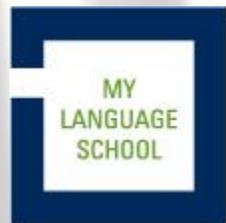


# Catalog for Fall 2011- Summer 2012



**LASC**  
American Language and Culture

***Globalize Yourself Through LASC***

---



---

 TABLE OF CONTENTS
**INTRODUCTION**

Mission Statement .....	3
<i>The History of LASC</i> .....	3
Location .....	3
FAQs.....	4

**GENERAL INFORMATION**

Staff and Faculty.....	6
Hours of Operation .....	7
Holiday Calendar .....	7
Academic Calendar .....	7
Facilities.....	7

**ADMISSION INFORMATION**

Admission Instructions for International Students .....	8
Registration Procedures .....	9
Immigration Definitions for Students .....	9
How to Obtain F-1 Status .....	11
Arrival at a U.S. Port of Entry.....	13
Maintaining Lawful Student Status.....	15

**ACADEMIC POLICY**

Grading Method.....	17
Graduation Requirements .....	17
Academic Probation .....	17
Suspension/Termination of Candidacy .....	17
Appeals Process.....	18
Attendance Policy.....	18
Makeup Work .....	19
Transcripts and Records .....	19
Personal Conduct.....	19

**STUDENT SERVICES**

Student Services .....	20
Case Management Program.....	20
Student Grievance .....	20
Housing .....	21
Basic Amenities.....	21
Banking in the United States.....	21
Transportation.....	23
Grocery Guide.....	24

**FINANCIAL INFORMATION**

Student Fee Information .....25  
 Cancellation, Withdrawal and Refund Policy .....25  
 School Closure .....25  
 State of California Student Tuition Recovery Fund.....27

**PROGRAM INFORMATION**

ESL (Level 1-6).....29  
 TOEFL Test Preparation.....30  
 GRE Test Preparation .....31  
 Concurrent Enrollment.....32  
 Private Tutoring.....32

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.

## MISSION STATEMENT

The mission of LASC is to provide quality English as a Second Language (ESL) instruction to immigrants and foreign students living in the Los Angeles and Orange County regions. The focus of the ESL instruction is to cultivate students' language proficiency for personal growth and development, academic studies, and professional pursuits.

LASC distinguishes itself as a private educational institution that embraces a global community in truth. Through the study of English as a Second Language (ESL), students from multicultural backgrounds share in the common experience of language learning and cultural development. Our school reflects the diverse international community to an increasing extent in which we live, and meets the needs of the worldwide citizen.

## THE HISTORY OF LASC

LASC was founded in 1982 for the purpose of providing quality ESL instruction to immigrants living in the Los Angeles area. Due to the large number of immigrants establishing businesses in the region, initial emphasis was placed on preparing students to meet the language demands of the business community.

Recently, with a large number of immigrants having gained residency status, our facilities have been expanded and the program offerings now include a GRE program, in addition to ESL and TOEFL. All of our programs are constantly being updated to better serve the needs and interests of the students.

Our extensive contact with native and international students over the years has enabled us to design programs that suit individual needs and varying proficiencies.

We are approved to operate by the BPPE of California and the Department of Homeland Security's SEVP Department.

## LOCATIONS

### **Los Angeles (Main Campus)**

3530 Wilshire Blvd., #190  
Los Angeles, CA 90010  
(213) 384-4123  
[www.lascusa.com](http://www.lascusa.com)

### **Irvine (Branch Campus)**

17320 Red Hill Ave., #300  
Irvine, CA 92614  
(949) 756-0321  
[www.lascusa.com](http://www.lascusa.com)

## Frequently Asked Questions

*Q: What is an F-1 Visa?*

A: An F-1 Visa is a visa issued to students who wish to pursue full-time academic studies in the United States.

*Q: How do I obtain an F-1 Visa?*

A: To be eligible for an F-1 Student Visa, a student must be enrolled in a minimum of 18 class hours per week. An I-20 Form is issued after enrollment procedures have been completed.

*Q: What is an I-20?*

A: The I-20 is issued by the school and provides a certificate of eligibility for F-1 Students.

*Q: Is ESLA approved to issue I-20s?*

A: We are approved by the Department of Homeland Security's Student and Exchange Visitor Program (SEVP) to issue Certificates of Eligibility for Non Immigrant (F-1 & M-1) Student Status (I-20 Form) to assist you with your visa needs.

*Q: How do I transfer to LASC?*

A: In order to transfer, your status must be current with the school you are attending. After notifying your school of your intent to transfer, you must submit the following documentation to our school:

- 1) Application Form,
- 2) Copy of passport, visa and I-94
- 3) Bank Statement.

*Q: Where can I attain a current schedule of classes?*

A: Contact the admissions office to receive up-to-date information regarding scheduled classes.

*Q: Does LASC have morning/evening classes?*

A: We offer morning, afternoon, and evening courses to accommodate your needs.

*Q: How do I apply?*

A: We encourage interested parties to come visit our facilities and apply in person. Our staff will assist you with any questions you might have regarding our programs. You may also submit an application electronically via our website, and a member of the LASC staff will contact you promptly.

*Q: How do I know which course is appropriate for me?*

A: All students are given a standardized assessment test to determine the appropriate level of instruction. Students are also given the opportunity to discuss classroom placement with the LASC Head Teacher and staff and to sit-in on classes.

*Q: How do I advance to a higher level?*

A: Instructors recommend that a student advance when s/he has successfully accomplished their course objectives. Students may take an achievement exam to determine their proficiency at a specific level. Upon passing the exam, the student may advance to the next level.

*Q: Are there any bilingual staff members who can assist me?*

A: We have staff members that can speak Arabic, Chinese, Japanese, Korean, and Spanish for students that are new to the U.S.

*Q: Is there a minimum age limit for admission?*

A: Applicants must be at least 17 years of age. Additionally we offer summer programs for youth on vacation. Our courses are designed to offer instruction according to proficiency and our students come from all walks of life.

*Q: What type of individual tutoring do you offer?*

A: We can arrange tutoring for ESL, TOEFL, SAT, GRE. We can also customize your individual tutoring experience to reflect your academic interests and needs.

---

---

## Staff and Faculty

### Staff

**General Director**

Jason Kim

**Human Resource Specialist**

Al Alsajjah

**Admissions Coordinator**

Ken Noojui

**Campus Director**

Paul Yun

**Administrative Assistant**

Juan Llamas

**Admissions Coordinator**

Emiko Pearson

### Faculty

**Yenda P Giovanatto** – Mrs. Giovanatto is the Academic Director for LASC. She received her Master of Arts in Education in Language and Literacy from the Graduate School of Education at Harvard University. Her Bachelor of Arts in Psychology, with a minor in Art History, was attained at Stanford University. She has over 10 years of teaching and administrative experience in the education, non-profit, and private sectors.

