



# AMERICAN ENGLISH COLLEGE

[www.aec.edu](http://www.aec.edu)

2015



Let us prepare you for the world ahead

## TABLE OF CONTENTS

<b>Approval Disclosure Statement</b>	3
<b>School Performance Fact Sheet</b>	4
<b>About American English College</b>	5-7
• Campus Location - Monterey Park and Rowland Heights	5
• A Message from the Dean	6
• Mission	6
• Accreditation and Affiliations	6
• Instructors	6-7
<b>Programs</b>	8-10
• Cambridge Michigan English Placement Test & Course Levels	8
• Course Descriptions and Clock Hours	9-10
<b>School Calendar for 2014</b>	11
<b>Tuition &amp; Costs</b>	12-13
<b>Students Services</b>	14-15
• Airport Pick-up & Drop-off	14
• School Events	14
• Housing Accommodations	14
• Library and Facilities	15
<b>Transcript and Certificates</b>	16
<b>College and University Articulation Agreement</b>	16
<b>School Policies and Procedures</b>	17-20
• Attendance Policy	17
• Grading Policy	17
• Academic Probation Policy	17
• Change of Class Request Policy	17
• Vacation and Leave of Absence Policy	18
• Cancellation of Agreement	18
• Refund Policy	19
• Retention of Student Records Policy	20
<b>Bureau for Private Postsecondary Education</b>	21-22
<b>How to Apply</b>	23 -24
• F-1 Overseas Applicants	23
• Transfer Applicants	24

## APPROVAL DISCLOSURE STATEMENT

The American English College (AEC) is a private institution that is approved to operate by the State of California Bureau for Private Postsecondary Education (BPPE) and institutionally accredited by the Accrediting Council for Continuing Education and Training (ACCET). We are approved to offer the following courses:

### **Intensive English (9 ESL Levels) – 30 hours per week**

Class Schedule: 9AM – 1PM, 2PM – 4PM

### **Semi-Intensive English – 20 hours per week**

Class Schedule: 9AM – 1PM

### **TOEFL Preparation – 20 hours per week**

Class Schedule: 9AM – 1PM

Instruction at the main campus comprises of 8 classrooms that accommodate approximately 14 students at any one time. Instruction at the Branch campus comprises of 6 classrooms that accommodate approximately 15 students at any one time. 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.

The institution, the facility it occupies, and the equipment it utilizes fully comply with any and all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety, and health codes.

**LANGUAGE UNITES THE WORLD**

**SCHOOL PERFORMANCE FACT SHEET  
Main Campus & Branch Campus  
2014**

The American English College offers an Intensive English Program to International Students. The credits earned at AEC are **NOT** transferable to any other institution. In addition students attending Intensive English Programs are **NOT** authorized to work in the United States. Also, students are **NOT** eligible for Government Student Loans or Grants.

1. Completion Rate: Main Campus

<b>2014</b>	<b>Intensive English Program</b>	<b>Semi-Intensive English Program</b>	<b>TOEFL Preparation Program</b>
96%	95%	97%	100%

Completion Rate: Branch Campus

<b>2014</b>	<b>Intensive English Program</b>	<b>Semi-Intensive English Program</b>	<b>TOEFL Preparation Program</b>
100%	N/A	100%	N/A

2. Placement Rates: **No** students are placed in employment.
3. License examination passage rates: **N/A**
4. Wage & Salary Information: **N/A**
5. This Program does **NOT** lead to employment.
6. This Fact Sheet is filed with the Bureau for Private Post Secondary Education.

"Regardless of any information you may have relating to Completion rates, placement rates, passage rates, starting salaries or license exam. This Fact Sheet contains the information as calculated pursuant to the law."

7. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

**Bureau of Private Postsecondary Education**

Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

P: (916) 431-6959

F: (916) 263-1897

[www.bppe.ca.gov](http://www.bppe.ca.gov)

## ABOUT AMERICAN ENGLISH COLLEGE



### CAMPUS LOCATIONS

#### Main Campus – Monterey Park

111 N. Atlantic Blvd. STE 112  
Monterey Park, CA 91754  
Telephone: (626) 457- 2800  
Fax: (626) 457- 2808  
Email: info@aec.edu

#### Branch Campus – Rowland Heights

18888 Labin Court. Suite B211  
Rowland Heights, CA 91748  
Telephone: (626) 820-9138  
Fax: (626) 820-9160  
Email: info.rh@aec.edu

American English College offers English courses in the city of Monterey Park, CA and Rowland Heights, CA.

