



Course Catalog

9/1/2022-----9/1/2023

www.aenglishcenter.com

(310) 881-3161

3325 Wilshire Blvd Suite #900

Los Angeles, California 90010



American English Center is a private institution, that it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR.

AEC is accredited by the commission on English Language Program Accreditation (CEA). CEA accreditation agency is recognized by the United States Department of Education.

Published: 5/18/2022 Volume 1 ©2022, AEC. All rights reserved

Contents

<u>A Message from the President</u>	4
Disclosure Statement.....	4
School Overview	5
Our History.....	5
Our Mission.....	5
Administration and Faculty.....	5
Facilities and Equipment.....	7
Academic Integrity.....	7
Copyright Infringement Policies.....	7
Discrimination Policy.....	7
2021 Course Schedule and Academic Calendar.....	8
School Holidays:.....	8
Emergency Closings and Other Changes in Class Schedules.....	8
Admission at American English Center	9
Application for Admissions Procedures.....	9
Admissions Requirements (F1 Students)	9
Admissions Requirements (Non F1 Students)	9
Transfer Students.....	10
Students looking to transfer into A.E.C. :.....	10
Students looking to transfer out of A.E.C.:	10
Course Completion	10
Health Insurance	10
Student Conduct and Dismissal	11
Grading System	12
Satisfactory Progress.....	13
Academic Progress for the ESL Program.....	13
Unsatisfactory Academic Progress.....	13
Student’s right to appeal.....	Error! Bookmark not defined.
School Attendance Policy.....	14
Vacation Policy.....	15
Leave of Absence Policy.....	16

Measures Taken When a Student Drops	17
Student’s Records	17
Family Education Rights and Privacy Act (FERPA).....	17
Complaint Procedure	17
How to Make a Payment.....	18
Cancellation, withdrawal, refund policy and procedures	Error! Bookmark not defined.
Student Tuition Recovery Fund	18
ESL Course Fees.....	18
Federal Student Loans.....	19
Loan Repayments.....	20
Federal Loan Defaults.....	20
Transfer of Credits Policy	20
Transfer of Credit Policy for the ESL program	20
Student Services21
Placement Services.....	.21
Course Description.....	22
ESL Intro: Low Beginner	22
ESL level 1: High Beginner	22
ESL level 2: Low Intermediate	21
ESL level 3: High Intermediate	22
ESL level 4: Advanced Part 1	22
ESL level 4: Advanced Part 2	22

A Message from the President

Welcome to American English Center' school catalog for 2022!

Students from all over the world come to California to experience the energy and excitement of one of the most amazing and most visited cities in the world, Los Angeles!

Los Angeles is not only famous for its global importance in the entertainment and diplomatic circles, but it is also famous for its liveliness, the energy, and the incredible experiences it provides its visitors which results in memories that will last a lifetime.

Los Angeles has so much to offer international students, and we are proud to be able to contribute by providing quality English courses that assist international students in accomplishing their goals and dreams. Let us help make your stay in one of the world's most memorable place an amazing one!

Please take the time to read over this handbook carefully, as it outlines important information for students at American English Center.

Best Regards,

Reginald Menos

Disclosure Statement

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment check with the Academic Coordinator to determine if there is any change from the information provided in the catalog. In addition, a catalog will contain information on the school's teaching personnel and courses/curricula offered. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. Therefore, it is possible that courses/curricula listed in the school's catalog may not be approved at the time that a student enrolls in the school or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the Academic Coordinator to determine if there are any changes in the courses/curricula offered or the teaching personnel listed in the catalog.

American English Center does not have any pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818, : www.bppe.ca.gov , Phone: (888) 370-7589 or by fax (916) 263-1897 (916) Phone: 574-8900 or by fax (916) 263-1897

Administration and Faculty

Ownership:

American English Center (A.E.C.) Los Angeles is 100% owned by Reginald Menos and operated by American English Center Inc. a New York corporation.

School Overview

Our History

Our school was founded in 2020 by Reginald Menos. Mr. Menos has over 18 years of extensive experience in the adult education field. Mr. Menos founded (TCS) in 2002 and provided technology training. In 2010 Mr. Menos decided to switch to language training and developed the capabilities to provide complete training solutions to individuals looking to receive content-based English language courses designed to help students acquire fluent language skills, be able to think critically in English, to communicate ideas clearly, and demonstrate comprehension competence in English through integrated instruction, tasks and projects. Mr. Menos currently owns and operates New York English Center, Manhattan English Center, New Jersey English Center. All schools are licensed and or accredited emphasizing his commitment to quality training. Mr. Menos is now excited to have created American English Center (A.E.C.) to continue to meet the needs of international students.

