



**ENGLISH AS A SECOND LANGUAGE  
STUDENT CATALOG  
2011 Edition**

**Arlington University  
71-847 Highway 111, Suite B  
Rancho Mirage, CA 92270  
(760) 343-7500**

# **Arlington**<sup>TM</sup> UNIVERSITY

## **ESL Program**



'Never doubt that a small group of thoughtful citizens can change the world. Indeed it is the only thing that ever has.'

*-Margaret Mead*

*This catalog is valid from January 1, 2011 through December 31, 2011.*

**Congratulations on your decision to enroll in the English as a Second Language (ESL) Program with Arlington University!**

**This will be a fun opportunity not only to learn about people and different cultures but also to gain greater insight in to your own skills, strengths and aspirations. The cross-cultural communication skills you will gain will be incredibly valuable and will help you to become a global citizen. At first things might feel a little uncomfortable but before long you will have a new sense of confidence and capability to thrive in both business and social settings.**

**This catalog has been designed to give you insight into the world that lies before you, as well as the institutions, policies, guidelines and course descriptions. While everything cannot be covered in one simple catalog, you are encouraged to visit the Admissions Department to seek answers to any questions you may have.**

**In preparing for your studies, remember to stay positive and keep an open mind. You have a great support system at Arlington University and we use all our resources to help our students succeed.**

**Learning a language is new and different; enjoy your new encounters and try to laugh as much as possible. The more open you are, the more you will learn.**

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## **MISSION, PURPOSE & OBJECTIVE**

**Our Mission:** To provide our students a framework to master Conversational English as well as preparing them to use and understand the correct American Idiomatic English for their specialized needs, such as in business or higher education.

**Our Purpose:** To enrich the lives of our English as a Second Language students by preparing them for study at other institutions as well as for success in the workplace.

**Our Objective:** To provide quality curriculum and appropriate support strategies for English as a Second Language students, especially in literacy and English language proficiency as well as assisting students to progress to higher education institutions.

## **WELCOME TO ARLINGTON UNIVERSITY**

Arlington University is a multi-purpose language institute with instruction aimed at teaching English as a Second Language (ESL).

We at Arlington University realize that achievement for optimal education is a shared responsibility between faculty and student, and we strive to create a secure and supportive learning environment.

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.

Arlington University, is a private institution and is approved to operate by the Bureau for Private Postsecondary Education under School Code 1925511. BPPE address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Toll Free: (888) 370-7589.

# ACADEMIC CALENDAR

## **Spring 2011 Session**

April 4 – April 25.....Registration for New Students Begins

May 2 .....Class Begins / Orientation

June 24.....Last Day of Class

## **Fall 2011 Session**

Aug 15 – Sep 5.....Registration for New Students Begins

Sep 12.....Class Begins / Orientation

Nov 4.....Last Day of Class

## **OUR PROGRAMS**

The English as a Second Language curriculum organizes your English learning into three levels of proficiency. Each level can be completed in an eight week session. Levels are grouped into Beginning, Intermediate and Advanced, allowing students of similar abilities and interests to study together. When levels are combined, each student is tracked and evaluated according to his/her specific level in the program.

A student's level is determined through placement testing prior to course commencement made up of three parts; an oral interview, a writing sample and a multiple choice exam which tests listening, reading, vocabulary and grammar.

At the end of each eight week session, students are evaluated for advancement to the next level based on their mastery of level objectives. Criteria used for this evaluation include, but are not limited to:

- Demonstration of Skills During Class
- Quizzes and Tests
- Homework Assignments
- Standardized Level Tests (final examinations)

## **LANGUAGE OF INSTRUCTION**

Instruction will be in English.

## **STANDARDS FOR ACHIEVEMENT**

Arlington University expects students to maintain satisfactory course progress, including

1. Maintain 70% or better average on all work projects and tests.
2. Maintain required attendance, meaning no more than 2 unexcused absences within an eight week course session.

Students will be evaluated

1. When 25% of the course has been completed
2. When 50% of the course has been completed
3. When 75% of the course has been completed, and
4. When 100% of the course has been completed.

Upon successful completion of course, students will be awarded a certificate of completion.

English as a Second Language – Beginning: 160 clock hours required

This is an eight week introductory course in English for non-native speakers. Emphasis is on listening, speaking and survival skills. Reading and writing skills will be introduced. A civics component will also be included.

