



## WELCOME TO NEW YORK LANGUAGE CENTER!

### MANHATTAN

2710 BROADWAY 2ND FLOOR  
NEW YORK, NY  
(212) 678-5800

### QUEENS

37-66 82ND STREET, 2ND FLOOR  
JACKSON HEIGHTS, NY 11372  
(718) 476-7600

We are pleased to welcome you to the world of NYLC! Now that you are a student at our school we wanted to review some useful information that will help ensure you get the most out of your time with us.

On behalf of the entire team, we want to take a moment to wish you success in your studies and thank you for choosing NYLC to be a part of your English learning journey. Congratulations, you've made it here!

### Let's Get Started:

**NYLC WELCOME!**  
**New Student Checklist**

- ☐ **Receive and Understand 3 forms:**
  1. NYLC official Enrollment Agreement (SIGN & RETURN to NYLC)
  2. NYLC waiver form (SIGN & RETURN to NYLC)
  3. New York State Disclosure Form
- ☐ **If you do not have U.S. Health Insurance, please sign up: Scan the QR code or go to [www.kimberhealth.com/nylc](http://www.kimberhealth.com/nylc)**

### 1. Documents

All new students need to **understand and sign the following documents** during their first week:

- a. The NYLC official Enrollment Agreement (the cancellation and refund policy is on this form)
- b. The NYLC waiver form
- c. You must also receive the *New York State Disclosure Form* "What you should know about Certified Schools in the New York State ESL School Registry". Ask for a copy if you do not have it!

You have the right and responsibility to **understand the enrollment agreement, the refund and cancellation policy on the agreement, and also the NYLC waiver form** that you are signing. Please see an NYLC staff member if you would like to request an explanation or to ask if there is a translation.

### 2. New Student Orientation

Look out for an email regarding our monthly, online NYLC orientation. This is MANDATORY for F-1 students, but we recommend orientation for all new students. There is valuable information about classes, activities, and life in NYC. You will meet your advisors and be able to ask questions about your studies.

### 3. Medical/health insurance

The consequences and risks of not having adequate **medical coverage** can be severe in the United States: for those without coverage a serious injury or illness can cost tens of thousands of dollars and there is a risk of poor health care. Students living in New York City may qualify for **FREE health insurance**. Please see an NYLC staff member for information on how to enroll for student medical (health) insurance. Students can enroll directly at [www.kimberhealth.com/nylc](http://www.kimberhealth.com/nylc). Please ask if you need help. You can scan the QR Code above to go directly to the website.



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### 4. Student Expectations

- a. **Make all payments on time**— If you have an overdue payment you may not be able to attend.
- b. **Attend your Orientation**— It is mandatory for F1 students to attend, but recommended for all new students
- c. **On your first day of class, please do not write in your book**— If the level is too hard or too easy please see the Academic Coordinator by the 3rd day of class and request a re-evaluation.
- d. If the coordinator agrees to switch your class within the first three days of the new session and you have not written in the book, there is no cost to change; if you switch after day three and you have marked your book, you will be charged for the new book.
- e. **Attend your classes everyday**— It is important to attend your classes. If you are an F1 student you need to be enrolled in an Intensive Language Program of 20 hours per week or more each session, and you must have good attendance to comply with your visa requirements.
- f. **Be present and take your bi-weekly and final exams**— If you miss an exam, please see your teacher to schedule a make-up exam. You must achieve a grade of at least 70 percent to progress to the next level.
- g. **Arrive and return from the break on time**, and stay for the entire class.
- h. **If you are sick, please call or email** the school to let the NYLC staff know you will be absent.
- i. **If you are sick for more than two days** or have a major illness or injury, and you are an F1 student, please call your Foreign Student Advisor right away.





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# School Wifi & NYLC APP

**MANHATTAN WIFI:**  
**Name:** NYLCWS  
**Password:** nylc2710

**JACKSON HEIGHTS WIFI:**  
**Name:** Jackson Heights  
**Password:** J@cksOn!3766



Check your attendance, schedule and grades with our app. Download the [NYLC app](#) and come to the front desk to get your log-in information.

