancellation. Express shipping is only refundable if the service is not used. Tutoring is refundable with 24-hour advance notice of cancellation. Activities are refundable up to the set deadlines.

Refund Issuance

If an applicant never attends class, all refunds due will be made within 45 calendar days of the first scheduled day of class or the date of cancelation, whichever is earlier. If a student that has attended a class is due a refund of tuition, the refund will be made within 45 days of the date of notification of withdrawal, administrative withdrawal by PIA, or expulsion. All other refunds are issued within 45 days of the cancellation. Refunds are issued according

to the original payment method when possible. For payments made through an agent, PIA is contractually required to issue any refunds to the agent, unless otherwise directed by the agent. For payments made by credit card, any refund due will be processed to the same credit card. For payments made by cash, check/travelers check, or bank wire, a check will be issued to the student. In the event that the student's tuition for the term has not been paid, PIA prorates the amount due, in compliance with the stated refund policy, and collects the amount due from the student or agent. A record of refund calculations is kept in the student's file.

STUDENT HEALTH

Health Insurance

Healthcare in the United States

The US does not have a national healthcare system. This means that you **must pay** for all of the medical care that you receive, including doctor and hospital visits and medications. You can either pay directly for the full cost of these services, which can be extremely expensive, or purchase private health insurance, which greatly reduces the cost of your medical bills.

To view a video by International Student Insurance (ISI) that provides an overview of the US healthcare system, visit: <http://www.internationalstudentinsurance.com/explained/us-healthcare-system-video.php>.

Health Insurance Coverage

The US government does not impose specific requirements for health insurance policy coverage for students on F1 visas. However, Pacific International Academy strongly recommends that you purchase a policy that is adequate to provide coverage to handle any major illness or injury.

The following provides an overview of the suggested minimal levels¹ of coverage that students should purchase:

Medical benefits per accident or illness	\$100,000
Medical evacuation	\$50,000
Repatriation of remains	\$25,000
Maximum deductible per illness of accident	\$500

It can be challenging to understand insurance policies because of the specialized terminology used. For a detailed explanation of some of the key terms regularly used, visit:

<http://www.internationalstudentinsurance.com/explained/important-insurance-terms.php>.

Cost of Health Insurance Policies

The price of your health insurance plan depends on your age and the level of coverage that you select. It can range from \$40 to \$150 or more per month.

The deductible is the amount that you pay to access medical services using your insurance policy. There are usually two different deductibles, one for office visits (lower) and one for emergency room visits (higher). With a plan that is less expensive, you would generally pay higher amount for medical services (higher deductible), whereas with a more expensive plan, you would pay a lower amount for medical services (lower deductible).

¹ These levels are based on the US State Department's mandatory health insurance requirements for students on a J1 visa, which set reasonable standards for other visa categories [22 CFR 62.14].

No matter what insurance plan you purchase, you will need to bring a credit card or cash to pay for medical services in case of accident or illness while in the US. You should have at least the amount of the highest deductible available for payment.

Selecting a Health Insurance Policy

As a PIA student, you are responsible for purchasing your own health insurance and can select any health insurance provider. It is better to purchase health insurance before you travel to the US so that you are covered as soon as you enter the country. If you have not purchased health insurance before your arrival, PIA can assist you to purchase health insurance during orientation.

If you have applied to PIA through your university or an agency, they may have a preferred health insurance policy and be able to assist you in purchasing health insurance. Otherwise, you may select: 1) one of the health insurance providers listed here, all of which are global partners of NAFSA: Association of International Educators²; 2) a travel insurance policy sold in your home country; or 3) any other health insurance that will cover you in the US.

To ensure that the health insurance provider that you select is reputable, the policy should be underwritten by an insurance carrier with: an A.M. Best rating of “A-” or above; a McGraw Hill Financial/Standard & Poor’s Claims paying Ability rating of “A-” or above; a Weiss Research, Inc. rating of “B+” or above; a Fitch Ratings, Inc. rating of “A-” or above; or a Moody’s Investor Services rating of “A3” or above.³ All of the health insurance providers listed here meet these recommendations.

It is important to consider any pre-existing medical conditions that you may have, as these are often not covered. In addition, preventative care, maternity care, and dental services are often not covered. Many plans are not available for spouses or dependents. If any of these coverages are important for your situation, PIA can help you to identify a health insurance policy that meets your needs.

Health Insurance Providers

The following lists some of the optional health insurance plans that you may select from, all of which meet the recommended coverage levels and ratings. It is important to review all aspects of the plan and determine which health insurance best meets your personal needs.

➤ International Student Insurance (ISI)

The ‘Student Secure’ international health insurance plan offers four levels of coverage (smart, budget, select, and elite). ISI provides a video about that plan at:

<https://www.internationalstudentinsurance.com/explained/student-health-insurance-video.php>.

- To view the prices for the different levels:
<https://www.internationalstudentinsurance.com/student-health-insurance/premiums.php>.
- You view the benefits for the different levels:
<https://www.internationalstudentinsurance.com/student-health-insurance/benefits.php>.
- To purchase this plan, visit:
<https://www.internationalstudentinsurance.com/student-health-insurance/apply/>.