Sample Class Schedule:

Monday – Friday	8:00 a.m. to 12:00 p.m.
Monday – Friday	5:30 p.m. to 9:30 p.m.
Program Cost (per session)	\$1,400.00*
Materials Fee (per session)	included

English as a Second Language – Intermediate: 160 clock hours required

This is an eight week course and is designed for further development of listening, speaking, reading and writing skills at a low intermediate level. Vocabulary acquisition and idiomatic expressions will be put into the context of grammatical structures. A civics component will also be included.

Sample Class Schedule:

Monday – Friday	8:00 a.m. to 12:00 p.m.
Monday – Friday	5:30 p.m. to 9:30 p.m.
Program Cost (per session)	\$1,400.00*
Materials Fee	included

English as a Second Language – Advanced: 160 clock hours required

This is an eight week course which incorporates the academic skills necessary for the advanced ESL student to progress. This course is designed to complete the instruction of English grammar. It will continue to develop reading skills and focus on writing skills at the sentence and paragraph level. Information conversation will be incorporated into the body of the course. Listening comprehension will be further developed preparing the student to enter mainstream course and/or the work force.

Sample Class Schedule:

Monday – Friday	8:00 a.m. to 12:00 p.m.
Monday – Friday	5:30 p.m. to 9:30 p.m.
Program Cost (per session)	\$1,400.00*

Materials Fee                      included

Total Program Cost              \$4,200.00\*  
(Beg, Inter, Advanced)

\*does not include Student Tuition Recovery Fund Charges & Enrollment Fee

## **STUDENT TUITION RECOVERY FUND**

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. 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:

1. You are not a California resident, or are not enrolled in a residency program, or
2. 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.

“The state of California created the Student Tuition Recovery fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending certain schools regulated by the Bureau for Private Postsecondary and Vocational 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:

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 cost.

4. There was a decline in the quality of the course 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.
5. An inability to 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.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 (mailing address: PO Box 980818, West Sacramento, CA 95798-0818), Toll Free: (888) 370-7589, Fax: (916) 263-1897.

## **ENROLLMENT**

### *Program Admission Prerequisites*

Admission is granted to all students 18 years of age or older who want to improve their writing, speaking and comprehension of the English language. There is no minimum level of education or preparation required for admission.

### *Registration*

Students are to supply all required information as requested by the Administration Office. The following information is required to enroll, but is not limited to:

Personal Information (address, phone number, etc.)  
Language first spoken by student  
Languages spoken at home  
Residence Status  
Education information

### *Assessment*

All students are required to take an assessment test prior to attending classes. These tests are not a pass/fail, rather they are designed to provide the teaching staff essential information regarding student placement.

### *Orientation*

Students will attend an orientation prior to class instruction. This orientation will provide the student with information about the campus and the opportunities available to them.

## **ADMISSIONS AND RECORDS DEPARTMENT**

Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Location: 71-847 Hwy 111, Suite B, Rancho Mirage, CA 92276

Phone Number: (760) 343-7500

Our Admissions Office and Records Office are dedicated to providing assistance with registration and academic record services in a professional, caring, and supportive atmosphere. All student records are treated with confidentiality following State and Federal guidelines. Through high quality service to students and the general public, we create an environment that fosters respect for the individual and promotes and encourages positive growth.

Admissions shall maintain a file for each student who enrolls in the institution whether or not the student completes the courses. Copies of certificates are available to the student for a fee of \$10.00. All records are kept for five years from date of course completion, withdrawal or termination, with the exception of transcripts which are kept for 50 years.

## **FINANCIAL AID**

Arlington University does not offer state or federal financial aid to students. 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. If the student has received federal student financial aids funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

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

## **FACULTY/STAFF**

Arlington University has a dedicated faculty and staff working every day to ensure the Arlington University educational experience is fulfilling and distinctive. Students count on our Faculty and Administrations Department to bring learning to life with lessons that drive real-world application. Our exceptional and quality Staff demonstrates through consistent commitment that they themselves chart the course for Arlington University's future and enrich the communities in which they live and work.

Our ESL teachers are required to have a graduate degree in ESL instruction, or a master's degree in a related field, such as adult education, English or a foreign language, supplemented by years of experience teaching ESL to adults.

The teachers at Arlington University are creative in finding ways to communicate effectively with their students and providing a nurturing and evolving environment.