- Access to our campus library and computer lab
- Multimedia classrooms, with high speed Wi-Fi internet access
- Convenient location to a variety of restaurants, tea and coffee cafes, local shops and gyms
- Climate is sunny and warm most of the year
- Centrally located between Downtown Los Angeles and Huntington Beach
- 

Both campuses are a short drive to beaches and world-famous attractions, such as Disneyland, Universal Studios, Beverly Hills, and Hollywood.

Renowned universities and community colleges, such as UCLA, USC, Pepperdine University, California State University Los Angeles, East Los Angeles College, Pasadena City College, Glendale Community College, Santa Monica College, are just a few miles away making American English College your best choice for learning English and transferring to nearby universities.

## A MESSAGE FROM THE DEAN

*Thank you for your interest in the American English College. Like you, thousands of foreign students have contacted us about improving their English. Founded in 1983, American English College has extensive experience in meeting the special needs of students and business professionals. We offer small classes in order for students to actively participate and interact with the instructor. In addition, each instructor is qualified to teach based on his or her education and teaching experience.*

*Throughout the years, many of our students have successfully enrolled at the U.S. College or University of their choice for their continued education. If you decide to apply, you will find a caring administration, staff, and faculty who will make your attendance a pleasant experience. I look forward to meeting you.*

**Dr. Kenneth Policky**

*Dean of International Students*

## MISSION

The mission of the American English College is to provide English-as-Second-Language (ESL) students with an excellent, comprehensive and affordable education in the English language for their personal success.

The American English College is a private school that offers an Intensive English Program in a unique learning environment where students receive individual attention from instructors and counselors. This quality education is intended to advance students to meet or exceed the entrance requirements of American colleges and universities. The American English College was founded on the belief that "English Unites the World", and that the school's multicultural environment prepares its students for a more harmonious global community.

## ACCREDITATION AND AFFILIATIONS

American English College is authorized under federal law to enroll non-immigrant alien students.

AEC is a private institution and is approved to operate by the State of California Bureau for Private Postsecondary Education (BPPE). We are accredited by Accrediting Council for Continuing Education and Training (ACCET), an agency acknowledged by the U.S. Department of Education. We are also a proud member of many ESL organizations. This means we have been reviewed and recognized for our high quality instruction and services.



## INSTRUCTORS

American English College employs instructors that hold a minimum of a Bachelor's Degree from an accredited university or college, have extensive experience in teaching English as a Second Language (ESL), and most importantly, are passionate in providing the best possible learning experience for our students.

We believe that the instructors play a major role in any student's success with learning English and we believe in employing the best and most qualified instructors to join our team. Our instructors have their own teaching styles that accommodate making learning English effective, easy, and enjoyable. With our small classroom settings, instructors are able to provide students with individual attention. This type of interactive and lively environment encourages students to learn and use English. American English College is committed to providing the highest quality education.



## PROGRAMS

### CAMBRIDGE MICHIGAN ENGLISH PLACEMENT TEST & COURSE LEVELS

This examination is designed to measure your mastery of the English language. There are four different kinds of skills measured: listening comprehension, grammar, vocabulary, and reading comprehension.

There are 80 questions: 25-listening, 20-grammar, 20-vocabulary, and 15-reading

The following courses require the following test scores to gain admission into the course:

**ESL 1: Introductory ESL**

Michigan English Placement Test Score 0 to 19

**ESL 7: Beginning Conversation**

None

**ESL 2: Beginning ESL**

Michigan English Placement Test Score 20 to 32

**ESL 8: Intermediate Conversation**

Michigan English Placement Test Score 54 to 69  
or TOEFL Test Score 450  
or successful completion of ESL 4

