



DEPARTURE GUIDE

LOS ANGELES

Upon your arrival at our Westwood campus, you will be provided with important information regarding the Kaplan programs available from a trained Kaplan member of staff and provided with the option to enroll in an educational program that meets your needs. While we have programs catering to every level of English proficiency, the choice as to which program to enroll in is up to you upon your arrival.

ADDRESS:

1100 Glendon Ave Ste L-1, Los Angeles, CA
90024, USA

PHONE:

+1 (213)-514-8164

FAX:

N/A

EMERGENCY CONTACT:

+1 (877)-567-3533

SCHOOL DIRECTOR:

Kurt Evans

ACCREDITATIONS AND MEMBERSHIPS

This school is accredited by ACCET (Accrediting Council for Continuing Education and Training). This school is approved to operate as an accredited institution by the California Bureau for Private Postsecondary Education (www.bppe.ca.gov).



BEFORE YOU LEAVE

Here are some important things you need to know to make your arrival as smooth as possible. Use our checklist to ensure you don't forget anything and are prepared for the exciting times ahead.



POCKET MONEY

Recommend weekly budget: \$250. This should cover expenses, laundry, local travel and activities. You will need additional money if you want to take weekend trips. Bring \$150 with you in cash and a debit or credit card. You will need to check with your financial institution to make sure you will be able to withdraw money from an American ATM. Do not bring foreign currency. It is not wise to carry around large amounts of cash.

BANK ACCOUNT

If you're staying longer than three months, you may wish to open a bank account. If possible, set up your account before you arrive as rules, regulations and policies between banks vary. You may be required to bring personal documentation with you; remember it may take a long time to set up the account, so make sure you still have access to money during this process.

CLOTHING

Most students dress casual for classes, but you should bring nice clothes for going out and active clothes for sports and outdoor activities. While the summer is hot and t-shirts and shorts with a light jacket would suffice, winter is warm to cool and a light winter coat is sufficient.

ELECTRICAL CURRENT

Standard voltage in the US is 120 volts; remember to bring an adaptor with you or buy one when you arrive.

REVIEW QUALITY ASSURANCE DOCUMENTS

Please review the documents that are required to be filed with the State and which must be made available to you prior to enrollment. The documents, including our Catalogue/ Catalogue Addendum, Terms and Conditions, Pricelist, and School Performance Fact Sheet can be found at: <https://www.kaplaninternational.com/privacy>

SCHOOL NOTIFICATIONS

We encourage you to follow the school's Facebook page before you arrive and especially during your stay. This will give you an idea of what is happening in the school and help you connect with staff and students. This is also where we will post notification of any unexpected school closures: it is important you check our Facebook page for any messages while you are attending the school, especially if there is severe weather in the area (e.g. snowstorm, flood, etc.). If the school cannot open or school opening will be delayed, we will post a message as soon as possible (the night before or in the morning) to advise you of this, along with information on how to get further updates and any alternate scheduling (if applicable). Follow us on Instagram @kaplanwestwood

CHECKLIST

Is everything ready for your first day at Kaplan? Below is a full list of all the items you'll need to bring with you to orientation. Feel free to print this page out and take it with you!

- ☐ Passport
- ☐ Acceptance letter and Kaplan documentation
- ☐ Visa
- ☐ Minor form (for students under 18)
- ☐ Accommodation fact file (provided by your booking agent)
- ☐ Travel and medical insurance
- ☐ \$150 in cash and credit/debit cards
- ☐ Weather-appropriate clothing
- ☐ Adaptor for electrical appliances
- ☐ Deposit if you're staying in residential accommodation
- ☐ Prescription medication and medical records
- ☐ Emergency information
- ☐ Laptop/tablet
- ☐ Insurance for your personal belongings (recommended, but not mandatory)





WHEN YOU ARRIVE

Arriving at the airport in a foreign country can be overwhelming. To better prepare yourself, make sure that you have read the information below about your arrival and how to get to your accommodation. If you get lost or confused upon arrival, don't be afraid to ask the airport staff for help as they will be happy to give assistance.