**Emily Klingenberg** – Ms. Klingenberg received her Bachelor of Arts in English from California State University, Los Angeles. She attained her Master of Arts in English Literature at McGill University and has been teaching ESL since 2008.

**Karen Ladouceur** - Ms. Ladouceur received her Bachelor of Arts degree from the University of Arizona in Creative Writing. She has also attained TEFL certification from Santa Barbara City College and has over 4 years experience in teaching ESL.

**Sergio Ovalles** – Mr. Ovalles attained his Bachelor of Arts in Sociology from the University of California, Berkeley and his Master of Arts in Education from Harvard University.

**Edward Kim** – Mr. Kim graduated from the University of California, Berkeley with a Bachelor of Arts degree in Psychology. He has been teaching ESL since 2003.

**Marisa Olson** – Ms. Olson received her Bachelor of Arts in Linguistics and Spanish Language and Culture from the University of California, Irvine. She attained her Master of Arts in Teaching English to Speakers of Other Languages (TESOL) at the University of Southern California.

**Christina Banks** – Ms. Banks attained her Bachelor of Arts in History at the University of California, Los Angeles. She has been teaching ESL since 2008.

**Rebecca Cervantes** – Ms. Cervantes received her Bachelor of Arts in English at the University of California, Irvine. Her Full Time Teaching Credential was earned at California State University, Long Beach. Ms. Cervantes has been teaching ESL since 2008.

**Lindsey Baumgartner** – Ms. Baumgartner earned her Bachelor of Arts in Intercultural Studies at Biola University. She has been teaching ESL since 2009.

**Andrew Levy** – Mr. Levy attained his Bachelor of Arts in Theatre at California State University, Fullerton. He earned his Master of Fine Arts in Drama from the University of California, Irvine. Mr. Levy has been teaching ESL since 2000.

**Janet Lee** – Ms. Lee earned her Bachelor of Arts Degree in History at the University of California, Irvine. She also received her Master of Arts in Teaching from UCI.

**Katherine Martinez** – Ms. Martinez received her Bachelor of Arts and Master of Arts in Linguistics from California State University, Fullerton. She has been teaching ESL since 2002.

### Hour of Operation

Office Hours:	8:30 A.M. to 6:00 P.M.	Monday through Friday
Class Hours:	9:00 A.M. to 9:30 P.M.	Monday through Friday.

### Holiday Calendar

LASC will be closed for the following holidays:

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

### Academic Calendar

Our programs are delivered on a quarterly system consisting of Spring, Summer, Fall, and Winter quarters. Our programs are open enrollment. Please contact our admissions office for current enrollment information.

### Facilities

All of LASC's classrooms are fully equipped with the necessary technology and resources to provide an optimal environment for students to excel in their studies. A large flat-screen television connected to the internet can be found in each classroom to maximize the delivery of visual supplements to lessons. A computer lab provides students with access to an online library. LASC also possesses a Language Theatre for students to complement their programs with listening and cultural enrichment.

Students have access to all school resources during the hours the school is in operation. The lounge provides students with opportunities to practice their English with each other and socialize.

LASC is an ETS certified iBT TOEFL testing center allowing students to take the exam on campus via registration through ETS. With decades of experience, LASC uses the most up-to-date textbooks and complementary materials compiled from years of offering successful programs.

## **TRANSFER AGREEMENTS**

LASC has established transfer agreements with local community colleges allowing for the conditional admission of our students without a TOEFL score upon successful completion of our ESL program. These colleges include Glendale Community College, Orange Coast College, Cerritos College and Irvine Valley College.

LASC has not entered into articulation agreements with college and universities.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at LASC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our 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 may 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 LASC to determine if your certificate will transfer.

## **CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

LASC does not award credit for prior experiential learning. The Placement Test given to all initial students will determine the level at which students will commence their studies.

## **Admissions Instructions for International Students**

LASC is authorized to issue I-20's, which enables foreign applicants to receive an F-1 student visa. A handling charge for this service will be assessed.

If students wish to transfer from another school to LASC, they should bring their passport, I-94 card, a sufficient bank statement and I-20 from the previously attended school. I-20 Students must attend LASC for a minimum of one quarter to be eligible for a transfer. Students who are in the US on a B-1 or B-2 visa that wish to change their visa status to F-1 may be admitted to LASC and issued an I-20 if they meet school requirements. Students may commence studies upon receiving approval. However, LASC does not guarantee issuance of an F-1 by the United States Customs and Immigration Services (USCIS).

*Prospective students must:*

- 1) Be at least 17 years of age.
- 2) Possess a valid visa, permanent residency, or U.S. citizenship.
- 3) Pass an independently administered Ability to Benefit examination.
- 4) Complete a personal interview and evaluation by an admissions representative.

The final determination for admission is based on test results, prior education, and motivation. Applicants are assessed on an individual basis to determine the prospective student's ability to successfully complete his/her course of study.

## Registration Procedures

Please prepare and submit the following documents to LASC:

### *F-1 Visa Students:*

1. Application Form (available at [www.lascusa.com](http://www.lascusa.com))
2. Copy of Passport
3. Personal Bank Statement (minimum \$15,000 USD)
4. Application Fee (\$100)

### *Transfer Students:*

1. All of the Above F-1 Requirements
2. Copy of Visa, I-94
3. Existing I-20

### *Change of Status Students:*

1. All of the Above F-1 Requirements
2. Application Fee (\$300)
3. Current Visa

## Immigration Definitions for Students

It is important that all students become familiar with the following terms as they are used frequently at LASC. It is essential that you understand these definitions and how they apply to your stay in the United States.

### *F-1 Student Visa*

LASC is only allowed to grant documents for students admitted with F-1 visas. The F-1 visa is for students qualified to attend full time college, university, conservatory, academic high school and any institution with language-training programs in the United States. The student must have completed the course of study required of all students entering the program and must be proficient in English. He/she should provide proof of sufficient, easily transferable funds to cover cost of living and tuition. The school must provide the student with a Form I-20 A-B. F -2 visas are given to spouse/children of an F -1 visa holder. For eligibility, they must possess a valid passport, show proof of sufficient funds to cover their stay, and must agree to depart the United States upon the termination of the foreign student's F-1.

### *Form I-20 (Certificate of Visa Eligibility for Nonimmigrant F-1 Student Status)*

Students who have been admitted to a school in the United States, require a student visa to enter the U.S. for study, and have documented their ability to finance their education, will receive a Certificate of Visa Eligibility (Form I-20 for F-1 status) issued by the school through the internet-based Student and Exchange Visitor Information System (SEVIS). They should present this at a U.S. consulate (<http://usembassy.state.gov/>) abroad to certify eligibility to apply for an F-1 Student visa. This document, also known as a Visa Certificate, certifies eligibility to apply for an

entry visa at a U.S. consulate abroad, and must be shown to a Department of Homeland Security (DHS) official at the time of entry into the U.S. in order to enter in student status.