**ESL 3: Low Intermediate ESL**

Michigan English Placement Test Score 33 to 45

**ESL 9: Advanced Conversation**

Michigan English Placement Test Score 70 or above  
or TOEFL Test Score above 450  
or successful completion of ESL 6

**ESL 4: Intermediate ESL**

Michigan English Placement Test Score 46 to 57  
or TOEFL Test Score 375 to 449  
or Successful completion of ESL 3

**ESL 5: High Intermediate ESL**

Michigan English Placement Test Score 53 to 69  
or TOEFL Test Score 450 and above  
or successful completion of ESL 8

**ESL 10: TOEFL Test Practice**

Michigan English Placement Test Score 54 or above  
or TOEFL Test Score above 450

**ESL 6: Advanced ESL**

Michigan English Placement Test Score 70 to 80  
or TOEFL Test Score 470

Within the first three days of a course the instructor will evaluate each student to determine their oral skills and if the course placement is accurate.

## COURSE DESCRIPTIONS & CLOCK HOURS

- **Intensive English Program – 30 hours per week**

Accelerate your English language proficiency to prepare for a college, university, or professional environment.

Monday – Friday  
Morning ESL Course: 9:00AM - 1:00PM  
Afternoon Electives: 2:00PM - 4:00PM

- **Semi-Intensive English Program – 20 hours per week**

Designed to improve your English communication skills for personal, everyday use in the United States.

Monday – Friday  
Morning ESL Course: 9:00AM - 1:00PM

- **TOEFL Preparation – 20 hours per week**

Develop well-rounded English language skills and test-taking strategies to maximize your success on the TOEFL exam for college.

Monday – Friday  
Morning ESL Course: 9:00AM - 1:00PM

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**ESL 1: Introductory ESL** is for students with little or no English proficiency. Students learn to comprehend simple questions and statements on familiar topics when spoken very slowly and distinctly and to ask and answer questions on daily personal needs and familiar topics with very limited vocabulary. Students learn to read and understand beginners' lesson materials and simple narrative and descriptive texts and to write simple statements and questions using vocabulary taught.

**ESL 2: Beginning ESL** is for students with elementary English proficiency. Here students learn to comprehend most questions, statements, and conversation on familiar topics spoken distinctly and at normal speed and to converse intelligibly, though imperfectly, in most social situations. Students learn to read and understand elementary lesson materials, narrative texts, and simple expository writing, and to write statements and questions on familiar topics with fair control of basic patterns.

**ESL 3: Low Intermediate ESL** is for students who test between 33 to 45 on the Cambridge Michigan English Placement Test (CaMLA EPT) or successful completion of ESL 2. At this level, students improve their aural comprehension and learn to effectively participate orally in social and academic situations. Students learn to read and understand most expository materials but at a labored speed and to gain fair control of most sentence structure in the writing context.

**ESL 4: Intermediate ESL** is designed for students who score between 46 to 57 on the Cambridge Michigan English Placement Test (CaMLA EPT) or between 375 to 449 on the PBT TOEFL or successful completion of ESL 3. Here students learn to comprehend most conversations and most lectures on familiar subjects at normal speed. Students learn to participate effectively in social and academic situations. Students learn to read and understand general expository material in their academic area and to write with some ease but with occasional errors and misuse of idioms.

**ESL 5: High Intermediate ESL** is designed for students who score between 53 to 69 on the Cambridge Michigan English Placement Test (CaMLA EPT) or above 450 on the PBT TOEFL or successful

completion of ESL 4. In this course, students learn to understand academic and colloquial conversation and most college level lectures, to speak fluently with only occasional idiomatic imprecision, to read and understand general academic material at somewhat below native speed, and to write at somewhat below native speed but demonstrating good understanding and control of the organization of expository and argumentative essays.

**ESL 6: Advanced ESL** is to provide continued language instruction designed to refine students' ability to function in an academic environment. The focus of the course is on reading and writing academic English, including recognition and production of various types of academic discourse, and on the development of research skills. Grammar and vocabulary are studied in the context of these activities. Listening instruction focuses on improving lecture comprehension and note-taking skills. The speaking component consists of oral presentations by the students on topics relating to the readings. Students are admitted to the course by reason of their having scored between 70 to 80 on the Cambridge Michigan English Placement Test (CaMLA EPT) or successful completion of ESL 5.