² See <https://www.nafsa.org/findresources/Default.aspx?id=8823>.

³ These criteria are based on the US State Department’s mandatory health insurance requirements for students on a J1 visa, which set reasonable standards for other visa categories [22 CFR 62.14].

For students accompanied by their spouse and/or children, ISI offers the 'Atlas Travel' international medical insurance plan. The plan is available for students and non-students and includes coverage for two children up to ten years of age per plan purchased. A video about the plan is available at:

<https://www.internationalstudentinsurance.com/explained/travel-medical-insurance-ideo.php>.

- To view details on the plan levels, prices, benefits and to purchase this plan, visit:
<https://www.internationalstudentinsurance.com/travel-medical-insurance/>.

➤ ISO Insurance

There are four plans available through ISO offering different levels of coverage (Compass Gold, Compass Silver, ISO Med, and Shield 500). To view the details of the plans and to purchase a plan, visit:
[https://www.isoa.org/Pacific International Academy](https://www.isoa.org/Pacific_International_Academy).

➤ iNext International Insurance

There are three plans available through iNext offering different levels of coverage (iNext essential, iNext scholar, and iNext scholar plus). To view the details of the plans and to purchase a plan, visit:
<http://www.inext.com/plans/travel-to-usa/>.

Medical Services without Health Insurance

If you do not purchase health insurance while in the US, you must ensure that you have adequate funds available to pay for any medical care that you require. No one anticipates getting sick or injured, but it happens and can have significant costs. You are responsible for paying all of your medical bills.

- For a minor illness or injury, students can visit any of the local Zoom Care locations. The cost for a basic office visit is \$145-\$250 and an urgent appointment with laboratory tests is \$299 or more.
- For an emergency room visit, costs can vary from \$150-\$3,000 or more.⁴ Laboratory tests, x-rays and medications can add additional costs.
- For an injury, such as a broken arm, the cost can be \$48,000 or more. Appendicitis can cost over \$60,000 and a major illness or accident can cost over \$150,000.

By purchasing health insurance, you are protecting yourself from potential medical bills of thousands of dollars for unexpected circumstances. If you do not purchase health insurance, you should have a plan for how you would pay for your medical bills if you become seriously ill or injured.

Vision and Dental Care

Health insurance does not usually cover dental or vision care, except for medical injuries or illness. Be sure to read the details of your policy if you will need access to dental or vision care. If you will need to visit a dentist or an optometrist, you should prepare to pay for these services directly without insurance.

Know your Health Insurance

Every health insurance provider has its own procedures for using your health insurance coverage. In many cases, you can provide the policy information to the medical offices and they will send the bill directly to your insurance company. In some cases, you will send the medical bills to the insurance company and they will make the payments, and in others you will pay the bill and then submit a claim for a reimbursement.

⁴ See <http://health.costhelper.com/emergency-room.html>.

Most health insurance providers have a preferred network of doctors and hospitals they want policyholders to visit for medical services. By using the preferred services, you may be able to save money because the insurance company has negotiated discounts or save time because the process of using the health insurance is simpler.

It will be easier to use your health insurance if you have the following information easily available:

- Health insurance policy document – This should include a policy number, dates of coverage, and your name. PIA will copy this during orientation so PIA staff can help you if you need medical services.
- Health insurance policy details, instructions, and claim forms – These should provide information about how to access services using your insurance policy. Often, helpful electronic or paper documents are provided when you purchase a plan.
- Contact information for your insurance provider – There should be a US phone number for your provider. PIA can help you call when you need assistance with your insurance.

Medical Care

If you need emergency medical care, call 911.

PIA staff members are available to assist you in making an appointment to visit a doctor and can provide transportation to your appointment as needed. Come to the PIA main office for assistance. If you would like to make an appointment to see a doctor, the following urgent care clinics are close to the PIA campus:

<p>ZoomCare – Division 3130 SE Division St. Portland, OR 97202 <i>Phone:</i> (503) 684-8252</p> <p><i>Hours:</i> Mon-Fri: 8:00am – 6:00pm Weekends: 9:00am – 6:00pm <i>Website:</i> www.zoomcare.com</p>	<p>Columbia Clinic Urgent Care 8122 SE Tibbets St. Portland, OR 97206 <i>Phone:</i> (503) 980-4824</p> <p><i>Hours:</i> Mon-Sat: 8:00am – 7:00pm Weekends: 8:00am – 3:00pm <i>Website:</i> www.columbiaclinic.com</p>	<p>OHSU Family Medicine Walk-in Clinic 4212 SE Division St., #150 Portland, OR 97206 <i>Phone:</i> (503) 418-1500</p> <p><i>Hours:</i> Mon-Fri: 8:00am – 8:00pm Sat.: 9:00am – 3:00pm <i>Website:</i> www.ohsu.edu</p>
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CONDUCT

Harassment

PIA does not tolerate any form of harassment, including harassment on the basis of age, gender, race, religion, disability, or sexual orientation. If you feel that another student or faculty member is harassing you, please contact the Administration and Services Director or another staff member immediately.