When traveling outside the U.S., those in F-1 status must carry either an initial or recertified I-20 (this means an ISSO officer has signed page 3 after your arrival) and financial documentation if they intend to return to the U.S. to continue their studies or practical training. The I-20 and its corresponding electronic updates in SEVIS are a permanent record of one's activities as a student in the U.S. It is your responsibility to keep all I-20's issued to you throughout your student status, no matter how long you stay in the U.S. or how many times you travel abroad. The initial I-20 used when you enter the country and stamped by the DHS is a very important immigration document. Make a copy of pages 1 and 3 to keep with your records.

### *SEVIS (Student and Exchange Visitor Information System)*

SEVIS is a data collection and monitoring system that creates an interface between institutions of higher education, the Department of Homeland Security (DHS), consulates and embassies abroad, and ports of entry. Schools are required to make regular electronic updates in SEVIS throughout each semester on the records of their enrolled students in F-1 status and their dependents. These updates include, but are not limited to enrollment status, changes in address, changes in level of study, employment recommendations, and school transfers.

### *Form I-94*

This small white card is a record of your legal entry into the U.S. and immigration status. You complete it on a flight to the U.S. or at a border crossing, and it is then processed at a port of entry. An immigration inspector usually staples it into your passport. Form I-94 notes your name, date of birth, country of citizenship, and the date and port of entry of your arrival in the U.S. It also indicates how long you can stay in the United States. The notation D/S signifies "duration of status" and refers to the completion date on the certificate of visa eligibility (I-20). The Form I-94 is a record of your arrivals and departures. Each time you leave the country you surrender your I-94. Only in the case of short trips to Canada, Mexico, and parts of the Caribbean do you keep this form. The I-94 is an important form; we recommend that you make two photocopies of both sides of the form, one to carry with you in your wallet and the other to keep separately in case you need to replace it.

### *Immigration Status*

This is often confused with "visa" but your immigration status, e.g., F-1, B-2, J-1, etc., is determined at the time of your entry into the U.S. by an immigration official and is noted on the Form I-94. You may have many visa stamps in your passport but, upon entry into the U.S., an immigration inspector will admit you in only one immigration status which is noted on the I-94 card (see above). Be sure the correct status is written on your I-94 card. Unlike your entry visa, your immigration status may be changed in the U.S. Refer to the U.S. Department of State web site at <http://travel.state.gov/visa/tempvisitors.html> for more information.

### *Passport*

Students in F-1 immigration status must keep their passports valid at least six months into the future at all times. You may obtain extensions of your passport through the nearest consulate or embassy of your country.

## Entry Visa

Your entry visa is issued by a United States Consulate (<http://usembassy.state.gov/>) abroad and affixed into your passport. The only purpose of an entry visa is to apply for admission to the United States at the port of entry. The entry visa itself may expire while you are in the U.S., but your permission to stay in the U.S. remains valid. All international students requesting F-1 immigration status are required to have a valid F-1 entry visa stamp in their passport at the time of entry into the U.S. Your visa specifies the type of immigration status you will hold, the date until which you may enter the U.S., and the number of entries you may make before you must apply for a new entry visa stamp. The length of validity of each visa type is determined by an agreement between your home country and the U.S. government and is not necessarily tied to the length of your program of study. Please refer to the State Department's Visa Reciprocity information on their website for more details. (<http://www.travel.state.gov/visa/reciprocity/index.htm>)

NOTE THAT AN ENTRY VISA MAY BE ISSUED UP TO 120 DAYS IN ADVANCE OF A PROGRAM'S "REPORT DATE", BUT YOU ARE NOT PERMITTED TO ENTER THE U.S. MORE THAN 30 DAYS IN AVANCE OF THE REPORT DATE IN SECTION 5 OF THE I-20.

F-1 entry visas cannot be obtained within the U.S. Application for a new stamp generally must be made in person at a U.S. consulate or embassy outside the U.S. The validity period of your visa does not determine the length of time you may remain in the U.S. after you enter. Your length of stay is determined by the expected completion date of your program as indicated on your I-20. You are admitted to the U.S. for "duration of status" in F. This is notated as "D/S" on your I-94 card. Refer to the Duration & Extension of Stay in the U.S. section of the U.S. Department of State's website for more information. ([http://travel.state.gov/visa/temp/info/info\\_1298.html](http://travel.state.gov/visa/temp/info/info_1298.html))

## How To Obtain F-1 Status

This information is provided to help you get to LASC in appropriate immigration status in compliance with the U.S. Department of State (DOS) and Department of Homeland Security (DHS) regulations. U.S. government regulations require you to attend the school that issued the I-20 you use to enter the U.S. in F-1 status.

Carefully read and follow these procedures:

1. *Make an appointment at a U.S. Consulate to apply for an F-1 Student Entry Visa*

([http://travel.state.gov/travel/tips/embassies/embassies\\_1214.html](http://travel.state.gov/travel/tips/embassies/embassies_1214.html)) You will require the I-20 form from ESLA at the time of your appointment. **DO NOT MAKE AN APPOINTMENT UNTIL** you have received the I-20 or are sure that you will have the I-20 in time for the appointment.

Check the following websites for more information on visa appointments.

[http://travel.state.gov/visa/temp/wait/tempvisitors\\_wait.php](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php) for information about current wait times for the appointment and for visa issuance. NOTE that the processing wait times do not include extra time that may be required for security clearances.

Locate the nearest U.S. Consulate: [www.usembassy.gov](http://www.usembassy.gov) and follow its instructions for applying for a visa (including links to required forms). Make a list of documentation required for the interview. Note procedures for paying the visa application fee and any visa issuance fees, if applicable.

*2. Check your form I-20 for completeness and correctness!*

Your I-20 indicates that we have created a record for you in SEVIS (Student and Exchange Visitor Information System). Your unique assigned SEVIS ID number is in the upper right corner of page 1. Check to see that all information is correct and that your expected completion date is in the future. If you have informed us that your dependents (husband, wife, or children under the age of 21) will come with you to the U.S., each of them will receive their own "dependent" I-20 needed for applying for their F-2 visas and entering the U.S. in F-2 status. If your family name is different from your dependents, be prepared to show documents that prove your relationship.

*3: Make sure your passport is valid.*

When you apply for a visa or enter the U.S., your passport must be valid for at least 6 months into the future. Some countries are exempt from this requirement and have their passports automatically extended for 6 months which means that you can use your passport up until the written expiration date. This rule applies to subsequent entries to the U.S. while traveling as a student. Refer to the [list of countries exempt from this rule.](#)

(<http://foia.state.gov/masterdocs/09fam/0941104x1.pdf>)

*4. Pay the SEVIS fee (\$200) and print the receipt.*

Go to the web site <http://www.fmjfee.com> and follow the instructions. You will need the I-20 available because the SEVIS number is required. Print copies of the receipt - you will need one with you for the visa interview and you should keep one for your own records. You can only access the receipt at the time of payment so be sure your printer is working before paying the fee. Refer to information posted at <http://www.ice.gov/sevis/i901/faq.htm>.