**ESL 7: Beginning Conversation** is designed for students who may have attained a command of English grammar at an elementary level, but cannot comprehend or produce spoken English, possibly due to a lack of opportunity to practice. In this course they acquire an enlarged vocabulary, learn useful phrases, and practice correct pronunciation. Paired with intensive focus on speaking exercises and pronunciation training, they are given many listening assignments.

**ESL 8: Intermediate Conversation** is for students who test between 33 to 57 on the Cambridge Michigan English Placement Test (CaMLA EPT) or below 450 on the TOEFL or successful completion of ESL 4. It entails a wider vocabulary development program that is meaningful and motivating, presenting them with more than 3,000 words organized into thematic units in a careful sequence of lessons that begins with the immediate world of the student and progresses to the world at large. It repeats in an abbreviated form what was presented in ESL 7 and carries the student forward to oral fluency at an intermediate level.

**ESL 9: Advanced Conversation** is for students who test at or above 58 on the Cambridge Michigan English Placement Test (CaMLA EPT) or above 450 on the TOEFL or successful completion of ESL 6. The course is designed to develop the oral communication skills that students need in academic and professional settings. Assignments are task-based listening activities, conversation tasks, small group discussions, and individual presentations, which are anchored in real-life situations and controversial issues, in order to promote a challenging and motivating environment for students to develop their oral skills.

**ESL 10: TOEFL Test Practice** is to teach important language skills and test-taking strategies to ensure students' success on the TOEFL. Students who achieve a score above 75 on the Cambridge Michigan English Placement Test (CaMLA EPT) or whose current score on the TOEFL is above 450 may take this course. Students who develop their language skills in well-rounded ESL courses should postpone taking this course until after they have advanced through level 6 as they will benefit from it more and have a far better chance of success in college. Listening comprehension, grammar, vocabulary, and reading and writing skills are developed through practice materials. Test questions are analyzed, and students become familiar with the TOEFL test format. In sum, students gain the knowledge, experience, and confidence necessary for success on the TOEFL.

## 2015 SCHOOL CALENDAR

### Winter Quarter

January 5 Class begins  
January 19 Martin Luther King Jr. Day - No Class  
February 13 Class ends  
February 16 Presidents' Day - No Class  
February 17 Class begins  
March 27 Class ends

### Spring Quarter

April 6 Class begins  
May 15 Class ends  
May 18 Class begins  
May 25 Memorial Day - No Class  
June 26 Class ends

### Summer Quarter

July 4 Independence Day - No Class  
July 6 Class begins  
August 14 Class ends  
August 17 Class begins  
September 7 Labor Day - No Class  
September 25 Class ends

### Fall Quarter

October 5 Class begins  
October 12 Columbus Day - No Class  
November 11 Veterans Day - No Class  
November 13 Class ends  
November 16 Class begins  
November 26, 27 Thanksgiving Day - No Class  
December 18 Class ends



## TUITION & COSTS

### Registration

New F-1 students are required to report to school within 7 days of arrival to the United States or upon successful transfer to American English College. Please be prepared to pay all outstanding fees related to your program, and student services.

Application Fee	\$160
SEVIS I-901 Form + Processing Fee	\$220
ID Card	\$10
Activity Fee	\$20
Conditional College Acceptance Letter (optional)	\$60
Mailing Fee (optional)	<i>\$75, additional cost may incur depending on country</i>

### Programs

#### Intensive English Program – 30 hours per week

Accelerate your English language proficiency to prepare for a college, university, or professional environment.

Monday – Friday  
 Morning ESL Course: 9:00AM - 1:00PM  
 Afternoon Electives: 2:00PM - 4:00PM

Duration	4 weeks	6 weeks	8 weeks	12 weeks	16 weeks	20 weeks
Tuition	\$825	\$1,225	\$1,595	\$2,350	\$2,995	\$3,650
Duration	24 weeks	28 weeks	32 weeks	36 weeks	40 weeks	48 weeks
Tuition	\$4,250	\$4,850	\$5,350	\$5,850	\$6,250	\$7,350

Textbooks & Materials: \$195

#### Semi-Intensive English Program – 20 hours per week

Designed to improve your English communication skills for personal, everyday use in the United States.