Student Code of Conduct

Pacific International Academy is a place for students to learn in a safe and supportive environment. To achieve an inclusive, respectful school climate, students should follow principles of positive behavior.

- Practice academic honesty: turn in work that reflects one's own ideas and effort.
- Be truthful: provide accurate information to teachers, administrators, and other school affiliates.
- Respect others: act and speak respectfully to everyone associated with PIA—staff, host families, teachers, students, etc.
- Contribute to a positive learning environment: participate in classes in ways that are productive and culturally appropriate in American classrooms.
- Take care of and use school facilities and resources appropriately: maintain school facilities, both physical and internet-based. Use wisdom and discretion when using computers, the internet, and social media.
- Follow the law: comply with local, state, and federal laws. Obey the campus drug and alcohol policy.
- Be peaceful and safe: resolve conflicts peacefully and contribute to a safe school environment.

Addressing Misconduct

Violations of the student code of conduct will typically result in the following steps: verbal warning, unsatisfactory progress report, code of conduct warning, probation (and possible expulsion). Steps of this process may be skipped for major violations.

Code of Conduct Warnings

Instructors give code of conduct warnings if students do not follow the school's code of conduct. The code of conduct warning says what the problem is and provides steps to correct the problem. If students receive three or more warnings in one term, they may be at risk of probation or asked to leave the school (expulsion). The Academic Director will review each case and determine the student's academic status and any further actions.

If a student receives three warnings in a term, the student can be placed on probation immediately, and probation will be in effect for the current and following term. If the student does not fix the problem by the end of the term, the student may be expelled.

Alcohol and Drug Use

The possession or use of alcohol by students on campus is prohibited. Also, the legal age for drinking alcohol in the U.S. is 21. If you are under the age of 21 and found with alcohol, you may be subject to a reprimand or legal action (such as a ticket or fine).

As of July 1, 2015, recreational marijuana is legal in Oregon. However, it is still illegal according to the U.S. government. The possession or use of marijuana and other drugs is prohibited on campus.

Smoking

Smoking cigarettes is not allowed on the campus of Warner Pacific University. You are also expected to follow the laws regarding smoking; be aware that it is illegal for anyone under the age of 18 to buy or use tobacco in Oregon.

Weapons

The possession of weapons on the campus of Warner Pacific University is prohibited. In this case, "weapon" is defined as anything that is designed for causing death, incapacitation, or serious injury. Violations of this policy should be reported to the Campus Safety Office by dialing extension 2127 or 503-250-1730.

Computer Use

Students are able to use computers in the computer labs. With this privilege comes the responsibility to use computers in compliance with Warner Pacific University policies. Computers cannot be used for: harassment; use, possession, or distribution of pornography; plagiarism; copyright infringement; or, any other violation of WPU policy. Violations may result in disciplinary action, including expulsion.

Student Complaints

If you have a complaint or issue you would like to raise, you may contact the Administration and Services Director or Academic Director by appointment. This meeting can be kept confidential at your request. Furthermore, you will comment on and rate the courses, services, and instructors at the end of each term through evaluation forms.

Service Courses and Code of Conduct Warnings

Students enrolled in Service Learning or Community Service are expected to represent themselves and PIA professionally and respectfully. A student who receives more than one Code of Conduct warning related to a service course may be deemed ineligible for volunteer service. This decision will be made by the Service Learning and Volunteering Coordinator and the Academic Director. If the student is deemed ineligible to volunteer, he or she will be allowed to write an appeal letter. The letter will be reviewed by the Service Learning and Volunteering Coordinator and the Academic Director within two school days and a final decision about volunteer service eligibility will be made.

IMMIGRATION REGULATIONS

The following summary of immigration rules and regulations is provided to give you basic information about your non-immigrant visa status. Please remember that it is your responsibility to know and follow the regulations under which you may study, work, or stay in the U.S.

The Administration and Services Director or Admissions and Student Services Manager are your PIA immigration advisors. If you have any questions about your visa status, speak with an immigration advisor. Your friends and family may want to help you, but they may not know exactly the details of matters relating to your status and rules governing your stay in the United States.

Important Documents

Passport

Your passport is an international travel document issued to you by your government. It is required that you maintain a valid passport at all times. If your passport is due to expire within the next six months, see an advisor and plan to request an extension from your government's consulate or embassy in the United States.

If your U.S. visa is still valid and you are being issued a new passport, you should request the return of your expired passport. By keeping the passports together, the valid visa can be used for re-entry into the United States. Otherwise, you need to apply for a new visa the next time you leave the country.

Visa

This is a stamp or seal placed in your passport by a U.S. consular officer abroad. The visa notes the purpose of your visit, the last date you can enter the United States, and how many entries you are allowed. The visa is a permit to enter the United States. The visa does not indicate how long you are permitted to stay and a visa does not have to be valid in order for you to remain in the United States. If you transfer schools, you do not need to apply for a new visa. If your visa expires while you are in the U.S. and you travel outside of the U.S., you will need to apply for a new visa to re-enter the U.S. A visa can only be obtained at a U.S. consulate or embassy outside the United States.