*5: Complete all required Department of State application forms.*

DS-156 (<http://evisaforms.state.gov/>)

Everyone applying for a non-immigrant visa must complete this form. COMPLETE THIS ELECTRONIC FORM ON- LINE and take a printed copy with you to the interview.

DS-158: Contact Information and Work History. For all F and J applicants.

DS-157: Supplemental Non-Immigrant Visa Application Form. Required for male applicants between the ages of 16 and 45.

*6. Refer to step one and follow instructions for paying any visa fees required in advance of your appointment.*

Procedures may vary from country to country, and even post to post, within the same country. Note that application and issuance fees are often based on reciprocity between that country and the United States.

*7. Bring a passport-size photo less than six months old.*

*8. Prepare for your interview appointment by learning what to expect.*

You will be applying for an F-1 student visa, a non-immigrant classification. According to U.S. immigration law, "Every alien shall be presumed to be an immigrant until he establishes to the satisfaction of the consular officer, at the time of application for admission, that he is entitled to

a non-immigrant status." This means you need to establish that you have no intention of staying in the U.S. permanently, but are coming here for a temporary purpose, i.e. to pursue your education. While the consular officers are aware that it may be difficult for students to demonstrate strong professional and economic ties to their home countries, you should still bear this in mind as you prepare for your interview.

In advance of your interview, please read the following: Obtaining a U.S. Visa: Published by Dept of State <http://www.unitedstatesvisas.gov/pdfs/gettingavisa.02.03.pdf>

*9. Checklist of what to take with you to your visa interview:*

- \_\_\_\_\_ A passport valid for at least six months
- \_\_\_\_\_ Form I-20 (sign the form under Item 11)
- \_\_\_\_\_ School admission letter
- \_\_\_\_\_ Completed visa applications (DS-156, DS-158, and, if applicable, DS-157) Remember to complete the DS-156 electronically and take a printed copy with you. Consulates have advised that the electronic version will speed up the process.
- \_\_\_\_\_ A photograph in the prescribed format (see Step 7)
- \_\_\_\_\_ A receipt for the visa application fee
- \_\_\_\_\_ A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.
- \_\_\_\_\_ Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study.
- \_\_\_\_\_ Any information that demonstrates your intention to return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community.

*10. After the visa is processed, make sure you got what you requested!*

Check your passport to be sure you obtained an F-1 visa, and that any dependents obtained an F-2 visa. Also, be certain that the I-20 was returned to you as you must have the original with you when you arrive in the United States. Sometimes the document is returned to you in a sealed envelope, which must be presented to the immigration inspector when you arrive.

## **Arrival at a U.S. Port of Entry**

Carry your ORIGINAL documents on your person or in a carry-on bag rather than packed in your luggage. You will have to present them to the immigration inspector upon your arrival, and you won't have access to your luggage until *after* you go through immigration inspection.

Your documents may include:

- valid, unexpired, passport (for at least six months into the future) with a valid, unexpired entry visa
- your I-20 visa certificate, signed by the school and by you
- original supporting financial documents, such as personal bank statements, a financial aid award or an offer letter from your department

- marriage license, school transcripts, medical records if applicable

### *Immigration Inspection*

On the plane, a flight attendant will distribute the I-94 Arrival /Departure form to non-immigrants. You should complete the **white** form, NOT the green form that is for tourists from certain countries who are eligible for a 90-day visit without a visa.

Upon arrival, you will go first to immigration inspection. The immigration inspector will need to see the appropriate visa page in your passport and the appropriate supporting documents.

- Present your passport with an F-1 entry visa with University of North Carolina School of the Arts noted on it (if it is your initial entry in F-1 status).
- Form I-20 that has been signed by both a UNCSA Designated School Official (DSO) and you, and the I-94 form that you completed on the plane.
- You should have funding documents available if requested.
- The inspector will keep part of the I-94 Arrival/Departure form, and return the bottom portion to you. In addition to the date and place of entry, the inspector will add a written notation that says "admitted as F-1 for D/S". D/S signifies *duration of status*. If all is in order, you should NOT be admitted 'until a specific *date*', but rather for D/S.
- Your form I-20 should get stamped in red ink.

### *Dependents*

If you are coming with your spouse and/or children, then the same attentiveness to how their admission is processed applies. Dependents of F-1 students should enter as "F-2 for D/S".

### *Document Processing – Update of SEVIS Record*

In addition to processing the I-94 card, the Department of Homeland Security (DHS) will access the SEVIS student record that corresponds to your unique SEVIS ID number and update the record with information on your entry. The University of North Carolina School of the Arts is notified electronically of your arrival through your SEVIS record.

### ***BE PREPARED!***

It is to your advantage to know what to expect and to be mindful of what occurs at the port of entry. Immigration inspectors see many people in the course of a day, and mistakes can be made. Some inspectors may be less familiar with student documents than others. Having your documents processed properly at the time you arrive is extremely important.

The I-94 card does not appear significant, but is the most important immigration document you will possess.

It is the only document with a record of the *status* in which you were admitted to the United States, the date on which you entered, and at which port of entry. The I-94 is an important form. We recommend that you make two photocopies of both sides of the form; one to carry with you in your wallet, and the other to keep separately in case you need to replace it.

Be aware that if you don't get a red immigration stamp on your I-20, it may present difficulties when applying for a Social Security number (SSN) or a NC State driver's license.

## Maintaining Lawful Student Status

Under United States immigration law, it is your personal responsibility to maintain lawful F-1 student status. By following the guidelines listed below, you should be able to maintain student status. It is your responsibility to maintain your legal status.

1. *Keep an unexpired passport valid for at least 6 months into the future.*

Contact your country's consulate for instructions if you need to extend your passport while in the U.S.

2. *Notify LASC of your address when you arrive and any time you change addresses.*

Upon your *initial* arrival in the U.S. to study at LASC, you must notify us of your local address in person. LASC will update your address electronically in the SEVIS record.

3. *Maintain full-time enrollment and normal, full-time progress toward your degree or certificate.*

You are expected to maintain registration and make academic progress. If you are enrolled at LASC for more than one academic year, you are ordinarily permitted an annual vacation period, during which time you are not required to register for courses. Only one vacation period per year is permitted and for most programs, this takes place during the summer semester.

4. *Obtain PRIOR authorization from LASC (if eligible) BEFORE dropping below a course of study.*

There are very limited exceptions to the enrollment requirement, so you must consult LASC in advance of any drop in course or you will be in violation of your status.