Monday – Friday  
 Morning ESL Course: 9:00AM - 1:00PM

Duration	4 weeks	6 weeks	8 weeks	12 weeks	16 weeks	20 weeks
Tuition	\$575	\$855	\$1,100	\$1,595	\$2,050	\$2,500
Duration	24 weeks	28 weeks	32 weeks	36 weeks	40 weeks	48 weeks
Tuition	\$2,950	\$3,350	\$3,725	\$4,075	\$4,450	\$5,250

Textbooks & Materials: \$90

**TOEFL Preparation – 20 hours per week**

Develop well-rounded English language skills and test-taking strategies to maximize your success on the TOEFL exam for college.

Monday – Friday

Morning ESL Course: 9:00AM - 1:00PM

Duration	4 weeks	6 weeks	8 weeks	12 weeks	16 weeks	20 weeks
Tuition	\$575	\$855	\$1,100	\$1,595	\$2,050	\$2,500
Duration	24 weeks	28 weeks	32 weeks	36 weeks	40 weeks	48 weeks
Tuition	\$2,950	\$3,350	\$3,725	\$4,075	\$4,450	\$5,250

Textbooks & Materials: \$90

AEC does **NOT** participate in any federal and state financial aid programs nor does AEC offer any private loans. Prices are subject to change without notice.



## STUDENT SERVICES

### AIRPORT PICKUP & DROP OFF

American English College can arrange for you to be picked up at the Los Angeles International airport upon arrival. Our transfer service will take you directly to our school or your accommodation. You may apply for this service at the time of submitting your application or you can apply later. We will only provide this service upon confirmation of your full flight information at least 5 days prior to your arrival.

### SCHOOL EVENTS

School events are provided throughout the school year. Some of our events include celebrating Cinco de Mayo, Independence Day, Halloween, Thanksgiving, and Christmas. These events help to give international students a chance to experience different cultures and traditions.

### HOUSING ACCOMMODATIONS

American English College can provide and find you reliable and safe housing that's tailored to your preferences through homestay and private housing.

#### Homestay

A unique opportunity for students to immerse themselves in the culture, and practice English outside of class through living with an American host family.

##### Homestay Processing Fee

- Placement Fee: \$200
- Security Deposit (Refundable): \$200

##### Homestay Options Fees

- Private Room Only: \$625-\$795
- Private Room with Meals (Breakfast and Dinner): \$850-\$1,200

#### Private Housing

We can provide housing assistance with finding and renting an apartment, or staying in a local hotel.

##### Private Housing Processing Fee

- Assistance and Processing Fee: \$200

##### Private Housing Options (choose one)

- Local hotel: Approx. \$125 / day
- Local apartment: Approx. \$1500 / month

## LIBRARY AND FACILITIES

The following is a list of available learning materials available to all current students:

- Computer lab
- Library of 200 Books in Computer Lab and Student Lounge
- 250 Textbooks in Book Storage
- Free wireless internet
- Student lounge
- University/College brochures
- Magazine Rack with Magazines and Books
- Snack/Coffee Vending machine
- Free Parking



## TRANSCRIPT AND CERTIFICATES

American English College awards a Certificate of Achievement to students upon completion of their program at American English College. The Certificate of Achievement will denote the highest level the student achieved in their English Language Program. Student must be in good academic and attendance standing to obtain the certificate. At American English College, we are dedicated to our student's learning and appreciate their efforts in studying English with us.

## COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT

American English College has mutual agreements with the following institutions, allowing our students to attend a college or university without a TOEFL score after completing our program:

- Academy of Couture Art
- Columbia College Hollywood
- Devry University
- East Los Angeles College
- Glendale Community College
- Irvine Valley College
- Mount San Antonio College
- Orange Coast College
- Pasadena City College
- Pierce College
- Santa Monica College

American English College is an official partner with the USC Rossier School of Education.

AEC's experienced faculty provides USC's graduate students with teacher mentorship and field experience. In return, our teachers are exclusively invited to USC educational seminars and training workshops.