Our Mission

Our mission is to provide an Intensive English Program (IEP) that trains a culturally diverse student body from all over the world to become fluent in American English. By meeting these goals, we will deliver on our mission and excel in the education field

To achieve this mission, the school has identified these additional objectives:

1. To deliver content-based English language courses designed to help students acquire fluent language skills, be able to think critically in English, to communicate ideas clearly, and demonstrate comprehension competence in English through integrated instruction, tasks and projects.
2. To provide an educational environment that encourages an appreciation of academic language studies coupled with American Culture.
3. To uphold our commitment to have a diverse student community while offering policies that hold students accountable to the school's high standards of learning.

Administration and Faculty

Director

The school Director is responsible for the overall operation and management of the school. He/she is responsible for hiring qualified administrators and staff to properly implement the school's policies and procedures. The Director is also responsible to ensure that the school is following all regulations at the Federal and State level including BPSS and SEVP alongside the direct support of Student Services. The Director must attend two professional developments a year and ensure that all administrative staff does so as well. The Director is responsible for ensuring the school's mission is established and all personnel are working as a team to meet the school's goals and overall mission.

School Director Qualifications:

To qualify as a School Director at AEC the individual must have a bachelor's degree in Business or Education related degree with a minimum of 5-years of experience.

Instructor

The instructor is responsible for providing an educational atmosphere where students can fulfill their potential for intellectual and psychological growth. This person is responsible for organizing and implementing an instructional program that will result in students achieving academic success in accordance with American English Center's mission and policies.

Instructor Qualifications:

ESL teachers must have a bachelor's degree with 1 year teaching experience and have successfully completed 3 credits in the TESOL teaching methods from a regionally accredited college or university or a foreign university recognized by BPPE or 30 clock hours in ESOL teaching methods from a recognized BPPE proprietary school association and be licensed by the California Education Department.

Student Services Coordinator

The Student Services Coordinator has the overall day-to-day responsibility to oversee and supervise all aspects of the administrative program. Student Services Coordinator duties include training and coordinating Student Advisors, ensuring all F-1 student records are complete and accurate, creating and keeping AEC attendance sheets, updating class rosters. In addition, the Student Services Coordinator supervises placement exams, student orientations, and activities programs. The coordinator makes sure updated informational packages are available in reference to student housing, healthcare, travel, immigration, etc. The Coordinator act as a liaison for the School Director with regards to local, state, and national governing bodies, associations, and vendors.

Student Services Coordinator's Qualifications:

To qualify as a Student Services Coordinator at AEC the individual must have a bachelor's degree with a minimum of one-year experience.

Student Advisors Student Advisors are a team responsible for carrying out the operational responsibilities associated with maintaining a functioning school environment.

Qualifications

All Student Advisors must have, at minimum, a High School diploma or at least two years of demonstrable experience serving in an administrative capacity, preferably in an educational environment.

Facilities and Equipment

A.E.C. has a total of 4 classrooms and 3 private offices. Classroom 902 is also a test center and classroom 903 also functions as a library. Students can access the library during scheduled hours of Monday—Friday from 2PM—5PM. Test center hours are Monday—Thursday 2PM—5PM and Friday 9-1PM. AEC’s campus is in Los Angeles. Classroom 902 / Test Center is equipped with all the latest computer hardware and software which allows AEC to conduct placement exams to determine the student’s English proficiency level prior to starting at AEC. Classroom 903 / Library is equipped with additional learning materials such as; textbooks, magazines, periodicals, board games, and other supplemental learning materials for students to reinforce their language skills while enrolled at AEC.

Academic Integrity

Students must accept the responsibility to be honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in academic life requires that students demonstrate intellectual and academic achievement independent of all assistance except that authorized by the instructor.

The use of an outside source in any academic paper, report of submission for academic credit without the appropriate acknowledgement is plagiarism. It is also academically dishonest to submit anything in electronic form as one’s own that is the work, either fully or in part, of someone else. It is unethical to present as one’s own work, the ideas, words or representations of another without the proper indication of the source. Therefore, it is the student’s responsibility to give credit to any quotation, idea or data borrowed from an outside source.

Students who fail to meet the responsibility for academic integrity subject themselves to sanctions ranging from a reduction in grade or failure in the assignment or course in which the offense occurred to suspension, dismissal or expulsion from the school. Students penalized for failing to maintain academic integrity who wish to appeal such action may petition the school director for a hearing on the matter.