### **THOMAS E. PRESTON – President and Dean**

Thomas E. Preston graduated from Loma Linda University in 1987 with a Bachelor of Science Degree in Nursing. He served as an Emergency Room RN for nearly 15 years at Eisenhower Regional Medical Center and Community Hospital of San Bernardino. He also possesses an extensive IT (Information Technology) background and has developed several ground breaking computer systems currently in use at numerous state of the art hospitals. By bringing together his passion for education, vast health care industry knowledge and technical experience, Mr. Preston has transformed Arlington University into the most up to date and dynamic education platform available for our students.

### **LEIGH M. BOHNET, CPA – Vice President, Finance and Administration**

Leigh M. Bohnet graduated with a Bachelor of Arts Degree in Business Economics, Concentration in Accounting in 1994 from the University of California, Santa Barbara and in 1997 went on to earn the designation of Certified Public Accountant. Mr. Bohnet has extensive finance and administration experience and has held numerous prestigious positions, including Senior Auditor and Controller, and most recently Chief Financial Officer for a nationwide health care staffing firm. He supervises all financial business transactions, making necessary decisions for day to day operations as well as for long range economic development.

### **ANNE GOUAK – Vice President, Academic Affairs**

Anne Gouak graduated from Texas Tech University with a Bachelor of Business Administration in International Business Degree and a Bachelor of Arts in Spanish Degree in 2005. She also studied at the Universidad Pablo de Olavidè in Seville, Spain where she assisted with student support services. Ms. Gouak created several programs and workshops while studying in Spain which provided extended services to foreign students allowing additional opportunities during their stay. Prior to joining the

Arlington University team, Ms. Gouak enjoyed a very successful career in investment banking. While at Arlington, Anne has filled many roles including career counseling services, enrollment management as well as developing several vital student programs.

**JENNIFER L. STANSBURY – Vice President, Student Affairs**

Jennifer L. Stansbury graduated with an Associate of Arts Degree from College of the Desert in 2000. She has worked in top management positions with large firms and specialized in Human Resources/Employee Relations. Ms. Stansbury performs various duties, such as maintaining student policies and procedures, disciplinary actions, alumni relations and the development of services for students with disabilities. Ms. Stansbury has most currently implemented an Advocacy and Support Program.

**CARL BODON – Instructor**

Carl Bodon has a Bachelor of Arts in Economics from California State University, San Bernardino and a Master of Science in Human Resources from Chapman University. Mr. Bodon has taught for the past eleven years, has worked extensively with migrant students, students with learning disabilities such as Autism and Down Syndrome as well as the physically handicapped, and specializes in English as a Second Language.

**ELIZABETH ANN WATTS – Instructor**

Elizabeth (Ann) Watts graduated with honors and received her Associate of Science Degree in Nursing from Imperial Valley College in 1976, her Bachelor of Science Degree in Nursing from San Diego State University in 1986 (also with honors) and is soon to receive her Master of Science Degree in Nursing Administration. Ms. Watts has worked as a Nurse, Charge Nurse, Public Health Nurse, NICU Director, Chief Nursing Officer, EMT Instructor, Critical Care Provider, Continuing Education Instructor and Executive Vice President for a health care staffing firm over the past 35 years.

**LEITH REGAN – Instructor**

Leith Regan earned her Bachelor of Arts Degree in Psychology from Syracuse University in 1974 and was awarded a Master of Business Administration from National University in 1990. Ms. Regan is fluent in many languages, including French, German, Arabic, Latin and Spanish. She is also a retired US Naval Officer where she was a Master Training Specialist and Curriculum Developer for night audit procedures, automated information systems, interrelationship of electronic systems and information security. She also served as an ESL Instructor in the Peace Corps.

## **FACILITIES**

All classes are held at 71-847 Hwy. 111, Suite B, Rancho Mirage, CA 92270. Arlington University has spacious classrooms, a computer laboratory with free internet and e-mail and a well-equipped lunchroom facility. Class maximum is 20:1.

## **LIBRARY**

Arlington University's goal is to provide our students with the necessary resources and services to meet their educational need(s). Our library is open during specified hours for students to access books, online computers and a serene setting to focus on coursework.

## **STUDENT SERVICES**

Student mentoring is supported throughout our program. Occasionally Arlington University posts job openings on emails to current and former students.

## **PLACEMENT SERVICES**

Arlington University does not provide placement services.

## **CREDIT / TRANSFERS**

Arlington University is authorized by the Bureau for Private Postsecondary Education to offer English as a Second Language courses, however, these courses are not considered credit courses. We do provide certificates upon satisfactory course completion.