## SCHOOL POLICIES AND PROCEDURES

### ATTENDANCE POLICY

American English College believes that class attendance is extremely important. It is our belief that in order to progress proficiently in the English language, class attendance is vital to a student's academic improvement. Students are required to attend all scheduled classes regularly and punctually.

**Students are required to have 80% attendance to maintain F-1 status, and to successfully progress to the next level.** Attendance is marked daily on the roster by the instructor, and tardiness is counted towards the student's attendance score.

Attendance is recorded daily based on the following criteria:

- If a student is timely for class, returns timely from each break, and stays for the entire class period, he/she receives 100% credit for attendance (0 lates).
- If the student is late for one of the three start sessions of class (e.g. beginning of class or after the break), he/she receives 75% credit for attendance (1 late).
- If the student is late for two of the three start sessions of class (e.g. beginning of class or after the break), he/she receives 50% credit for attendance (2 lates).
- If the student is late for three of the three start sessions of class (e.g. beginning of class or after the break), he/she receives 25% credit for attendance (3 lates).
- If the student does not attend for the day, he/she receives 0% credit for attendance (no show).

If the student leaves early, he/she will only be marked accordingly based on the time they attended.

Student Advisors are responsible for overseeing the students' attendance, with general oversight provided by the Director of Administration. Phone calls and warning letters are made every other week to those whose attendance falls under 80%.

*Attendance Warning Letters* act as an official notice. American English College sends two official attendance warning notices before final termination. Until the final letter is sent, our student advisors work diligently to provide bi-weekly phone calls reminding students of the official AEC attendance policy and the ramifications involved for those that fall below the 80% attendance rule.

### GRADING POLICY

Each course level is 12 weeks long. The assessment of the student's performance will be based on the following grading scale:

- Class participation – 10%
- Homework – 10%
- Bi Weekly Test (10%) x 4 – 40%
- Midterm Exam – 20%
- Final Exam – 20%

*Students who receive an average seventy percent (70%) grade or higher is eligible to pass the course, however the student's attendance percentage is also considered in his/her ability to progress to the next level as mentioned above.*

### ACADEMIC PROBATION POLICY

A student will be placed on academic probation if he/she fails to receive a passing grade of seventy

(70% or a C grade) in any class at the end of the quarter. The student will be sent a written notification of his/her academic probation status, and his/her student record will reflect that his/her is on academic probation.

Being on academic probation at the end of the quarter requires the student to retake the same class level that he/she failed to pass in the subsequent quarter. Students will receive an instructor-made and Director of Education-approved *Academic Learning Plan* for areas of improvement. The instructor will then schedule a one-on-one with the student to explain the details of the plan. The student has until the end of the following quarter to achieve a passing grade of seventy (70%) or higher. In doing so, he/she will no longer be placed on academic probation.

If he/she fails to improve their academic record, he/she will be placed on a 2nd academic probation. The instructor and Director of Education will devise a 2nd *Academic Learning Plan* for the student to ensure the student understands what he/she needs to improve on in order to meet the requirements of passing the level. If the student was unable to meet the 70% overall grade, the student will be suspended from the school.

If the student wishes to file an appeal, the student must do the following:

1. Turn in a written appeal to the Director of Education within 5 business days of the Academic Probation Notice.
2. Provide any substantiating documentation, if available and relevant.

The institution will make a decision and notify the student in writing within 3 business days from receipt of the notice.

## **CHANGE OF CLASS REQUEST POLICY**

**Student Appeal:** A student dissatisfied with his/her class assignments may file an appeal with the Director of Education to request a transfer to another class. The Appeal must be on the "Request to Change Class-Student" form and filed within three days from entering the class.

**Instructor Appeal:** An Instructor that believes a student is not a good fit for the particular class/ level taught by the Instructor may file an appeal with the Director of Education to request the student be transferred to another class. The Appeal must be on the "Request to Change Class-Instructor" form and filed within three days from the student entering the class.

If student is requesting a class change to a higher level than the assigned class, the student's rationale should delineate why he/she believes that he/she is ready to advance an additional level. The student's current instructor, prospective class instructor, and Director of Education must concur to this class assignment. The student and/or Director of Education may also request for the student to be retested to verify his/her ability to advance.