Copyright Infringement Policies

Students of American English Center are prohibited from using any or sharing copyrighted material. Students who engage in illegal duplication or distribution of copyrighted material are subject to disciplinary action and may be held liable for financial damages by the copyright holder(s).

Discrimination Policy

A.E.C. values diversity and is committed to maintaining a friendly, positive environment for all its members, regardless of race, ethnicity, age, religion, disability, sex, and/or sexual orientation. No member of A.E.C., whether faculty, staff, or student may discriminate against or harass anyone on any basis mentioned above. All members of A.E.C. community, whether faculty, staff or students, should be treated with dignity and respect, any actions that are harassing, abusive, or intimidating against another member of A.E.C. community will not be tolerated.

2022 Course Schedule and Academic Calendar

Course Schedule		
	Days	Hours
A Schedule	Monday-Thursday	9AM-1:30PM
B Schedule	Monday-Friday	1:30PM-6:00PM
E Schedule	Monday-Thursday	6:00PM-10:30PM

The following are official holidays for 2022 for the ESL Program at American English Center.

Classes will not be held on these days.

School Holidays:

New Year's Day, Martin Luther King Jr. Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve.

Other school holidays will be announced in advance by the staff and faculty.

Emergency Closings and Other Changes in Class Schedules

Occasionally, the School is confronted by the need to close because of inclement weather or other reasons beyond the school's control. Such closings are normally announced through the major radio stations in Los Angeles City. In addition, students can also call the school office for school closing information and check the school's website and Facebook page for updates.

Although classes are planned to commence and conclude on the dates indicated in the academic calendar, unforeseen circumstances may necessitate adjustment to class schedules and extension of time for completion of class assignments. Examples of such circumstances may include faculty illness, malfunction of School equipment (including computers and/or networks), and unavailability of School facilities occasioned by damage to the premises, repairs or other cause, and school closings because of inclement weather. The school shall not be responsible for refund of any tuition or fees in the event of any such occurrence or for failure of a class to conclude on the date originally scheduled, nor shall the School be liable for any consequential damages as a result of such a change in schedule.

Admission

Application for Admissions Procedures

Candidates are urged to visit the school for a personal interview. If this cannot be arranged, an email to admissions@aenglishcenter.com or a written application should be sent to the Director at:

If student is applying by mail, upon receiving an application, A.E.C. will schedule student for an interview with a student advisor. All applicants are required to complete a personal interview with a student advisor.

Students can also apply for admission online at www.aenglishcenter.com by using the following steps on the Web site:

1. Click on Admissions and request information

After arriving on campus, students must take a placement exam. Placement testing is required and ensures that students are enrolled in appropriate courses according to their abilities in English.

F-1 international students must attend at least 18 hours per week courses.

Admissions Requirements (F1 Students)

- Copy of Passport bio pages, valid at least 6 months (I—94 and VISA needed if you are in U.S).
- A.E.C. Application for Admission Form completed and signed by the applicant.
- Original Bank Statement showing no less than US \$20,000 for Initial I-20s (Statements cannot be more than three months old) or Affidavit of support (which should include signatures and contact information of those who are willing to support the student for the entire time he/she will be studying at A.E.C.)
- Copy of highest diploma or certificate of academic completion & transcript.
- A non-refundable registration fee of US \$300 for initial I-20s (Excluding all USCIS fee).
- All copies of I-20 from previously attended school in the USA (If applicable).
- Passport/I-94/Marriage/Birth certificates for dependents (If applicable).

Admissions Requirements (Non F1 Students)

- Copy of Passport bio pages, valid at least 6 months (I—94 and VISA needed if you are in U.S).
- A.E.C. Application for Admission Form completed and signed by the applicant.
- Copy of highest diploma or certificate of academic completion & transcript.

AEC does not admit students based on the Ability-to-Benefit (ATB). All students are required to have a minimum of a High School diploma for admittance.

AEC offers English as a Second Language courses from beginner to advanced. Students do not need to have any English language proficiency prior to enrollment. All students will be tested to determine their current English language proficiency. AEC uses the Cambridge University Press English Placement Test with a scale of 1–12 to determine a student’s English proficiency level.

All courses are taught in American English by native speakers.

Transfer Students

Students looking to transfer into A.E.C.

- 1 Have to provide the student advisor with an Application for Admissions and all applicable documents listed on the Application for Admissions form.
- 2 Student advisors, after reviewing the applicant’s documents, will provide the student with an Application for Admissions form, a Transfer form, an Acceptance Letter and the Enrollment Agreement.
- 3 Once the student record is released by his/her previous school, student should be called to come sign their I-20, and finish the enrollment process. (*Students can’t get an I-20 until they have paid tuition for at least 1 month*).