Form I-20

The Form I-20 "Certificate of Eligibility for Nonimmigrant (F-1) Student Status" is issued to you when you are accepted to a school. It is used to apply for an F-1 visa at the American Consulate or Embassy in your country and is then presented to the immigration officer at the port of entry when you arrive in the US. The officer scans the form and returns it to you at your point of entry. Keep your I-20 with your passport at all times. Important details on the Form I-20:

School Name	This is the school that you must attend in the United States. You are able to transfer schools but will be issued a new I-20 with the name of your new school.
Program Start Date	This is the start of your program. It is the first day that you are required to report to campus.
Session Start Date	This is the first day of classes.
Program End Date	This is the last date of your program. PIA issues I-20s for 3, 6, or 12 months depending on your plans and financial

guarantee. If you require more time to complete the program, you must request an extension before the program end date. A new financial guarantee is required.

Duration of Status

When you enter the U.S., the immigration officer should stamp your passport and write 'D/S'. This stands for duration of status. This means that you are permitted to stay in the US as long as you remain in status. You are responsible for staying in status while studying at PIA.

Student and Exchange Visitor Information System (SEVIS)

PIA is required to maintain records on its F-1 students and report this information to the U.S. government at regular intervals. This information is communicated to the U.S. Department of Homeland Security through a computer-based program called the Student and Exchange Visitor Information System (SEVIS).

Maintaining Your Student Status

Failure to maintain your non-immigrant visa status can result in serious immigration problems, which could lead to deportation from the US or problems if you return to the US at a later time. In order to stay in status, you must do the following:

- Maintain the validity of your passport at all times.
- Attend the school that has issued your valid I-20.
- Register for and complete a full-time course of study each term (see a PIA immigration advisor regarding any applicable vacation term or reduced course load).
- Keep your I-20 valid at all times. If you need to extend the duration of your I-20, you must request an extension before the program end date.
- Do not accept unauthorized employment. All off-campus employment must be pre-authorized by the Department of Homeland Security.
- Report any change in your contact information, including physical address (the address where you actually live), email address, phone number, and home country address within 10 days to the PIA office.
- Make satisfactory academic progress.

Maximum Time at PIA

It is expected that you will complete your studies at PIA within twelve terms of study. If you have not completed Level 5 within twelve terms, you may be asked to find a new school.

End of Program/Grace Period

When you complete your studies with PIA, you have 60 days to leave the US, apply for a change of status, or transfer to another school. This only applies if you complete the term in good standing with PIA. If you withdraw early, you have 15 days to leave the US. If your record is terminated for any reason other than authorized early withdrawal, then you are required to leave the US immediately.

Reduced Course Load

A student on an F-1 visa may request to have a reduced course load at PIA for three reasons: academic difficulty, medical conditions, and completion of course of study.

Academic Difficulty

A student is permitted to have a reduced course load due to initial difficulty with the English language or reading requirements, unfamiliarity with U.S. teaching methods, or improper course level placement. This is only available

during the student's first term. The student must stay enrolled in at least two classes for the duration of the term. To request a reduced course load for academic difficulty, the student must complete a request form in the main office, which will be reviewed by the Academic Director and a DSO for approval. Approval must be made before the student is permitted to withdraw from any class.

Medical Conditions

A student is permitted to have a reduced course load (or if necessary, no course load) due to a temporary illness or medical condition for a period of time not to exceed 12 months. To request a reduced course load for medical reasons, a student must complete a request form in the main office and provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist to substantiate the illness or condition. The paperwork should indicate the amount of time the student can study and the duration of the period covered. The request for a reduced course load for illness or medical conditions will be reviewed by a DSO for approval. Approval must be made before the student is permitted to withdraw from any class.

Completion of Program

A student is permitted to have a reduced course load in his or her final term of study only if fewer than four courses are required to complete the program. This applies only to students that are enrolled in the highest level of the program, Level 5, and have already completed one or more of the required Level 5 classes. PIA policies allow for students to repeat Level 5 classes one time after passing. There are two acceptable scenarios for a student to reduce his or her course load for completion of program. A student must first determine whether they want to take advantage of the repeating option. First, a student may reduce their course load to complete their remaining Level 5 classes for the first time. Second, a student may reduce their course load to complete Level 5 classes for the second time. In both cases, a student is not eligible to continue studying with PIA after the term with the reduced course load. Thus, PIA advises students to only reduce their course load to complete their program in order to pass Level 5 classes the second time if they may wish to stay for another term with PIA.

If a student fails a class while on reduced course load for completion of his or her study, a DSO may authorize the student to take another term with a reduced course load in order to retake the class only if they have not previously completed the course successfully. If the student fails the class again, it is not possible to authorize another reduced course load term.

To request a reduced course for completion of program, the student must complete a request form in the main office, which will be reviewed by the Academic Director and a DSO for approval. Approval must be made before the student is permitted to withdraw from any class.