If the student is requesting a class change to a lower level than the assigned class, the student's rationale should delineate his/her reasons for entering a lower level. This would require the concurrence of his/her present instructor, prospective class instructor, and Director of Education.

If the student's current instructor requests for the student to be transferred to a higher or lower class level, the instructor should document the reasons for the level advancement or regression. The student, prospective class instructor, and Director of Education must agree with this transfer.

## **VACATION AND LEAVE OF ABSENCE POLICY**

**Vacation:** To be approved for a vacation, the student must be in status and have paid his/her tuition.

In addition, the student must be in good academic (70% or above) and attendance standing (80% or higher).

The student must also meet with a student advisor to fill out the vacation request form. Students are strongly advised to place a 4-week tuition deposit to hold their class placement when he/she returns from his/her vacation.

A student is permitted an annual vacation when he/she has successfully studied for a full academic year (26 weeks). The vacation may be taken up to a maximum of a one quarter term.

**Leave of Absence:** Students may be approved for a leave of absence if they meet the following circumstances as listed below.

- Student must be in-status and in good standing in his/her academics and attendance.
- Student has no outstanding balances and has paid all outstanding balances for the enrolled period.
- The leave of absence cannot extend beyond 50% of the length of period in which the student is enrolled.
- If student has had multiple leaves of absence, the total length of the leave of absence cannot exceed the limit above.
- The length and/or frequency of leave of absences affect a student's ability to progress forward. If a student's leave of absence is more than 20% of his/her enrolled quarter, he/she must repeat the course level.
- If the leave of absence extends beyond 5 months, the student must reapply for a new F-1 visa and SEVIS record.

If the student has met the circumstances, the student must request for the leave of absence in writing along with receipt of evidence of travel (e.g. plane ticket) and address it to the Director of Administration or Center Director. The Director of Administration or Center Director will review, and approve or deny the request within 3 days of the receipt of the request.

## **CANCELLATION OF AGREEMENT**

**Student's right to cancel:** Students have the right to cancel the program agreement for a course of instruction until midnight of the 17<sup>th</sup> business day after the first class attended.

Cancellation shall occur when written notice of cancellation is provided at the address of the campus being attended. It can also be mailed, hand delivered, or emailed. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

## **REFUND POLICY**

Students have the right to withdraw from a course of instruction at any time.

A notice of withdrawal shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance. 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or until midnight of the seventh business day after enrollment, whichever is later.

The student is obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which

is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

American English College's refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance is as follows: Student who has completed 60 percent or less of the period of attendance shall be a pro-rata refund. Refunds will be made within 45 days of withdrawal. **Students completing more than 60 percent of the enrolled classes are not eligible for a refund.**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- You notify the school of your withdrawal or the actual date of withdrawal.
- The school terminates your enrollment.

## **RETENTION OF STUDENT RECORDS POLICY**

The American English College shall retain documents for the following period of time.

All paper documents will be retained for a minimum of seven years. Computer records will be retained for a minimum of ten years and as long as technology permits. This applies to all student records, personnel records, and documents associated with governmental agencies. This requirement meets or exceeds all present Federal or State requirements.

## BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

### Student Tuition Recovery Fund Disclosures

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
  - You are not a California resident.
  - Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.
- It is the student's right and responsibility and a state requirement in regards to the Student Tuition Recovery Fund that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who students were attending certain schools regulated by the Bureau for Private Postsecondary Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
- There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
- An inability to collect on a judgment against the institution for a violation of the ACT.
- For those students that would like to file an exempt claim on the STRF fee for a term, you are able to complete the following form and remit this to the address noted on the form. The web link is <http://www.bppe.ca.gov/applications/strf.pdf>

### Amount of STRF Assessment

Beginning January 1, 2015, institutions are refrained from collecting STRF.

### STRF Assessment Fee

The Student Tuition Recovery Fund (STRF) fee collected by the institution is payable to the BPPE and is non-refundable to the student.

### Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at American English College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Merit you earn in Intensive English Program, Semi-Intensive Program, or TOEFL Preparation Program is also at the complete

discretion of the institution to which you may seek to transfer. If the Certificate of Merit 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 would meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American English College to determine if your Certificate of Merit will transfer.

