

MEMORANDUM

To: Au Pair Host Family
From: Dr. Fareed Bordbar - IEI Director
RE: Your Au Pair's Intensive English Studies

We are very happy to have your Au Pair studying with us this session. We think it's a great opportunity for your Au Pair to improve his or her English while he or she is in the U.S.

Please understand that the IEI program is an intensive English program and that your Au Pair will be required to fully participate in the course(s) in which he or she is enrolled. The IEI program has an attendance policy. Your Au Pair is required to attend all classes in the week and both to be on-time and to stay for the entire class period. Students with excessive absences or tardies run the risk of being dismissed from the IEI program. If a student is sick, we understand that; he or she should call our office and should stay home. However, planned week-long absences interfere with the continuity of the student's studies and are not allowed. Please do not plan for your Au Pair to miss classes except in extreme emergencies. Please contact the IEI office if you wish to have clarification about these requirements.

In addition, Au Pairs who have excessive absences or tardies may not be given the class hours letter of confirmation that we usually provide at the end of the session.

Please sign and date the bottom of this letter and turn it in along with your Au Pair's application and/or registration fees. Your signature confirms that you agree to comply with our policy regarding your Au Pair's attendance. Thank you for your cooperation!

Au Pair's Name _____ **IEI Session** _____

Host Parent's Signature _____ **Date** _____