Vacation/Temporary Leave of Absence

A student on an F-1 visa is required to be enrolled full time in classes and making academic progress. After completing an academic year of study (three terms at PIA), a student may request to take a vacation period for one term, as long as they have not completed the PIA program. If you believe you are eligible for a vacation term, you should speak with a PIA immigration advisor before making any plans. In order to take a vacation term, the following is required:

1. You must complete three terms of study with PIA. If you transferred from another school, PIA may include your time at another school in determining your eligibility. In such cases, proof of full time enrollment at the other school is required.
2. You must complete a 'Vacation/Temporary Leave of Absence Request' and submit it to a PIA immigration advisor at least a week before the start of the term you are requesting to take vacation.

3. Your 'Vacation/Temporary Leave of Absence Request' must be approved and signed by a PIA immigration advisor before the start of your vacation term. If your vacation is not approved before the start of the term, you are required to attend classes.

If you are not eligible for a vacation term, but need to return to your home country for a period of up to five months, you may request a temporary leave of absence. If approved, PIA will terminate your record in SEVIS for 'Authorized Early Withdrawal', which does not negatively impact your immigration record. When you are ready to return, PIA will request for SEVIS to re-active your record. In order to request a temporary leave of absence, the following is required:

1. You must complete a 'Vacation/Temporary Leave of Absence Request' and submit it to a PIA immigration advisor before you depart the US.
2. You must provide a copy of your flight itinerary showing that you are leaving the US within 15 days of the request.
3. Your 'Vacation/Temporary Leave of Absence Request' must be approved and signed by a PIA immigration advisor before you depart the US.
4. You must have an immigration advisor sign the back of your I-20 before you depart the US.
5. You must contact PIA at least one month before you plan to return to the US to request for your record to be re-activated in SEVIS. PIA will notify you when your record has been re-activated. You should not attempt to re-enter the US before your record is re-activated.

If you intend to leave the US for a period of more than 5 months, then you are not eligible for a temporary leave of absence. Your SEVIS record will be ended when you complete your studies at PIA and you will have 60 days to depart the US. If you withdraw during a term, you will have 15 days to depart the US. You can apply to return to PIA as long as you have not completed our program (all level 5 classes). If you decide to return to PIA, you will need to complete the following:

1. Complete the PIA application process and be re-admitted.
2. Receive a new I-20 from PIA, pay your SEVIS fee, and apply for a new US visa.

Service Learning Vacation/Extensions

Students enroll in the Service Learning course volunteer after completing their studies at PIA. The volunteer period follows their full-time study at PIA. After completing their Service Learning volunteering, F-1 students are not able to return to PIA to study. If they wish to extend their study, they should discuss their plans with an academic advisor before they commit to a volunteer assignment, and they should get approval to postpone their volunteering until they have concluded all of their PIA classes.

Travel Abroad

If you plan to travel outside of the US, you need to be sure that you have the proper documentation to re-enter the US. You must have a PIA immigration advisor sign the back of your I-20 before you exit the US. In order to re-enter, you will need the following:

1. A valid passport.
2. A valid US visa.
3. Your current I-20 signed by a PIA immigration advisor within the past 6 months. It must be valid (not expired).

You must also make sure that you have the required visa or documentation for entry into any country you will visit or transit.

SUPPORT SERVICES

Conversation Partners and Conversation Forum

PIA offers students opportunities to practice their English and meet new people. The conversation partner program matches interested students with volunteers from the local community who meet weekly for one hour for informal discussions. The program is on a first-come, first-serve basis and is free. You can sign up in the main office. The conversation forum is a weekly meeting after school that is hosted by a PIA teacher and often attended by Warner Pacific University students and staff members. Each forum has a specific theme, such as manners, dining, or relationships, that the teacher, students, and other participants discuss in a relaxed environment. All students are welcome to drop in to the forum. Signing up is not required.

Tutoring

The ESL Tutoring Center is a free resource for all Pacific International Academy students and Warner Pacific University international students. You can get help with English-language issues like grammar, pronunciation, writing, and reading. You can get answers to specific questions, get help with classes, or simply explore new areas of English with a professional tutor. 30-minute appointments are offered Monday-Thursday after school on the main floor of the Otto F. Linn Library. You can sign up for appointments online at <https://www.piaschools.edu/learn-english/tutoring-center>.

Attending Appointments

Appointments are held on the main floor of the library. If you are more than 5 minutes late, you could lose the appointment.

Canceling or Changing Appointments

You may cancel or change an appointment up to one day before the scheduled time. If you need to cancel or change an appointment less than one day before the scheduled time, you should contact Tutoring Center staff directly. If you miss more than one appointment without notifying staff, you may not sign up for another appointment until you have received permission from the coordinator.

If you want extra professional help in a specific area, you may request a tutor. Tutors are drawn from the PIA teaching staff as well as a qualified tutor list. Tutoring costs \$50 per hour. All appointments must be cancelled no later than 24 hours before the tutoring session or you will be charged the fee for arranging the tutor.

HOUSING

Apartments

PIA offers an apartment placement service for students that would like assistance in arranging an apartment. For this placement fee, PIA will identify available apartments, take the student to view the apartment, and assist the student in completing the application process with the property manager. More information on renting an apartment is available on the PIA website at <https://www.piaschools.edu/housing/apartments/>.