KAPLAN TRANSFERS

Students should arrive at Los Angeles International Airport (LAX). We request that you book your flights according to the starting date of your specific program. You must arrive on the Saturday or Sunday prior to your course start date. If you have booked a transfer service, a greeter holding a Kaplan sign will meet you after you have claimed your luggage. Please ensure you arrange and pay the transfer fee in advanced.

TRANSFER SERVICE EMERGENCY CONTACT DETAILS

If you have any flight changes, miss a connecting flight or need help meeting the transfer service, you should call the following emergency number. Please be prepared to tell them your name, school name (Kaplan International) and location.

• Transfer Service Number: +1 (310) 339-6300 • Kaplan Emergency Contact Number: +1 (877) 567-3533

INDEPENDENT TRANSFERS

IF YOU CHOOSE NOT TO USE THE KAPLAN TRANSFER SERVICE

At the airport you can take a taxi to your accommodation. You can also use services like Uber or Lyft. If you are driving, follow the signs to the 405 freeway. Take the 405 North and exit Wilshire East. Turn left onto Westwood. This will put you at the Kaplan school and in the center of town.



FIRST DAY AT SCHOOL

Orientation starts every Monday at 12:30. This includes a placement test, staff introduction, an academic, immigration, activities, and accommodation presentation by staff members, and a walking tour of the school and local area. On their first day, students are expected to bring their passport, copy of their visa, medical insurance information and I-20.



ABOUT THE SCHOOL

NUMBER OF BUILDINGS:	1
NUMBER OF FLOORS:	1
TOTAL NUMBER OF CLASSROOMS:	11
SCHOOL FACILITIES:	Air conditioning, heating, Wi-Fi, computer lab/ multimedia center, self study center, vending machine, student lounge/ common room
WHEELCHAIR / DISABLED ACCESS:	Yes
EXTRA COST OF FACILITIES:	No
OTHER SERVICES PROVIDED:	Accommodation, Airport transfer, University Placement Service, Medical Insurance
EXTRA COST OF OTHER SERVICES:	See our price list
NUMBER OF COMPUTERS AVAILABLE:	18
LEVELS OF ENGLISH OFFERED:	All levels

CLASS TIMETABLE

MORNING	AFTERNOON
Class: 08:30 - 10:00	Class: 14:15 - 15:45
Break: 10:00 - 10:15	Break: 15:45 - 16:30
Class: 10:15 - 11:45	Class: 16:00 - 17:30

SPECIFIC SKILLS CLASSES TIMETABLE

MORNING CLASS (MONDAY TO THURSDAY)
12:30 - 14:00



SCHOOL MATERIALS

MATERIALS PROVIDED FOR STUDENTS:

K+ curriculum, K +notes, K +tools, K +eXtra, Computer lab, Interactive whiteboards

IS THERE A BOOK DEPOSIT?

No

IS THERE A MATERIALS FEE?

No



LOCAL INFORMATION

NAME OF LOCATION:	Los Angeles
TOP 5 REASONS TO CHOOSE THIS CITY:	World center of entertainment, great climate, world-class city, close to spectacular nature (national parks and mountains), easy access to the beach
FAMOUS LANDMARKS:	Hollywood Walk of Fame, Beverly Hills, Rodeo Drive, Santa Monica Pier and Beach
CITY PERSONALITY:	Active, active nightlife, alternative, artistic, big city, bike-friendly, boutiques, bustling, buzzing, coffee haven, cosmopolitan, curious, diverse, entertainment capital, famous, fashion, food trucks, foodie scene, friendly, galleries, glamorous, hiking, iconic landmarks, laid-back, modern, museums, music, natural landscape, ocean views, popular, snowboarding or skiing, sophisticated, sports scene, university town, vibrant, year-round sunshine, youthful
WHAT MAKES THIS CITY UNIQUE?	Potential celebrity-spottings, beautiful sunsets, easy access to other coastal cities
TRANSPORT WITHIN A 10-MINUTE WALK:	Buses
CUISINES WITHIN A 20-MINUTE WALK:	American, Chinese, European, Greek, Indian, Italian, Japanese, Mexican, Middle Eastern, Seafood, Thai, Turkish, Vegetarian, Iranian
ALTERNATIVE THINGS TO DO:	Explore the many museums, hike to the Hollywood sign, go surfing