Students looking to transfer out of A.E.C.:

- 1 The student advisor will check the student’s attendance records and payment records. If the student is not meeting the attendance requirements, when transferring we will indicate “failure to maintain full course load” as their current status.
- 2 An exit survey will be provided to the student.
- 3 Taking the exit test is mandatory for the student record to be released.

Course Completion

A certificate will be issued for the successful completion for each course.

Health Insurance

All A.E.C. students are strongly advised to purchase health insurance when studying in the US. Having health insurance protects you from paying the full cost of medical expenses and having student medical and accident insurance is recommended for international students.

We can provide refer students to insurers for help with getting insured.

Student Conduct and Dismissal

Students should obey the law and all school requirements (see Academic Integrity). Violators will be subjected to dismissal. The following are A.E.C. code of conduct. Violation of these codes may result in dismissal from:

1. International students are required to maintain a full-time 18hrs/week schedule unless authorized to study below full-time. Students will be terminated for failure to maintain a full-time schedule.
2. Students must adhere to registered schedule. Make up sessions are allowed according to the schedule
3. Students will not be able to transfer to another school unless they are currently maintaining a Full-time schedule.
4. All financial obligations must be met prior to transfer or vacation requests.
5. Students will not be given vacation time unless they have maintained a Full-Time schedule and completed the current semester.
6. Any use of foul or abusive language is forbidden.
7. There will be no cheating, stealing, lying or physical violence.
8. The possession or use of marijuana, drugs or alcoholic beverages is forbidden.
9. The possession of dangerous objects such as knives, firearms etc., is forbidden.
10. Damage of A.E.C. property is forbidden.
11. There will be no smoking on school premises.
12. All classes start promptly. Students entering class more than ten minutes past the scheduled starting time will be considered absent for that class.
13. A student may not receive telephone calls at school except in an emergency.
14. Students may not have visitors during class hours.
15. A.E.C. expects each member of the school community to conduct himself/herself with courtesy and sensitive to the needs of others. This includes a willingness to help the school maintain a clean and attractive environment.
16. Please make sure that you do not leave coffee cups, sugar packets and other stuff after drinking coffee in lobby/training room or in lab area. Garbage bins are provided and if need help ask your instructor or a A.E.C. employee.
17. FOOD IS PROHIBITED AT ALL TIMES INSIDE THE CLASSROOM AND LAB.
18. Please keep the facility a professional business environment. If you have problems with lessons or assignments or have questions related to lab exercises or on a topic, write it down and bring it in next class or email it to the instructor. Request help early; do not wait for the last moment. Last moment request for help on assignments will be disregarded. Also please make sure you complete your weekly assignment at least two days prior to your next class.
19. If you have any questions about the subject, ask your instructor in the class or just after the class had ended while they are still in the class. We do not make up for lost classes. Unless due to natural causes or if we are closed.
20. Please let us know of any change in your email address and postal address as soon as possible.
21. A.E.C. will not be responsible for your lagging behind in your course.
22. Please remember support email address: admissions@aenglishcenter.com
23. During the instruction session, distraction and disturbances are prohibited. A.E.C. reserves the right to dismiss participants from the session and the program due to non-cooperation, misbehavior and not being able to perform in the course with a prorated refund.
24. Use of Flash Drives in the lab without explicit permission from the Instructor/Administrator is prohibited.
25. The computer case must not be opened in any event. Study will be terminated if any student is found stealing or knowingly damages the training facility or its contents.
26. Please do not change the password on computers.

Grading System

Grade Reports are issued at the end of each Semester. Grades are based on examination, class work, and homework. Final grades are permanent part of the student's file and are the basis of the student's transcript.

Progress Reports

Testing is standardized throughout the curriculum based on tests of high reliability. Test results will be recorded in and tracked via the school's SMS system.

Grading criteria

Weekly Progress Checks	60% of course grade	Quizzes from textbooks	Quizzes every Thursday
Mid-term Exam	20% of course grade	Exam from Cambridge Exam Package, depending on the course and testing support materials.	Midway through the course.
Final Exam	20% of course grade	Exam from Cambridge Exam Package, depending on the course and testing support materials.	At the end of the course.
Beginner, Intermediate, and/or Advanced Certificate of Completion	Based on data from new SMS system		After passing Level Exit Exam

Grading scale

Grade	Performance	Percentage	Quality Points
A	Excellent	90%-100%	4.0
B+	Very Good	85%-89%	3.5
B	Good	80%-84%	3.0
C+	Satisfactory	75%-79%	2.5
C	Passing	70%-74%	2.0
D	Poor	60%-69%	1.0
F	Failure	Below 60%	0
NC	No Credit		
I	Incomplete		
W	Withdrawn upon written notification		
WA	Administrative Withdrawal		
*	Passed Advanced standing Test		
R	Repeat Course		
U	Unofficial Withdrawal		

An incomplete grade (I) will be given to students who fail to meet minimum requirements, generally because of unforeseen circumstances. An incomplete must be pre-approved by the Academic Coordinator. The student will be given one module of 2 Weeks to complete the required work. When the course work is completed, the student will be issued a grade. If the work is not completed during the prescribed period of time, the incomplete will become an F (Failure).