Homestay

PIA offers a homestay program for its students, which provides them the opportunity to live with a local family. This option is only available to individual students; PIA cannot accommodate couples or families in homestay. All families are carefully screened by PIA before the placement of student.

Homestay Policies for Students

General Policies

1. Prior to arrival, students are provided with the following information about their host family: 1) name, gender and age of host parent(s); 2) address and contact information; 3) gender and age of children or other household members; 4) type and number of pets; 5) family hobbies and interests; 6) whether smoking is permitted outside the home; and 7) means of transportation to campus.
2. Students are provided with the following in homestay: 1) a private bedroom with a door and storage for clothing and personal items; 2) access to shared or private bathroom facilities; 3) access to a study space in the bedroom or a common area; 4) Wi-Fi internet access in the student bedroom; 5) meals or food to prepare meals for three meals per day; and 6) access to household facilities and basic supplies. For high school programs, students may be provided with a double room when approved by PIA.
3. Host families must provide students with a safe, caring, and comfortable living environment. Common areas of the home shall be clean, orderly, and free of strong odors.
4. Students are not responsible for paying household utilities, such as electricity, water, internet, cable, and telephone. Students should have access to a telephone for local calls, but must make their own arrangements for international or long distance calling.
5. No smoking is allowed inside of homes. Students may only smoke outside when permitted.
6. PIA strives not to place students from the same country or who speak the same native language in the same host family, except for high school students who are often placed in pairs or groups. Exceptions are made for special circumstances.
7. Students should not sign any contracts or leases. This includes any rental agreements.

Basic Responsibilities

8. Students must respect the host family's house and belongings and be careful not to cause any unreasonable damage. Students assume responsibility for any damage that they cause while staying with their host family. Instances of damage should be settled between the parties involved and reported to PIA. All parties are to be held accountable to applicable laws and regulations.
9. Students are expected to help with daily chores. Host families should communicate their expectations to students and show them how to do any expected housework. Students are not required to completely maintain their host family's house or yard, babysit the host family's children or cook all the family's meals.
10. Students are expected to discuss any homestay concerns they have with their host family. If students are unable to communicate with their host family about an issue, or are unsure how to address a problem, they should talk to PIA staff. PIA will provide support to find a solution.
11. Students can be asked to pay for special items that they choose to purchase. For example, a student may ask the host family to go shopping at an Asian market and should pay for their purchases.

Transportation

12. Students can be required to take public transportation to PIA as long as the total commute time to school is no longer than one hour and fifteen minutes, including wait times, transfers and walking. If these conditions are not met, host families must provide daily transportation to and from the bus stop or to campus. Host families cannot charge students for transportation.
13. For high school programs, students are not permitted to independently take public transportation unless approved by PIA and their high school.

Homestay Fee and Refund

14. Students are required to pay **\$700** per month to PIA for homestay. For periods of less than one month, this amount is pro-rated to **\$23.33** per night. Student must pay for every night in homestay. The homestay fee is paid monthly from the date of arrival. The final month is pro-rated with the nightly rate.

15. Students are prohibited from making payments directly to the host family.
16. The homestay fee is intended to cover the living costs for the student. This should cover all normal expenses. Host families are not permitted to require any additional payments from students. This includes shopping and dining out when it is a normal activity. For example, if a host family goes out for pizza instead of cooking, it is expected that the family pays for the student.
17. PIA requires students to continue to pay homestay fees during vacation periods unless they completely move out of homestay. Students that move out of homestay during vacation cannot hold their room and a new placement may be made with the host family.
18. PIA will refund a prorated portion of any unused prepaid homestay fees with two weeks' advance notice of the student's date of departure. Prorated refunds are calculated on a nightly basis. Should a student not provide two weeks' notice, homestay fees for the notice period will be deducted from any refund.

Move-out, Change, and Continuation in Homestay

19. To change placement, students must have their host family sign a Two Weeks' Notice form and submit it to the PIA office. A new placement will be arranged for two weeks after the form is received. The two weeks' notice period may be waived for students who experience either policy violations by the host family or have a personal emergency as determined by PIA. Students requesting a change of placement are not able to choose their new placement.
20. If a student changes homestay more than once, there may be an additional charge for placement.
21. To move out of homestay early, students are required to submit a Two Weeks' Notice form signed by their host family at least two weeks before their intended move out date.
22. Students may be able to continue their homestay after they graduate from PIA if continuing at a partner college or university. The homestay fee must be paid through PIA.
23. PIA students are prohibited from arranging to move homestay directly with a host family. All placements must be arranged through PIA.

Addressing Homestay Issues

There is often an adjustment period for new students and host families living together. Students are encouraged to talk as much as possible with their new host family to ask questions about the family's rules and expectations to avoid any misunderstandings. Communication is very important in building a new relationship with the host family and students should try to talk to their host family about any concerns they have at homestay.

Students are also encouraged to come and talk to PIA staff members about their concerns. PIA will offer support by explaining cultural differences, offering suggestions on how to discuss the concerns with the host family, and assisting with communication as needed. Students should be prepared to discuss any problems with their host family directly in most cases. Students should only request a change in placement after they have attempted to resolve the problem with their host family, unless they feel unsafe in the home. In cases where a student feels unsafe, they should immediately contact PIA for support and intervention.