5. *Do not accept any employment, either on- or off-campus, without written permission from LASC and, if necessary, authorization from the Department of Homeland Security (DHS).*

Working without proper authorization is considered by the DHS as the most serious violation of its regulations. If you refer to your form I-94 card, you will see the statement, "Warning: a nonimmigrant who accepts unauthorized employment is subject to deportation." It is most important, therefore, that you consult with LASC before you accept an offer of employment or begin to work.

6. *Make timely transfers if you enroll at LASC after attending another school in the U.S*

DHS regulations specify that you must use the Visa Certificate of Eligibility (I-20) issued by the school you are attending (or plan to attend) when entering the U.S. Consequently, make sure that you use LASC's Certificate of Eligibility. You are required to report to LASC shortly after your arrival.

7. *Obtain extensions, as needed, of your permission to stay in the U.S. before your Certificate of Eligibility (Form I-20) expires.*

If you have valid academic or health reasons for requiring more time to complete your program than that which is authorized on the LASC I-20, you must request an extension through LASC. Notify LASC as soon as you know that you will need an extension and at least 30 days before the completion date noted on your I-20 in order to have enough time to obtain any necessary documents.

8. *Once you have completed your studies that are authorized, you must leave the U.S., transfer to another SEVP approved institution or change to another immigration status within the appropriate time allowed.*

This means that you are allowed to stay for the period of time to complete a program of study and a grace period. Those in F-1 status have a 60 day grace period in which to depart the U.S., transfer to another SEVP approved institution or change to another status.

9. *Carry a copy of your I-94 card with you at all times.*

When traveling outside the Los Angeles and Orange County areas, you should bring the original I-94 card, I-20, and passport with you.

10. *If applicable, comply with Special Registration Procedures- Certain Foreign Nationals.*

Since September 11, 2002, certain non-immigrants are required to be fingerprinted and photographed at U.S. ports of entry. Special Registrants are also subject to departure procedures from ports of entry specifically designated for departure control. Currently, the published registration rule applies without exception to nationals or citizens of Iran, Iraq, Libya, Syria and Sudan. This list is subject to change at any time, and registration may be required of any non-immigrants of any nationality who are deemed by a consular officer or inspections officer to require closer monitoring. If you undergo Special Registration when you arrive, failure to comply with exit requirements has severe consequences.

## Grading Method

The following is the grading scale used for the majority of ESLA's courses.

Grade A	90%-100%	Excellent
Grade B	80%-89%	Good
Grade C	70%-79%	Satisfactory
Grade D	60%-69%	Unsatisfactory
Grade F	Below 60%	Fail
Grade I		Incomplete
Grade W		Withdrawal

All grades shall reflect the results of quizzes, participation, written examinations and performance exams given by LASC.

## Graduation Requirements

Graduating students must have a minimum grade point average (GPA) of 70% (C) or better, maintain an attendance ratio of at least 80%, fulfill all other stated requirements, and be in good financial standing.

Upon graduation, students completing all requirements of full courses of study will be awarded a Certificate of Completion.

## Academic Probation

Quarterly student progress reports will determine whether a student is making Satisfactory Academic Progress (SAP). Students whose cumulative grade point average is less than 2.00 ("C") at the end of any module are placed on academic probation for thirty days. The student will remain on probation until the overall average is raised to 70% or higher during the 60-day probationary period, at which time the student will be removed from academic probation. If a student is unable to make satisfactory academic progress within his/her 60-day probationary period, the student will on the 61<sup>st</sup> day be referred to the Head Teacher and Campus Director to determine any additional action, which could include an additional 30-day probation or expulsion. The Campus Director shall make the final determination. Any students allowed to continue at the Director's discretion are to be placed on academic probation during the restarting module. If the student's new cumulative grade point average is not raised to at least 2.00 after restarting the module, the student is to be academically dismissed and will not be reconsidered for any subsequent restarts.

Student Services keeps track of each student's status with relation to probation or dismissal and notifies both the pertinent student and the Director of any significant change.

## Suspension/Termination of Candidacy

LASC reserves the right to suspend or terminate any student whose attendance, academic performance, financial standing, or personal behavior does not comply with LASC standards, regulations, and rules.

## Appeals Process

If a student wishes to appeal probation due to unsatisfactory progress, attendance, or behavior, the student may make a written appeal to the Director. A committee of the Instructor, Head Teacher, and the Campus Director will consider the appeal. Students should receive a response within a 10-day time period. If the appeal is denied, the student may appear before the committee to personally present his/her case.

## Attendance Policy

### *Absences*

Students are expected to attend all courses. LASC staff will monitor absences and tardies. Students are expected to contact the school if they intend to be absent.

In addition, students who fail to meet the overall 80% attendance requirement will be placed on probation for 30 days. Once the 80% attendance requirement is met, the student would be removed from probation. Students failing to meet the 80% attendance requirement during the probationary period may be terminated from the program.

### *Tardiness/Early Departure*

Three recorded tardies or early departures equal one (1) absence. Entry into the classroom fifteen minutes after the class start time constitutes a tardy. Leaving class more than fifteen minutes early constitutes an early departure.

### *Leave of Absence/Vacations*

In order to be eligible for a vacation, students need to be in good academic standing. Our vacation policy allows students to take a break without the missed days of the designated vacation period being counted as absences. To be eligible, a student must receive approval from the administration.

#### **Eligibility Requirements include:**

1. Students completing two quarters are eligible for a one month vacation except during the week of the midterms or finals. If a student decides not to take any time off after the completion of two consecutive quarters, he/she would be eligible to take a quarter (three months) off upon the completion of four quarters (12 months).
2. In emergency situations, such as serious illness or a death in the immediate family, students will be allowed to take a leave of absence not to extend beyond 50% of the length of period for which the student applied, unless otherwise stipulated and documented.

#### **Prior to beginning a Vacation, a qualifying Student must fulfill the following requirements:**

1. Good academic standing and maintaining a cumulative 70% or higher
2. Maintained valid F-1 status, per LASC's satisfactory academic progress policy and United States Customs & Immigration Service (USCIS) policies.
3. Fulfill all outstanding financial obligations
4. Submit, in writing, a formal notification of intent to take Vacation one week before the end of the session.

**The request must include:**

1. Intended begin and end dates for the Vacation (including next intended Enrollment date)
2. General plans (i.e. travel domestically and/or internationally, etc.)
3. F-1 Students who qualify for a vacation must pay a Registration Fee before their I-20 can be registered for the vacation semester. Failure to remit the registration fee will result in Termination of the Student's F-1 record.

**Additional Criteria:**

1. Students are encouraged to utilize the breaks at the conclusion of each quarter for travel. Although, vacations during the middle of a quarter are discouraged, LASC is aware that situations may arise that necessitate time off. If a leave of absence is granted to a student after the start of a quarter, the student is responsible for making up assignments and exams.
2. A minimum score of 70% must be attained on the Final Exam in order for the student to progress to the next level of instruction.
3. Students returning from a vacation/leave of absence exceeding eight weeks in duration may be required to retake the placement test.