### 5. The NYLC App & Wifi

You can check your attendance, schedule, and grades with our app. Download our NYLC app in the Apple App Store or in the Google Play Store and come to the front desk to receive your log-in info.

There is FREE wifi at both our Jackson Heights and Manhattan schools.

There are many student discounts at museums and attractions around NYC, however you must show a student I.D.

to verify your student status. If you would like a student identification card, please speak with the front desk.

### 6. NYLC Social Media

We are on every major social media platform! Follow New York Language Center to see photos of our daily activities and to keep up to date with all NYLC announcements and information. We also post English tips/grammar quizzes made by your teachers to test your new English skills!

Tag NYLC in your posts and use our **#ilovenylc** hashtag! We will re-post you on our social media pages!



## Stay Connected

Follow us on social media for the most up-to-date information!

 @NEWYORKLANGUAGECENTER

 @NYLANGCENTER

 @NYLANGUAGECENTER

 @ILOVENYLC

 NEW YORK LANGUAGE CENTER

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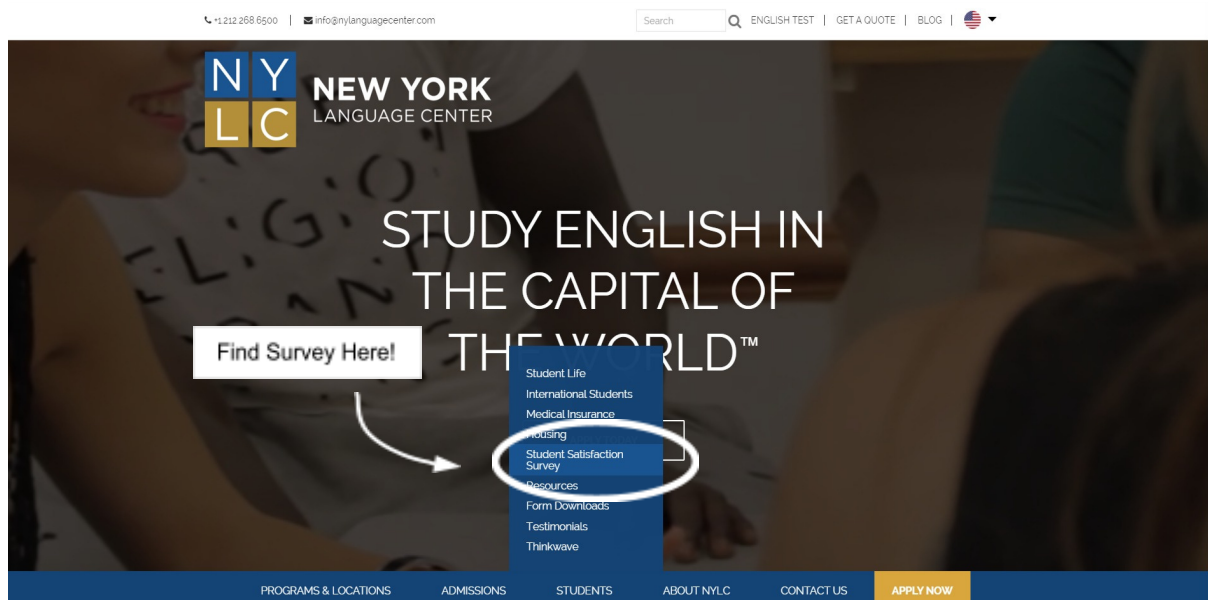


## 7. School Activities

Join us on our weekly student activities! NY Language Center organizes student activities every Friday. You, your family, and your friends are invited to join. Please watch for weekly emails with more information about events. These organized activities around NYC often have discounted or free tickets/sign ups and are a great way to practice your new English skills and meet new people.

## 8. Surveys

A student satisfaction survey is available online at all times. Surveys are encouraged for NYLC orientations, student activities, overseas agent competency, as well as student satisfaction surveys and exit surveys to ensure we are doing our best at NYLC. Please let us know how we can improve!



**Best Wishes,**  
Team NYLC