If a student received an Incomplete, no quality points are accumulated; however, the clock hours attempted are calculated.

If a failure is repeated, the grade of the repeated course is calculated as the grade for the course and the F received in the first course will be changed to an R on the student's official transcript.

However, the attempted hours for both courses are calculated when evaluating successful source completion for program pursuit, but not when determining a student's attendance for the measurement of academic progress.

If a student withdraws from the program during the module, all courses attempted during that module will receive a W on student's transcript. If the student is accepted for readmission, all W courses must be repeated. The hours for these courses will count towards the maximum time frame in the calculation/determination of satisfactory academic progress. Once the course is repeated the hours will not count in calculating attendance percentage. The review at the evaluation points cited in the satisfactory academic progress policy will be postponed and financial aid disbursements will be delayed.

Satisfactory Progress

Satisfactory progress is comprised of two basic components: satisfactory academic progress and satisfactory attendance.

A student who is matriculated and who is judged to be capable of full time or part time study, as appropriate, is classified as making satisfactory academic progress.

To maintain satisfactory progress, all students must demonstrate satisfactory attendance and must achieve minimum grade point average of 2.0 at the end of each semester of 12 weeks for ESL.

Academic Progress for the ESL Program

All students must maintain satisfactory academic progress in order to remain eligible to continue as students in the school. Satisfactory Academic Progress (SAP) includes but is not limited to meeting minimum standards for grades (a grade of "C" or above), tests, quizzes, class participation, etc., and must maintain an attendance rate of 85%. Students whose grades and/or attendance fall below the rates above are considered for probation and receive immediate advising by the Academic Coordinator. Students enrolled in our one term ESL program (12 weeks/216 clock hours) will have to improve their SAP by the mid-term or 6th week in order to be removed from probation or be considered for termination. In order to maintain satisfactory academic progress, students must adhere to our Leave of Absence / vacation policies. Students maintaining satisfactory academic progress must demonstrate progress by enrolling in appropriate proficiency levels.

Unsatisfactory Academic Progress

A student who fails a course, or whose cumulative fall or spring term grade point average falls below “C” will be placed on academic probation. In this circumstance, the student will receive written correspondence from the Academic Coordinator outlining a plan of study designed to improve his or her academic performance. Such a plan of study may include a reduction in non- academic activities, special tutoring, remedial work in reading and writing, or such other provisions as may seem appropriate in each case. The student is required to follow this plan of study until he or she is removed from probation. Students are not to exceed 36 months of study in our ESL program. Students who fail to maintain satisfactory Academic Progress due to a failure to maintain an 85% attendance may jeopardize their I-20 status and be terminated for dropping below the required full course load. The student is automatically removed from probation upon successfully completing an academic term (12 weeks) when the student’s grade has risen to a “C” or above and has achieved 85% attendance.

Placement Exam /Student’s right to appeal

Once students have registered and paid all tuition costs, they must take a placement exam to determine their appropriate program level. NYEC uses the Cambridge Placement and Evaluation Package. This exam takes 2 hours to complete and measures a student’s ability level in reading, writing, speaking, and listening. Students must sign up to take the exam at the reception desk. Currently, exams are offered Wednesday- Friday at 2pm. Shortly after the exam, the student will be given their course level and their class assignment.

If a student feels that his/her assigned level is too high or too low, he/she can meet with the Education Coordinator, and he will decide the best course of action.

A student who has been placed on probation will receive an academic probation letter along with his/her progress report. A student has the right to file an appeal with the Education Manager to contest a final grade or a probation status. An appeal must be filed in writing within 3 business day from date of notification of probation status and must provide evidence to justify their case. The training director will review any evidence and provide a final decision on the student’s status within 5 business days.