### **“Notice regarding transferability of credits and credentials earned at our institution”**

The transferability of certificates you earn at Arlington University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in English as a Second Language is also at the complete discretion of the institution to which you may seek to transfer. If the certificate you earn at Arlington University 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 Arlington University will meet your educational goals. This may include contacting an institution to which you may seek to transfer to after attending Arlington University to determine if your certificate will transfer.

## **EXPERIENTIAL CREDIT**

Arlington University does not award credit for prior experiential learning.

## **ARTICULATION AGREEMENTS**

Arlington University has not entered into articulation or transfer agreements with any other college or university.

## **HOUSING**

Arlington University does not provide dormitory facilities. We will provide a list of conveniently located, low cost accommodations and their availability upon request only through the Administration Office.

Below, please find an example of local housing facility prices. These amounts are estimated and are subject to change due to fluctuation in the market, size and length of stay. Student research will be required to verify current prices.

Kitchen / Parking / Minimum Cost:

1 week: \$600.00

4 Weeks: \$2,000.00

8 Weeks: \$4,500.00

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### *Non Discrimination Policy:*

Arlington University is committed to providing equal opportunity for all, without regard to race, religion, national origin, gender, sexual orientation, marital status, age or handicap.

Arlington University does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, pregnancy, or prior military service in administration of its educational policies, admission, financial aid, employment, educational programs, or activities. The Director of Operations is responsible for the coordination of nondiscrimination efforts and the investigation of employee and student complaints alleging discrimination.

The laws and regulations prohibiting the above discrimination are 1) Title VI and VII of the Civil Rights Act of 1964, 29 CFR 1601-1607; 2) Equal P Act of 1963, 29 CFR Part 800; 3) Title IX of the Education Amendments of 1972, 45 CFR Part 86; 4) Age

Discrimination in Employment Act of 1967, 29 CFR Part 850; 5) Sections 503 and 504 of the Rehabilitation Act of 1973, 45 CFR Part 84 and 41 CFR Part 741; 6) Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, 41 CFR Part 60-250; 7) the Americans' with disabilities Act of 1990.

*Non-Smoking Policy:*

No smoking is allowed within 20 feet of any building entrance according to the laws of the State of California.

*Sexual Harassment Policy:*

Arlington University prohibits any act involving sexual assault or harassment by any of its employees, students, staff, faculty, or anyone conducting business on Arlington University premises, which includes all classrooms and classroom buildings, and any location used for an off-site school function.

As a victim, any student, employee, faculty or staff member who believes a crime has been committed, should report the crime immediately to the nearest faculty or staff member, who will, in turn notify the Director and the Police.

Any observer of a crime should notify the Director immediately rather than take the initiative to contact the police. It is critical that the rights of the victim are protected so they are the one to call authorities and accurately report the facts of the crime. The police will arrive to review the crime, take a description of the attacker, etc. and ensure the victim and his/her escort is transported to a medical facility. Confidentiality is required in order to protect all parties involved.

Should another student, faculty or staff member be accused of the crime, appropriate disciplinary action is enforced until a formal investigation is completed. The victim is informed of any further disciplinary action or appeal in connection with the sexual assault.

*Students with Disabilities:*

In accordance with State and Federal law, requirements at Arlington University shall be modified as necessary to ensure they do not discriminate, or have the effect of discrimination on the basis of handicap, against qualified handicapped applicants or students. The procedure for seeking an adjustment is as follows:

Arlington University believes disabled persons should have an equal opportunity to compete academically and to participate in the full range of post secondary experience. Academic support services for students with disabilities include test proctoring, texts-on-tape, interpreter services, hearing screening, speech therapy, and equipment resources are also available.

*Attendance Policy:*

Arlington University expects students to attend all class sessions of courses in which they are enrolled. If student's attendance (excluding authorized holidays and illness) is below reasonable standards (3 unexcused absences), they will be dropped from the class and will not be allowed to continue their studies. A formal letter of dismissal will be mailed

to the physical address on file. Students may re-enroll pending Admissions Department approval.

Leave of Absence Policy:

If a Leave of Absence is required, a student must submit in writing a request to the Administration Office, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the school's approval.

A Leave of Absence may be limited to a specified amount of days (not to exceed 5 days). The hours missed are required to be made up upon student's return. Only one Leave of Absence will be granted to a student per course. If the student's absence is NOT approved, the student will be considered to have withdrawn from the school. If the Leave of Absence is approved, the student may return prior to, or at the end of, the Leave of Absence and resume class as usual.