WARNER PACIFIC UNIVERSITY SERVICES

Dining Services

The dining hall (cafeteria) in Egtvedt Hall is open daily (except during WPU's summer term). Salad, soup, sandwiches, pizza, desserts, and a variety of hot foods are available. The cafeteria is open daily for breakfast, lunch, and dinner hours. The campus coffee shop, Tabor Grind, is also open daily (except during WPU's summer term).

The dining hall rules are listed below:

1. All meals must be consumed in the dining hall during posted meal periods.
2. All cups, dishes, silverware, and other utensils must remain in the dining hall.
3. Shirts and shoes are required for service.
4. Student ID cards are required for service and can only be used by the person the card was issued to.

Library

The Otto F. Linn Library is available for you to use. Students have access to materials available at the library. Students can check out books, videos, or other resources with their student ID card. All materials must be returned by the date specified by the library at the time of borrowing. Students are responsible for paying fines for late fees, missing materials, etc. Loan information can be found in the student's My Library Account on the library webpage (www.warnerpacific.edu/library).

Computer Lab

The computer lab is located in the basement of A. F. Gray. This room contains nine computers and a printer, as well as a projector and tables and chairs. It can be used for group work and to prepare presentations. The lab is available to students 24 hours per day, seven days per week. To use the lab when the building is closed, students need to register their ID card with Campus Safety. The computers are intended for class-related work. Students found to be abusing computer lab privileges may have their privileges revoked.

Wi-Fi

Wireless internet is available throughout the campus. The password is "4thecity!"

Recreation and Fitness Center

The Recreation and Fitness Center is located on the ground floor of the C. C. Perry Gymnasium. Amenities include a lounge, a pool, ping pong tables, a communal TV with cable and a DVD player, wireless internet, vending machines, and a fitness center. The fitness center is not supervised, so students use the equipment at their own risk. Students are expected to follow the fitness center policies, listed below.

- Must sign in/out each time they use the facility
- No swearing or derogatory language
- Must wear appropriate workout attire, including a shirt and closed toe shoes
- iPods, MP3 players, personal radios, etc. must be used with headphones during workouts – no music can be played over speakers
- Personal belongings should be placed in a locker or outside the fitness center
- Do not move equipment from its area
- No dropping of weights
- Bars must be unloaded and weights put back in the proper spot after use
- All equipment must be returned to appropriate racks when finished
- Spotters or safety bars must be used at all times with barbell pressing exercises
- Safety bars must be used at all times when squatting
- Wipe down machines and benches after use with provided wipes
- Report all injuries and equipment irregularities to the Director of Athletics or Sports Medicine staff

Campus Safety

The Office of Campus Safety is located in the facilities building behind A. F. Gray. The 24-hour phone number is 503-250-1730. The officers work to protect the people and property on campus. Everyone is encouraged to be aware of their surroundings at all times and to report suspicious people or activities to Campus Safety. At night, it is best to travel in groups of two or more. If traveling in a group is not possible, the officer on duty is available to escort community members on campus. To prevent thefts, do not leave valuable items visible in vehicles or unattended in common areas.

All incidents of theft, threats, accidents, etc. should be reported to Campus Safety promptly. If necessary, an officer will assist students in filing a police report. PIA staff members can also help with this. In case of an emergency, dial 911 first and then call Campus Safety after police have been notified.

In case of a fire, follow these steps:

1. Open curtains
2. Close windows and doors
3. Activate fire alarm system
4. Leave building by nearest door
5. Summon help / call 911
6. Notify Campus Safety

TRANSPORTATION

Public Transportation

The Portland area has a good transportation system call TriMet, with buses, streetcars, and a light rail network. The website for TriMet is www.trimet.org. Before your first day on campus, you should learn how to get to and from campus on public transportation. The TriMet journey planner will tell you the best route to take. You can use this online at trimet.org/ride/m/planner_form.html. If you have data service on your phone or are connected to WiFi, you can also visit this website to check the fastest route when you are ready to transit.

Portland buses do not announce the bus stops. You can ask the driver to let you know when you get to your stop so you get off the bus at the correct location. It is recommend that you practice getting to campus by bus before the testing and orientation day so that you are prepared to arrive on time.

Bus to Campus

The Warner Pacific campus is well connected to public transportation. Immediately in front of the campus there is a stop for bus line 2, which takes you along Division Street (with many popular restaurants and shops) to downtown Portland and runs every 15 minutes. It also connects to all TriMet MAX train lines to reach nearly anywhere in Portland. You can also walk to bus stops for the 72 bus line, which connects to the Clackamas Town Center shopping mall and north Portland.

The bus stop to downtown (bus line 2) is **Stop ID #1313** (corner of SE Division Street and 68th Avenue). You can check the time that the next bus will depart by sending a text message/SMS to 27299 and entering the Stop ID # in the message, online at trimet.org/arrivals, or by using the "TriMet Tickets" app for your phone. If you are taking bus line 2 from downtown to campus, you should get off at **Stop ID #1483** (corner of SE Division Street and 67th Avenue).