School Attendance Policy

Classroom instruction provides an educational experience that allows students to benefit from the guidance and abilities of the instructor as well as the exchange of values and ideas among others in the class. For that reason, at least, class attendance is important. Furthermore, an international student on and F-1 student visas is required by law to enroll on a Full-Time basis. Students must be in attendance at least 85% of the time. Students must maintain 85% to graduate. Any students who go below 85% will be put on probation and or be dismissed. The classroom teacher maintains the attendance roster. The attendance roster is always kept at the school. If a substitute teacher is used, the substitute must initial the day’s attendance.

At the end of an instructor’s schedule, he/she is to submit to the Academic Coordinator both hourly attendance sheets. The Academic Coordinator is to verify accuracy and submit to the administrative staff to input in A.E.C.’s tracking system each student’s hour of attendance. Students have the ability to stop at the front desk to inquire about the number of hours they have accumulated on a daily, weekly, monthly or semester basis.

Attendance will be taken in the following manner:

1. Approximately 15 minutes after class begins
2. Approximately 10 minutes before class ends

After 3 Absences, students will be contacted by phone and the results will be recorded on the Absence/Drop Record Form. At the end of each month, student's hours are calculated and totaled. Students not meeting their required hours will be called and an unauthorized dropped below full course load letter will be issued. Students who continue to fail to maintain the required hours for two consecutive months will be put on academic probation. Students who fail to maintain the required hours for three consecutive months will be terminated.

After 5 absences, students will be contacted by telephone and in writing and will be advised of possible consequences. A copy of the same letter will be given to the student the next time the student comes to class, at which time the student must sign the Absence/Drop Record Form acknowledging receipt of the letter.

Vacation Policy

Students may elect to take a vacation during their course of study. A vacation is limited to 90 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple vacation requests may be permitted provided the total of the vacation time does not exceed this limit.

A student enrolled under an F-1 or M-1 visa may be granted vacation in accordance with the regulations of the Department of Homeland Security. Vacation may be granted only at the completion of the semester in which the student is enrolled. Students not meeting academic standards of 85% and or not maintaining a 2.5 grade point average will not be approved for vacation. A vacation policy that allows students to accumulate vacation over an extended period of study, length and frequency of vacations must not impede student progress and must be reasonable within the context of the institution's curriculum.

The appointed Student Advisor is expected to review the student's request, preferably in person with the student requesting the vacation. Not all vacation requests will be granted. All vacation requests must be in writing and approved in writing.

The student must sign and date the vacation request. A vacation request must have a beginning date and date of return. Students must specify whether they are traveling outside the United States so that appropriate advice is given in reference to their immigration status.

The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

The institution must document its approval of the vacation request in accordance with its published policy.

The institution may not assess the student any additional charges as a result of the vacation request.

An approved vacation request may be extended for an additional period provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limits as noted.

Leave of Absence Policy

A leave of absence is to be granted only in extenuating circumstances, such as an accident, prolonged illness, maternity leave, or the death of a relative. The school is expected to explain the implications of a leave to the student. If the student fails to return on the agreed upon date, the student will be dismissed.

The leave of absence is limited to 60 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

A student enrolled under an F-1 or M-1 visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security and the following guidelines: (a) in emergency situations such as a serious illness or a death in the immediate family. Unless otherwise stipulated and documented, the leave is not to extend beyond 50% of the length of period for which the student applied; (b) a vacation policy that allows students to accumulate vacation over an extended period of study. Length and frequency of vacations must not impede student progress and must be reasonable within the context of the institution's curriculum.

The appointed Student Advisor is expected to review the student's request, preferably in person with the student requesting the leave. Not all leave requests will be granted. All leaves of absence must be requested in writing and approved in writing.

The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.

The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.

The institution must document its approval of the leave of absence request in accordance with its published policy.

The institution may not assess the student any additional charges as a result of the Leave of Absence. An approved leave of absence may be extended for an additional period provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limits as noted.

Measures Taken When a Student Drops

If a student is absent 5 times consecutively without notifying the school, that student will be considered dropped. The school will contact the student by telephone and in writing and formally advise the student of this status. Results will be recorded on the Absent/Drop Form. If appropriate, the student will be informed that a leave of absence status is available. The student will also be informed that the tuition paid will remain valid, unless there has been a significant financial or educational change to the program, in which case, extra tuition will be charged. The school will then request that the student respond in writing and provide reasons for withdrawal. The results will be recorded in the Absent/Drop Record Form.