*Failure to satisfy the requirements of this policy will result in Termination of the Student's USCIS record.*

**Makeup Work**

At the discretion of the instructor and program schedule, students may be given the opportunity to repeat or make up incomplete assignments.

**Transcripts and Records**

Complete copies of records, reports, and grades shall be retained in the Academic Records File. Students' records are confidential and only those agencies or individuals authorized by law are allowed access without written permission from the student. Students receive a copy of their records upon graduation. Additional copies may be obtained by filling out a transcript request form and submitting it to Student Services.

Students are advised and cautioned that state law requires that school and student records be maintained for a period of five years.

**Personal Conduct**

Students attending LASC are expected to act with courtesy and consideration toward all instructors, staff, students, and visitors at ALL TIMES. Students are expected to observe and display proper decorum. Improper conduct including but not limited to, possession of alcohol, drugs or a weapon, fighting, harassment, etc., shall not be tolerated and will be cause for dismissal. All cases will be brought before a panel consisting of the Director, Campus Director, and any staff relevant to the case. Where the situation will be discussed and evaluated. If a student is found guilty by consensus, he or she will be dismissed immediately.

## STUDENT SERVICES

LASC provides a wide variety of student services. The staff is highly knowledgeable and always willing to assist students with visa matters, transportation, banking, insurance, driver's licenses, and recreation.

If a student requires assistance in locating housing within the area, LASC can refer the individual to agents that specialize in finding host families willing to rent out rooms. Rooms range from \$400 to \$600 per month. The rate for homes that provide food as well as transportation is typically between \$1,000 to \$1,600 per month.

Class field trips to local museums, amusement parks, and social events enable students to practice language skills learned in the classroom in real-life situations.

The staff and faculty are always available to assist students in the pursuit of their educational or vocational goals. Students will find the staff and faculty more than willing to write letters of recommendation, correct personal essays for university applications, and offer their professional advice.

### Case Management Program

The school is aware of situations which may arise to create learning problems for students. We provide the necessary supportive environment and assistance to enable every student to continue their studies to the best of their abilities. LASC's Student Case Management Program is run by the Head Teacher and provides students with whatever support is needed to address student academic and behavior concerns. During the course of the program, the student and Head Teacher meet to develop and implement a corrective action plan. Other staff and instructors are included in the plan as needed. Teachers and staff may refer students and students may self-refer themselves to the program by contacting the Head Teacher.

### STUDENT GRIEVANCE

***Students wishing to file a complaint may do so in one of two ways. Complaints may be registered on student critique forms available in the student lounge. They can be submitted anonymously to Student Services. Complaints that are not resolved by the Student Services office will be directed to the School Director.***

***If any complaints, questions, or problems cannot be worked out with LASC, write or call:***

**Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
(888) 370-7589**

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

## Housing

LASC offers a housing program through a partnership with Student International Housing Inc. They will help you find a friendly family to make your stay in Southern California unforgettable. SIH matches students and families according to requests and personalities. The home-stay is a month to month agreement with an option to extend longer if both the student and host family are in agreement. For more information, ask LASC for an application.

## Basic Amenities

Once you have arrived, you can decide what items will make your stay more comfortable and home-like. There are several large stores in the Los Angeles and Orange County regions where you can buy needed items at a reasonable price. Items can be purchased in person or online.

Target – [www.target.com](http://www.target.com)

Walmart – [www.walmart.com](http://www.walmart.com)

JC Penney – [www.jcpenney.com](http://www.jcpenney.com)

Craig's List is a website that lists classified ads for a wide variety of items including used furniture, electronic equipment, cars, etc. It has been a helpful source to many people.  
[www.craigslist.org](http://www.craigslist.org)

## *Clothing*

Southern California has a mild climate. Newcomers to Southern California enjoy its mild winters and moderate to warm year-round climate. January is the coldest month of the year, with an average temperature of 58° F. (14° C.) August is the hottest month, with an average temperature of 84° F (73° C.) You will need to bring clothing appropriate for this climate.

## Banking in the United States

There are many banks to choose from in Southern California. Among the largest banks with the most branches are Bank of America and Wells Fargo. In order to open an account at a U.S. bank you will need either a passport or a Social Security card.

### *Checking Account & ATM/Debit Card*

Most students end up opening a checking account when they arrive in the U.S. With this type of account you are able to deposit and withdraw funds directly from your account. You can withdraw funds from your account either by

- Writing a paper check for a designated amount to pay for goods or services
- Use an ATM/Debit card

### *Checking*

Most banks charge a nominal monthly service fee for most checking accounts. The fee varies according to the type of account. You will need to speak to a bank official to determine which type of account best fits your needs.

If you write a check and don't have enough funds in your account to cover the amount of the check, you will be charged an expensive service fee for a "returned" check. You may avoid this by opening an account that has "overdrawn" protection.

You should keep careful track of all your financial transactions to avoid any unnecessary fees or fines. If you lose your check book, you should notify the bank immediately. **ATM/Debit Card**

With an ATM/Debit card you can make cash withdrawals from an automated teller machine (ATM). If you make a withdrawal from an ATM that is not affiliated with your bank, you will probably be charged a small fee. If you lose your ATM/Debit card, you should report it immediately to your bank. If the loss is reported to the bank within 24 hours, you will only be responsible for an amount that shall not exceed \$50 of the total amount that occurs due to fraudulent use. When you apply for an ATM/Debit card, you will be assigned or asked to choose a personal identification number (PIN). Do not choose one that is normally found in your wallet, i.e. your birthday.

### *Credit Cards*

Most students discover that it is not long before they begin to receive solicitations from credit card companies in the mail. If you have no credit history in the U.S. and you apply for a card for which you have not been pre- approved, you might be denied. Don't be discouraged as most students are eventually able to obtain a card after several applications and phone calls. A credit card can be a very convenient thing to own but you should keep in mind:

- You will need a Social Security number to be eligible to apply for most credit cards.
- There is a large fee for late payment of your monthly bill.
- Shop around and look for a credit card that offers the best financial terms for your personal needs.
- Don't use a credit card to live beyond your means. Annual interest rates charged by most credit card companies exceed 19%. Try to pay off the entire bill each month to avoid finance charges.
- It is generally considered safe to use your credit card to make purchases over the Internet as long as you are dealing with an established merchant that uses recognized encryption software. (Look for a closed lock at the top of the page.)
- Any loss or theft of your card should be reported immediately to the credit card company.