TYPICAL 2-WEEK SOCIAL SCHEDULE

DAY	FIRST WEEK	SECOND WEEK
MON	Beverly Hills Walking Tour	Westwood Walking Tour
TUE	LA Lakers game	Beach Bonfire (Seasonal)
WED	Surf lessons	Malibu Hike
THU	Venice Beach Bike Tour	Hollywood Sign Hike
FRI	Basketball Tournament	Volleyball at Santa Monica Beach
SAT	Las Vegas	Yosemite Trip

REGULAR SOCIAL ACTIVITIES

Weekend in Las Vegas	\$320
Bike Tour	\$20
Surf lessons	\$85
Hollywood Sign Hike	\$15
NBA/MLB/NFL Game	\$60-\$100
Beach Bonfire (Seasonal)	\$10
Volleyball at Santa Monica Beach	Free

Number of Social activities per week: 5 per week, 2-3 weekend trips

EXAMPLES OF NEARBY CITIES TO VISIT

SAN DIEGO Travel time: 2.5 hours, price of return ticket: \$80
SANTA BARBARA Travel time: 2 hours, price of return ticket: \$80

LIVING COSTS (SAMPLE PRICES FOR ITEMS IN THIS CITY)

Bottle of water: \$1-2
Coffee: \$6
Can of coke: \$1-2
Meal out for two: \$30
Takeout pizza: \$7
Sandwich: \$10
Local bus ticket: \$3
Local train ticket: \$1.75
Bike rental: \$15/hour
Cinema ticket: \$15



ACCOMMODATION



Your new home is an important part of your study experience. Each school has specially chosen options to help make the most out of your stay. Homestay and student residences offer different accommodation experiences, but always meet the highest standards.

HOMESTAY

THINGS STUDENTS NEED TO BRING:

Toiletries, personal items to make their room feel like home, prescription medication, a small gift for your host family (not required), phone card

SERVICES INCLUDED:

Bed linen, towels, laundry (where available, may be an extra cost), telephone use for emergencies

EXTRA COST OF SERVICES:

No

MEALS PROVIDED:

Yes

ABOUT HOMESTAY MEALS

BREAKFAST:

Breakfast is usually a light meal consisting of cereal, fruit, toast, juice, or coffee. Hosts will usually ask you to prepare your own breakfast.

LUNCH:

You will be responsible for buying your own lunch at school, from a local restaurant, or the local shops.

DINNER:

Hosts will provide dinner for you, and when schedules permit, you will eat together with the host. Occasionally you may prepare your own meal with food supplied by the host.

RESIDENTIAL ACCOMMODATION

IF YOU HAVE BOOKED RESIDENTIAL ACCOMMODATION

Please refer to the Residence Fact File from your booking agent for more information, including check-in and check-out times and services available.



WILL THE HOMESTAY ARRANGE TO PICK UP THE STUDENT FROM THE AIRPORT?

No

TRANSPORT TO SCHOOL:

Your host will help you plan your way to and from school on your first day and explain how to use public transport.

WHERE ARE THE HOST FAMILIES LOCATED?

Culver City, Palms, Santa Monica, Mid City, Beverly Hills, West Los Angeles

ADDITIONAL INFORMATION:

Homestays are 45–60 minutes of commute time to the school.



HEALTH AND SAFETY

MEDICAL INSURANCE

All students must have travel and medical insurance for the duration of their stay in the US. Kaplan offers you a low-cost Travel and Medical Insurance Plan that we advise you to take. If you are not taking Kaplan Insurance you are required to show proof of alternative medical insurance. If not taking Kaplan Insurance, please make sure your insurance includes evacuation and repatriation.

IF YOU GET SICK

If you get sick while in the US you should visit a doctor. You can ask the Kaplan staff or your host family where the nearest doctor is. If you have a minor illness you can ask staff at a local pharmacist for advice. Remember to bring any relevant insurance or medical documentation with you. You may be required to register with a doctor.