Student's Records

A.E.C. policy is to maintain full and complete student records in compliance with California State Education law, Department of Homeland Security. All student folders are to contain the following Checklist to ensure compliance: 1: Application for Admissions 2: Education documentation 3: Copy of all I-20s 4: Copy of I-94 card 5: Copy of Pass Port 6: Bank Statement 7: Letter of Acceptance 8: Transfer form 9: Affidavit of Support 10: Enrollment Agreement 11: Student Ledger 12: Payment Receipts 13: Placement Exam 14: Transcripts 15: Certificate of Completion 16: Progress Records 17: Placement Records 18: Entrance Exam 19: Exit Exam. Items that do not apply to the student is to be marked not applicable (N/A).

The institution is required to: maintain permanent student records, compiled at the time of course or curriculum completion, discontinuance or withdrawal, shall be maintained in a single file for each student, for a period of not less than 20 years after the student completes the program.

Student records are to be kept in Alphabetical order by last name and are kept in the Training Director's office which is to be locked at all times in the absence of the Director. Students can request to view their records and or obtain copies of their transcripts by making an appointment with the Academic Coordinator. There is currently no fees for copies of transcripts.

Family Education Rights and Privacy Act (FERPA)

Consistent with Family Educational rights and Privacy Act of 1974, American English Center (A.E.C.) has adopted policies, which protect the privacy of students.

In brief, the statute provides the educational institutions and agencies must provide students access to certain official records directly related to the students and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate institutions must obtain the written consent of the student before releasing personally identifiable data about student form records to other than a specified list of exceptions.

Students must be notified of these rights. An office and review board has been established in the United States Department of Education to investigate and adjudicate violations and complaints of this section.

Complaint Procedure

Students should direct all complains to the school administrator including not limited to teaching quality,

classroom condition, tuition refunds etc. However, if the issues are not resulted satisfactorily, students should escalate complains to the school Directors or Academic Coordinator.

How to Make a Payment

In Person

Payment may be made directly at the School office via check, cash, money order, or VISA, MasterCard, American Express. Payable: American English Center (A.E.C.)

Financials

Title IV: American English Center currently does not participate in federal and state Financial Aid Programs currently.

Loans: If you obtain a student loan to pay for any educational programs offered by A.E.C. you are responsible to repay the loan plus the interest less the amount of any refund you have received.

American English Center cancellation, withdrawal, and refund policies

Students requesting a refund should send a written request to admissions@aenglishcenter.com or drop off a letter with the front desk. If the refund request meets the schools refund policy, refund will be made to the students within 45 days. The failure of student to notify the director in writing of withdraw may delay refund of tuition. Notice of cancellation shall be in writing, and withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. AEC shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class, session, or the seventh day after enrollment, whichever is later. For students who have completed 60 percent or less of the period of attendance, a pro rata refund shall be issued. Students requesting a refund should send a written request to admissions@aenglishcenter.com. AEC shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

ESL Course Fees

Program	English as a Second Language (E.S.L.)
Duration	216-Hours
Tuition	\$1200
Books	\$50
Registration Fee Non-Refundable	\$100
Non -Refundable STRF Fee	.50
Total Tuition	\$1,200 <input type="checkbox"/> (\$400/month) <input type="checkbox"/> (\$1,180 Full pay/ quarter)

Refund Policy	3 Quarters of 12 weeks Total of 12 weeks (3 months)
---------------	---

Student Tuition Recovery Fund: The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

FEDERAL STUDENT LOANS : If the student defaults on a federal or state loan, both the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

LOAN REPAYMENTS: If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

FEDERAL LOAN DEFAULTS: If a student defaults on a federal or state loan, both the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Transfer of Credit Policy for the ESL program

The transferability of credits you earn at AEC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the ESL program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending AEC to determine if your certificate will transfer."

A.E.C. does not accept transfer of credits from other institutions. All students who want to enroll in A.E.C.'s English language program must take a placement and an achievement test prior to enrollment.

AEC does not accept credit for prior experiential learning.

AEC does not have any articulation or transfer of credit agreement with any universities or institutions at this time.

A.E.C. will assist students should they want to transfer to another institution and provide guidance or counseling, official transcripts, syllabi, or course outlines for evaluation to determine if any credit will be issued by the accepting school.

Student Services American English Center provides student services to help students navigate throughout their studies. The following services are offered:

1. **Transfer**---A.E.C. will assist students should they want to transfer to another institution and provide guidance or counseling, official transcripts, syllabi, or course outlines.
2. **Orientation**--- Once you have registered for your classes you will be tested and placed according to your level of English understanding. Before you begin your classes at American English Center you will have Orientation. During Orientation you will receive a student an Orientation Handbook which answers many questions about studying at AEC. Orientation will cover A.E.C.'s attendance policies, grading policies, student progress, vacation, probation, transfers, and much more. All students must attend orientation.
3. **Counseling Services**--- A list of counseling services is located at the admissions desk.
4. **Student Housing Services**--- A.E.C. do not provide housing services. However, we do have a list of residences that students can contact directly to discuss their options. A.E.C. has no affiliation or contract with these residences.
5. **Insurance**---A.E.C. strongly recommends that students who are not U.S. citizens or permanent residents to purchase insurance coverage through a U.S. carrier. We have referrals to different providers at the front desk.