## Transportation

### *Public Transportation*

Los Angeles and Orange Counties have limited public transportation systems. Please refer to the following links for more information:

LA Metro – [www.metro.net/](http://www.metro.net/)

Orange County Transportation Authority- [www.octa.net/](http://www.octa.net/)

Metro Link – [www.metrolinktrains.com](http://www.metrolinktrains.com)

### *Bicycles*

If you decide to bike, please be careful! American drivers are not used to sharing the road with cyclists. Always wear a helmet and assume that the drivers of cars do not see you. Lock your bike up, as they are easy to steal. And remember that as a cyclist, you must follow the same traffic laws that cars do.

### *Personal Vehicle*

If you decide to purchase a car while you are in the United States, there are a few things that you need to keep in mind.

- You must have a driver's license to drive a car, whether it is your car or someone else's. A license from your country is usually acceptable, but remember that police officers are not used to seeing them. Double check to make sure your country has a driving agreement with the United States before you use your home-country license.
- You must have proof of car insurance, even if you do not yet have a car. If you do not yet have a car you will purchase what is called a "Non-owner's policy". If and when you do purchase a car, you must call your insurance company immediately to inform them of the changes. There are many companies in Southern California that sell car insurance. Among the most popular are Allstate, State Farm, and AAA. Also, check with fellow students, staff and faculty for their recommendations.
- Make sure you are comfortable driving. Just because you passed the road portion of the driving test does not mean that you are ready for the interstates and highways (or the other crazy drivers!). Practice a bit in areas with less traffic first. Ask a friend to ride with you for support and advice.
- Make sure your car is roadworthy! Buying a car that is falling apart or in any way unsafe should be avoided at all costs!
- Do not drink and drive.

- If you see a police car behind you with the lights flashing, pull over immediately. Stay in the car and keep your hands on the wheel unless otherwise directed by the police officer.

### *How to Find a Car*

You will probably be looking for a used vehicle rather than a new car. Ads for used cars can be found on [www.craigslist.org](http://www.craigslist.org). The local newspapers often have a special section on vehicles also. All new car dealers also carry used vehicles, although their prices tend to be higher. There are also dealers that carry only used cars.

A word of advice – Have any used car you want to purchase inspected by a qualified mechanic before you buy it. Most of the larger gas stations have reputable mechanics. Again, ask for recommendations for car dealers and mechanics from fellow students, faculty and staff.

### *California Driver's License*

Provided below is a summary of what you will need to obtain a California driver's license. Please also refer to the California Department of Motor Vehicles (DMV) website for more information:

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

Before you are eligible to receive a California driver's license, you will need to have one of the following:

1. Social Security Card
2. Individual Tax Identification Number (ITIN)
3. Valid visa and I-20 and a letter from ESLA.
4. Proof of identification
5. Proof of residency
6. Proof of insurance
7. Payment of fees.

There are two tests that must be taken for drivers applying for a license for the first time. One is a road test which includes you driving with a Department of Motor Vehicles' Instructor. The second is a written test that proves you understand basic road rules and safety regulations. A study guide for the written test can be found online at the DMV website.

## **Grocery Guide**

### *Supermarkets*

*Ralph's* – Several locations. Traditional American grocery store featuring food staples, fresh vegetables and meats, paper and cleaning products, and personal care items.

*Stater Brothers* – Several locations. Traditional American grocery store featuring food staples, fresh vegetables and meats, paper and cleaning products, and personal care items.

*Whole Foods Market* – Several locations. An upscale grocery that features a wide selection of health food, organic food and products, cheese, wine and other European and American foods.

*Trader Joes* – Several locations. A mid-priced grocery that features both traditional American food staples as well as gourmet, organic and health food.

*Mother's Markets* – Limited locations. An upscale grocery that features health food, vegetarian and vegan foods, as well as organic foods.

*Farmers' Markets* – Southern California is known for offering a variety of fresh produce through farmers markets. For locations visit the following link: Certified Farmers Markets - [www.farmernet.com/events/cfms](http://www.farmernet.com/events/cfms)

## Student Fee Information

### *Tuition Fee Schedule*

<u>Course</u>	<u>Cost Per Month</u>	<u>Cost for Program</u>
ESL I-VII	\$500	\$1,500 (Each Course is 3 Months)
TOEFL	\$600	\$1,800
GRE	\$600	\$1,800

### *Additional Fees*

Returned Check	\$10
Textbooks	\$8.00 to a maximum of \$40.00 per book

LASC does not currently participate in federal or state financial aid programs.

### *Student Application Fee*

International Students are required to pay a \$100 application fee and the first three months of tuition upon enrollment. At the end of three months, tuition may be paid on a monthly basis.

## Cancelation, Withdrawal and Refund Policy

(1) LASC shall advise each student that a notice of cancellation 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 necessarily limited to, a student's lack of attendance.

(2) LASC shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred dollars (\$100), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

(3) LASC shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund.

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, the institution will consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week. A student who has completed over 60 percent of the period of attendance is not eligible for a refund.

### **Refund Due Dates**

(1) If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

(2) For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to LASC or the date LASC terminates the student due to the student's failure to adhere to the LASC's attendance, conduct, or student progress policy.

### **Case-Specific Cancellation Policies**

(1) Rejection of Applicant: If an applicant is rejected for enrollment by LASC, or if a prospective student has his/her visa application rejected, a full refund of all monies paid, less non-refundable charges, will be made.

(2) Program Cancellation: If LASC cancels a program subsequent to a student's enrollment, LASC will refund all monies paid by the student.

(3) Cancellation Prior to the Start of Class or No Show: If an applicant accepted by LASC enters the United States on an I-20 obtained through the institution and subsequently cancels prior to the start of scheduled classes or never attends class (no show), LASC may retain:

For a program of less than 12 weeks, all the tuition charges for up to four weeks of the first term/session and a maximum total of \$140 for non-refundable charges including any application/registration fees and courier fees.

For a program of 12 weeks or more, all the tuition charges for up to six weeks of the first term/session and a maximum total of \$140 for non-refundable charges, including any application/registration fees and courier fees.

### **Miscellaneous Policies**

- 1. Students that have received an I-20 from LASC must enroll for a minimum of one quarter.*
- 2. LASC may not bill for a period in excess of twelve (12) month increments. Refund computations will apply to the current term at the time of withdrawal.*
- 3. If an authorized overseas agent for recruiting students is utilized, LASC must inform the student of its contractual relationship with the agent and how that relationship will affect the ability of the student to obtain a refund. In addition, LASC must document that the refund has been made on behalf of the student to the agent.*
- 4. 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.*

## School Closure

If LASC closes before a student graduates, s/he may be entitled to a refund. Contact the Bureau for Private Postsecondary Education if ESLA cannot satisfactorily resolve your case.