PROTECTING YOUR BELONGINGS

We strongly recommend you take out insurance for your personal belongings, especially cameras, music players, mobile phones and laptops. Personal items cannot be covered by Kaplan homestay or residence insurance.

PRESCRIPTION MEDICATION

Remember to bring enough of your prescribed medication with you as US pharmacists will not fill a foreign prescription. International customs agents may ask you questions about your medication upon your departure or arrival, so be sure to pack it carefully. Bring any important medical records (blood type, prescriptions, x-rays) that might be useful for medical care abroad as well as contact information for your health care providers at home.

EMERGENCY SERVICES

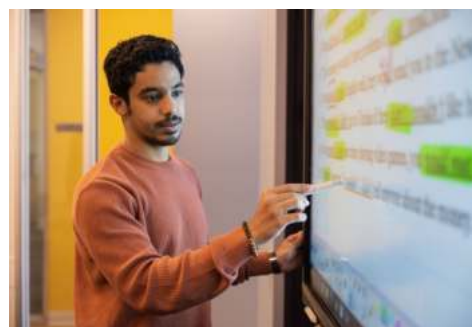
Call 911 in case of fire, medical emergency or if you need the police.

MEDICAL COSTS

Medical costs are at the discretion of your local doctor or hospital.

Minimum medical costs are as follows

- Consultation with a doctor: \$60
- Prescriptions at a chemist: \$25 per item
- Dental treatment: \$150
- Eye test or new glasses: \$150



LAWS

- No one under the age of 21 in the US may buy or consume tobacco or alcohol, including beer and wine. It is against the law to buy tobacco or alcohol for someone you know is under the age of 21.
- Driving under the influence of alcohol is a very serious crime and police make regular random checks.
- You will need international ID to enter bars, clubs or pubs (e.g. passport, ID card, driving licence).
- Buying, selling and using drugs is illegal.

LOCAL CUSTOMS

- Women in the US are equal to men and should always be treated fairly.
- American people talk to strangers in public areas. This is a great way to practice English, but caution should be taken. You should not give out your address and telephone number, or accept inappropriate invitations.
- "Please" and "thank you" are very important words! Always use them if you ask someone to do something for you, or if they help you or give you information.
- The US is a culturally diverse nation where people of all ethnic backgrounds are treated equally.
- People in North America leave a tip for good service in restaurants, hair salons and other places. The tip rate at most restaurants is about 15–20% of the bill and is not usually included. Fast-food is not tipped unless it is delivered. Porters in stations, airports and hotels should be tipped approximately \$1 per bag. Taxi drivers are generally given a 15% tip.



KAPLAN INTERNATIONAL LANGUAGES RULES

- If you leave your Kaplan International Languages course, the government may revoke your student visa and advise you to return home.
- You must attend all classes. If you do not attend your classes your representative will be informed. If you do not then improve your attendance you will be sent home.
- Be on time for all your lessons.
- Always tell Kaplan International Languages if you are going to be absent from school for any reason and tell your host family if you are going away overnight.
- If you commit a criminal offence or have to be severely disciplined you will be sent home. We will also inform the immigration authorities.

US PUBLIC HOLIDAYS 2020

New Year's Day	3 January 2022
Martin Luther King Day	17 January 2022
Memorial Day	30 May 2022
Independence Day (Observed)	4 July 2022
Labor Day	5 September 2022
Thanksgiving	24 November 2022
Day after Thanksgiving	25 November 2022
Christmas Day (Substitute Day)	26 December 2022

* The above dates are observed as holidays in the year. If you arrive on a week where the Monday is a holiday, your first day of school will be a Tuesday.

HOLIDAY POLICY

ACADEMIC YEAR & SEMESTER STUDENTS

There are preset holiday dates for all Academic Year and Semester students. These dates depend on your start date and cannot be changed. Please check with the school if you are not sure when these are.

SCHOOL CLOSURES

The school will be closed from "26 December 2022" to "3 January 2023" with an additional closure for New Years on January 1st

✓ Last updated: 8 June 2022