Placement Services A.E.C. do not provide placement services.

Course Description

ESL Intro: Low Beginner

This course is designed to immerse the absolute beginner into the English Language. Lessons are carefully crafted to provide a good balance between speaking, reading and writing. Each lesson provides immediate practice with the newly introduced grammar while providing adequate exercise of the previously introduced material. By the end of this course, students will have acquired basic language skills to begin expressing their thoughts and carry simple conversations. Upon successful completion of this course, students will advance to high beginner level.

Course Requirements

Class Participation

You are required to participate in class discussions and activities on regular basis. Since one of our objectives is to exercise and improve our speaking skills, active participation in discussions is not only encouraged and but will be reflected in your final grade.

Final Exam

The final exam test is designed to measure your progress and determine your eligibility for the next level in the ESL course series. Both tests will include a written and speaking section and will include material covered in the course.

Grades

Final grade for both ESL program is calculated base of the following method:

GRADING CRITERIA (EACH SEMESTER)

QUIZZES	50%
MID-TERMS	15%
FINAL	15%
WRITING	10%
CLASS PARTICIPATION	10%
TOTAL	100%

ESL level 1: High Beginner

Prerequisite: ESL Intro or equivalent placement

Course Description

This beginner level ESL course is designed for students who have some foundation in English but are not yet intermediate level speakers. Lessons are carefully crafted to build upon the existing foundation to expand vocabulary while introducing more complex grammar and sentence structures. Each lesson encourages immediate practice with the newly introduced grammar and vocabulary while providing adequate exercise of the previously introduced material. By the end of this course, students will have gained the necessary language skills to satisfactorily function in most real-life situations related to immediate needs. Successful completion of this course will advance the student to Low Intermediate level.

ESL level 2: Low Intermediate

Prerequisite: ESL level 1 or equivalent placement

Course Description

This is a low-intermediate level ESL course designed for students who have solid foundation in beginner's English. Lessons are carefully crafted to build upon the existing foundation to expand vocabulary while introducing more complex grammar and sentence structures. Each lesson encourages immediate practice with the newly introduced grammar and vocabulary while providing adequate exercise of the previously introduced material. By the end of this course, students will have refined their language skill beyond that of

survival needs to function independently in most familiar situations and use appropriate language in social situations. Successful completion of this course will advance the student to High Intermediate level.

ESL level 3: High Intermediate

Prerequisite: ESL level 2 or equivalent placement

Course Description

This course is designed for students who possess satisfactory level of English language skills to communicate effectively in most familiar social settings. Lessons are carefully crafted to build upon the existing skills to expand vocabulary while introducing more complex grammar and sentence structures. Each lesson encourages immediate practice with the newly introduced grammar and vocabulary while providing adequate exercise of the previously introduced material. By the end of this course, students will have acquired the skills to discuss and interpret complex thoughts and ideas in both familiar and unfamiliar social situations. After this course students will proceed to the advanced level

ESL level 4: Advanced Part 1

Prerequisite: ESL level 3 or equivalent placement

Course Description

This course is designed for students who possess satisfactory level of English language skills to communicate and interpret complex thoughts and ideas in both familiar and unfamiliar social situations. Central objectives to this course are twofold: to further study and apply grammar, punctuation, and vocabulary; and gain proficiency in written and spoken English usage. By the end of this course, students will have acquired advanced competency in the mechanics of language and cultivated an intuitive understanding of paragraph structures to formulate coherent well-formed thoughts and ideas. Upon completion of this course, students will proceed to Part 2 of the Advanced ESL series.

ESL level 4: Advanced Part 2

Prerequisite: ESL level 4 Part 1

Course Description

This course is designed for students who possess advanced level of English language skills to formulate coherent well-formed thoughts and ideas. Central objectives to this course are twofold: to further apply grammar, punctuation, and vocabulary; and gain proficiency in written and spoken English usage. By the end of this course, students will have cultivated strong language skills to communicate increasingly complex and elaborate topics in both written and spoken English with near native proficiency.

Student teacher ratios for Beginning ESL 18 students' one teacher

Student teacher ratios for Intermediate ESL 18 students' one teacher

Student teacher ratios for Advance ESL 18 students' one teacher