Fares

There are a number of ways to purchase tickets or passes to use public transportation, and the costs are the same no matter how you purchase your tickets. The prices for using public transportation are:

2-Hour	\$2.50
1-Day	\$5.00
1-Week	\$26.00
2-Week	\$51.00
Monthly	\$100.00

Hop Card

TriMet tickets are available through a prepaid “hop” card, which can be purchased at locations throughout Portland, including Safeway and Fred Meyer grocery stores. You can find the closest location by entering your address on this site: myhopcard.com/home/#/get-card.

The card costs \$3. You then pre-load money on the card and scan the card every time you enter the bus. The cost of your ticket will be charged when you scan your card and the cost will be adjusted based on your usage. You will never be charged more than \$100 per month, which is the cost of a monthly pass. You can reload your card online (using a credit card) or at many retail locations (using cash or a credit card).

An electronic “hop card” can be purchased on your phone through the “Hop Fastpass” app, which is available only for Android phones. With this app, you can use your credit card to purchase an electronic “hop card” and then tap your phone to use public transportation. You must have an active data/Internet connection on your phone when you board the bus to use the electronic card; you cannot use a screenshot. You may need to use an American Gmail or other email account to download the app.

Electronic Tickets

You can download the “TriMet Tickets” app for Android phones or iPhones to buy electronic tickets. With this app, you can purchase any pass type and show the ticket on your phone to the driver when boarding the bus. You must have an active data/Internet connection on your phone when you board the bus to use the electronic card; you cannot use a screenshot. You may need to use an American Gmail or other email account to download the app.

Paper Tickets

You can also purchase 2.5-hour or 1-day tickets on the bus using exact cash (no change is given) or at many retail locations. Paper passes (7-day, 14-day, and 30-day) can be purchased at the airport or TriMet ticket office at Pioneer Square downtown.

To buy a ticket on the bus, insert \$2.50 or \$5 using exact bills and coins into the farebox and tell the driver that you are buying a 2.5-hour or 1-day ticket. Then take your ticket from the ticket printer. When you transfer or travel later in the day with a 1-day ticket, show the ticket to the driver and have a seat. Do not put it in the machine.

If you purchased a 2.5-hour ticket or a day pass from a retailer (an unvalidated ticket), you should put it in the farebox and tell the driver that you have a 2.5-hour or 1-day pass. Then take your validated ticket from the ticket printer.

If you bought a paper pass (7-day, 14-day, and 30-day), do not put it in the farebox. You should show your pass to the driver and have a seat.

Parking on Campus

Vehicles on campus must be registered with Campus Safety and have a current parking permit hanging from the rearview mirror. Permits can be purchased in the Office of Student Life for \$65 per semester. Parking for students is available beside C. C. Perry Gymnasium or below Egtvedt Hall and McGuire Auditorium, Schlatter Chapel, and the library, as well as on the west side of 68th Avenue. Students are not allowed to park in the A. F. Gray parking lot or in any other spaces on campus marked as reserved for faculty/staff or visitors. Vehicles parked incorrectly will be ticketed. Five or more tickets can result in loss of parking privileges. Vehicles parked in No Parking zones, handicapped spaces, or fire lanes may be impounded at the owner’s expense.

Below are the parking rules:

- Drivers must have minimum liability insurance and register the car with Campus Safety
- The parking permit must be displayed properly
- The maximum speed on campus is 15 miles per hour (24 kilometers per hour)
- Parking lots are not to be used for vehicle repair
- Undrivable vehicles must be removed from the lot
- Designated fire lanes cannot be occupied or blocked
- Parking is not allowed on the east side of 66th and 68th Avenues
- Use only one parking space per car
- Warner Pacific University tickets are payable in the Office of Student Financial Services

PIA CONTACTS

The PIA Main Office is open Monday to Friday, 8:00am to 4:00pm, at AF Gray 300.

Staff members are always available to assist you during these hours in the office, or you can call **503-699-6310**.

Name	Position	Contact
Rahi Ghazimorad	Administration and Services Director	rahi@piaschools.edu Line ID: rahig
Erica Fulton	Academic Director	erica@piaschools.edu
Brandon Kurtz	Academic Coordinator	brandon@piaschools.edu
Kelley Ofoni	Admissions and Student Services Manager	kelley@piaschools.edu
Celeste Perez	Office Staff	celeste@piaschools.edu
Erik Thorin	Housing Coordinator	erik@piaschools.edu

Appendix 1: Photo Use Policy

Photo Release Alert

While you are a student at Pacific International Academy, you are agreeing to be photographed, videorecorded, or audiorecorded on the Warner Pacific University campus or during an outing or an activity. These materials may be used for promotional and marketing purposes.

If you request NOT to have your likeness (picture, video or sound) used, please make such a request in writing, by filling out the form below and returning it to the PIA office.

Opt Out

Please do not use my likeness (picture, video or sound) for WPU or PIA archival, promotional, or marketing purposes.

Name: _____
(please print clearly)

Email address: _____

Date: _____