## **CONTACTING BPPE**

**Questions:** 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number: (888) 370-7589 or by fax Number: (916) 263-1897.

**Complaints:** "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

## HOW TO APPLY

### F-1 OVERSEAS APPLICANTS

#### STEP 1: Apply to American English College

Complete and submit your [application online](#) to American English College. The non-refundable application fee is \$160.

#### STEP 2: Form I-20

You will receive your Form I-20 (Certificate of Eligibility for Nonimmigrant [F-1] Student Status) by mail.

Please verify that the following information is correct, and sign the Form I-20.

If you find a mistake, mark it and notify us immediately as you will need the error corrected. We will correct the mistake and send the corrected I-20 to you.

#### STEP 3: I-901 (SEVIS) Fee

Pay the I-901 (SEVIS) fee of \$200 [here](#). Failure to pay this will result in delays in your F-1 visa.

- You will need your SEVIS number from your Form I-20.
- Print the I-901 Fee Confirmation (receipt) and bring it with you to the visa interview.

American English College can also process your I-901 Fee on your behalf.

- Please send payment of \$220.00 to American English College; included is the charge of \$20.00 for processing.
- AEC will send the I-901 Fee Confirmation (receipt) to you along with your Form I-20.
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#### STEP 4: F-1 Visa Application

Complete, and print a confirmation of the [Form DS-160: NonImmigrant Visa Application](#).

Pay the visa application fee, and print the payment receipt for your records.

#### STEP 5: Visa Interview

Schedule your visa interview at the U.S. Embassy or Consulate in your country of permanent residence and follow their instructions to schedule an interview for your F-1 visa.

A list of U.S. Consulates and Embassies can be found at <http://usembassy.state.gov>

On the day of your visa interview, please bring the following:

- Passport (must be valid for at least six months from your arrival date in the US)
- One 2x2 inch passport photograph
- Form I-20, provided by American English College and signed by student
- Confirmation of Form DS-160: NonImmigrant Visa Application, and receipt of payment
- Receipt of I-901 payment
- Financial evidence that shows you have sufficient funds to cover all expenses (>\$18,000.00)  
Any ONE of the following is acceptable:
  1. Current personal bank statement
  2. [Affidavit of Support \(Form I-134\)](#), and bank statement from the sponsor showing sufficient ability to cover the student's expenses
  3. Scholarship letter from your government
- Transcripts and diplomas from previous institutions

You will need to declare your intent to study in the United States, show you will have proper housing, and is financially capable to support your educational costs.

### STEP 6: Arrival in the United States

After you receive the F-1 visa, you can enter the U.S. up to 30 days before the starting date on your I-20, but no later than that date.

Please contact us immediately if you need to defer the starting date.

You have 7 days to report to American English College after arriving in the United States. During registration, be prepared to pay for tuition, medical insurance, and any other course materials.

## TRANSFER APPLICANTS

If you are currently a F-1 student studying in the United States and would like to transfer to American English College, the following steps will assist in your admission.

### STEP 1: Apply to American English College

Complete and submit your [application online](#) to American English College. The Non-Refundable Application Fee is \$160.

### STEP 2: Documentation

The following is a checklist of documents AEC needs to prepare your transfer:

- Copy of your passport
- Current Form I-20
- Copy of U.S. F-1 visa
- Completed [AEC Transfer-in Form](#)
- Financial evidence that shows you have sufficient funds to cover all expenses (>\$18,000.00)  
Any ONE of the following is acceptable:
  1. Current personal bank statement
  2. [Affidavit of Support \(Form I-134\)](#), and bank statement from the sponsor showing sufficient ability to cover the student's expenses
  3. Scholarship letter from your government
- Transcripts and diplomas from previous institutions
- Contact information from your current school

### STEP 3: Registration

Once your SEVIS record has been transferred to American English College, you must report to school and register for class immediately.

### Step 4: Form I-20

Once you have enrolled for class, American English College will issue your new Form I-20.

As a prospective student, you are encouraged to review this catalog and the website prior to signing an enrollment agreement.