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818  
www.bppe.ca.gov  
(916) 431-6959

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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## State of California Tuition Recovery Fund

### **§ 76020. Student Tuition Recovery Fund (STRF).**

(a) The fund exists to relieve or mitigate economic losses suffered by a student in an educational program as defined in section 94837 of the Code at a qualifying institution, who is or was a California resident or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. 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.
3. 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 costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **§ 76120. Amount of STRF Assessment**

(a) Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is two dollars and fifty cents (\$2.50).

(b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.

(c) Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable. “

To be eligible for STRF, a student must be a resident of California and reside in California at the time the enrollment agreement is signed. Students who are temporarily residing in the State of California for the sole purpose of pursuing education, specifically those who hold student visas, are not considered California residents.

A student must apply for an STRF refund within two years of receiving notice from the BPPE that the institution has closed. If notice is not received from the Bureau, a student has four years from the closing date to file an STRF application.

It is important that you keep a copy of all enrollment agreements, contracts, or applications to document enrollment; as well as tuition receipts, or canceled checks, to document the amount of tuition paid. Such information may assist a claim for reimbursement from the STRF.

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 (916) 263-1897.

## Academic Programs

### ESL Program

Our ESL program is based upon a comprehensive curriculum that emphasizes active student engagement in the four areas of language development: listening, speaking, reading and writing. The program is comprised of four levels (Beginning, Intermediate, and Advanced) and six ESL courses. ESL Courses 1-7 are carefully structured to maximize learning and focus on the needs of the English Language Learner (ELL) at every stage of language development. In Beginning Levels (ESL 1 and 2), the emphasis is on fundamental English and creating a strong foundation in basic speech patterns, grammar, vocabulary and conversation. In Intermediate Levels (ESL 3, 4, 5), the emphasis is on building upon basic proficiency and developing vocabulary, pronunciation, grammar and conversational skills. In Advanced Levels (ESL 6, 7), the emphasis is on developing discussion skills, reading comprehension strategies, advanced grammar and writing.

#### *Placement Test*

All ESL applicants must take a standardized placement test used to determine if the applicant is able to benefit from the program. The scores are used to place students in the appropriate course levels.

#### ESL 1 (Beginning)

This introductory course is designed for the student who has little or no background in English. Emphasis will be on fundamental English: basic conversation, pronunciation patterns, vocabulary development, and basic grammar.

#### ESL 2 (Beginning)

This course is designed for the student who has basic reading, writing, listening and speaking skills in English. Emphasis will be on building and refining fundamental conversational skills, pronunciation, vocabulary development and grammar.

#### ESL 3 (Intermediate)

This course is designed for the student who has achieved basic proficiency in English. Emphasis will be on developing conversational skills, studying increasingly complex grammatical structures, and improving reading comprehension.

#### ESL 4 (Intermediate)

This course is designed for the student who possesses intermediate skills in reading, writing, listening and speaking in English. Emphasis will be on refining intermediate conversational skills, studying complex grammatical structures, building on reading comprehension and development of writing skills. Students will acquire a strong foundation in grammar to prepare them for more complex writing at the advanced levels.

### ESL 5 (Intermediate)

This course is designed for the student who has achieved intermediate proficiency in English. Emphasis will be on developing speaking and listening skills, studying complex grammatical structures, honing reading comprehension skills, and learning paragraph composition and basic essay structure.

### ESL 6 (Advanced)

This course is designed for the student who possesses advanced skills in reading, writing, listening and speaking. Emphasis will be on developing advanced speaking and listening skills, reading increasingly complex academic texts, and developing essay writing skills. Students will learn to communicate with fluency on a wide range of topics, participate in discussions, and deliver oral presentations.

## **Test Preparation Programs**

---

### **TOEFL**

*Course Hours: 228 Hours*

*Course Objectives:*

This course prepares students for the Test of English as a Foreign Language (TOEFL) Internet-based exam. The iBT TOEFL is comprised of four equally weighted parts: reading, writing, listening and speaking. Students will develop skills of note-taking, paraphrasing, summarizing and synthesizing – skills necessary for both the TOEFL and future academic success.

*TOEFL Course Outline:*

#### *TOEFL Listening*

This module provides intensive practice in preparation for the Listening portion of the TOEFL test. Students listen to audiotapes of sample TOEFL questions and do practice exercises. Other exercises such as dictation and listening to radio programs, television shows, movies, and lectures are incorporated into the instruction to enhance listening skills.

#### *TOEFL Reading*

This module provides intensive and extensive reading comprehension practice from sample TOEFL reading tests, novels, short stories, newspapers, magazines, and other literary works. Vocabulary building, reading comprehension and timed reading will be reinforced in this course

*TOEFL Writing*

This module provides comprehensive instruction in essay composition using sample TOEFL topics assigned by the ETS. Students will learn how to analyze the essay question, outline their essay, create and support their thesis with specific examples, and compose complex sentence structure and paragraph development.

*TOEFL Speaking*

This module provides an in-depth analysis and practice of both the independent and integrated speaking tasks of the TOEFL. Emphasis will be placed on building vocabulary, improving pronunciation, and developing fluency.

---

---

**GRE**

*Course Hours: 228 Hours*

*Course Objectives:*

This course is designed to prepare students for the GRE exam required for college entry at the graduate level by familiarizing them with the different types of questions they will encounter on the exams. The course will focus on each section individually as well as test-taking strategies and tips to higher your score.

*GRE Exam:*

It is an aptitude test meant to measure applicants' potential to succeed in graduate school.

The GRE General Test contains sections that measure verbal, quantitative, and analytical skills. The verbal section tests applicant's ability to understand and analyze written material through the use of analogies, antonyms, sentence completions, and reading comprehension questions.

The quantitative section tests basic math skills and applicant's ability to understand and apply quantitative skills to solve problems. Types of questions include quantitative comparisons, problem solving, and data interpretation.

The analytical section tests applicant's ability to analyze and evaluate arguments, make hypotheses and draw inferences about causal relationships. Questions tap both analytical and logical reasoning.

*GRE Course Outline:*

The program encompasses a total of 96 hours of verbal, math and logic instruction incorporating practice exams throughout the course.

<b>Section</b>	<b>Number of Questions</b>	<b>Time</b>
Verbal	Approx. 6 Sentence Completions	30 Minutes
	Approx. 7 Analogies	
	Approx. 8 Reading Comprehension	
Math	Approx. 9 Antonyms	45 Minutes
	Approx. 19 Quantitative Comparisons	
	Approx. 9 Multiple Choice	
Logic	Approx. 5 Graphs	60 Minutes
	Approx. 23 Game Questions	
Experimental	Approx. 12 Arguments	?? Minutes
	Verbal, Math, or Logic	

**Concurrent Enrollment**

Students may enroll concurrently in any of the ESL, TOEFL, and GRE courses but must score appropriately on a standardized reading exam.

**Private Tutoring**

ESLA offers private tutorial services for students who desire to have individual instruction, need extra instruction or whose personal schedules do not allow them to attend our courses. Please contact the admissions office for more information regarding these services.