Repeating Courses:

Students may only repeat courses if they have not passed the assessment test and upon teachers' recommendations. However, all courses will appear on Official Transcripts showing a reflection of the course.

Withdrawal Policy:

Students have the right to withdraw from a course of instruction at any time. Please see refund policy listed below.

Refund Policy:

The student has a right to cancel the enrollment agreement and obtain a refund. **A written cancellation request from the student is required** and should be sent to the address below. For specifics related to your refund, please see Refund Calculation on Page 16.

The Director  
Arlington University  
Post Office Box 608  
Thousand Palms, CA 92276

The Registration fee and STRF fee is non-refundable. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. There will be no refund if the student decides to withdraw after 60% of the classes (fifth week) are over.

A written notice from the student, about the cancellation is required. A telephone call about cancellation or absenteeism from class will not be considered as true cancellation. In such cases, student will not receive the refund for that period. The refund will be processed within 30 days from the day Arlington University receives the official written notice of cancellation from the student. The refund check will be mailed to the address of

the student. If original payment is by credit card, the refund will be processed on the credit card.

In case student decides to withdraw during the program, before 60% of classes are over, the following will be the refund calculation:

Refund Calculation:

- Step 1            Deduct \$50.00 registration fee and \$2.50 STRF fee (if applicable from total tuition paid)
- Step 2            Multiply number of classes attended (all classes held prior to written notice of cancellation) by \$35 (tuition per class)
- Step 3            Subtract the amount in Step 2 from the amount in Step 1

**Refunds** will be issued within 30 days of the date of student notification, or date of school determination (withdrawn due to absences or other criteria as specified in catalog), or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

Disclosure of Educational Records:

Students have the right to review their educational records. The Family Educational Rights and Privacy Act of 1974 makes every effort to protect the privacy and confidentiality of all student records. Students wishing to review their records may visit the Admissions Office during office hours. Disclosure of a student's educational records to other parties, except those permitted by law, will not be made without prior written consent of the student.

Student records are maintained in written form/hard copy, in lockable file cabinets, which are located in the Admissions and Records Office. Only designated school personnel have access to such records. All employees sign a confidentiality statement prohibiting them from divulging any information contained in such records. Records generated by the school itself, such as grades and transcripts, are also maintained on computer disk.

Student Grievances:

All student grievances must be in writing and should be sent to:

The Director  
Arlington University  
Post Office Box 608  
Thousand Palms, CA 92276

Financial Aid:

State/Federal Financial Aid is not offered through Arlington University. Please be advised that any student taking out loan(s) for the purposes of tuition payment will be responsible for repayment of the full loan amount, plus interest, less any refund(s).

*Student Tuition Recovery Fund:*

It is a State requirement that a resident California student who pays her/his own tuition, either directly or through a loan, is required to pay a state-imposed fee for the Student Tuition Recovery Fund. STRF is insurance that provides students will be able to complete their course of study. STRF is available for California residents only. The cost is \$2.50 per \$1,000.00 of tuition. You are not qualified if a third party, such as an employer or government program, pays your tuition or if you are not a California resident. The Student Tuition Recovery Fund (STRF) is a special fund established by the California Legislature to reimburse students who might otherwise experience a financial loss as a result of 1) the closure of a school, 2) the school's breach or anticipatory breach of the agreement for the course of instruction, or 3) a decline in the quality or value of the course of instruction within the thirty (30) day period before the institution's closure. The fund protects California residents only. A fee of \$2.50 per \$1,000 of tuition is charged to residents. Institutional participation is mandatory. To be eligible for the STRF, a student must be a California resident and live in California at the time the enrollment is signed or when a student receives lessons at a California mailing address from an approved institution offering correspondence instruction. Exempt from participation are: non-California residents, international students and students whose tuition is paid by a third party. The STRF fee is based on \$2.50 per every \$1,000 dollars paid in tuition. Students must keep a copy of any enrollment agreement, contract and/or application to document enrollment; tuition receipts or cancelled checks will document the total amount of tuition paid. This information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student's behalf, or if no notice of rights are served to the student, then within four (4) years of the school's closure. For further information or instructions write to: Bureau for Private Postsecondary Education, P. O. Box 980818, West Sacramento, CA 95798-0818, (916) 431-6959.

*Student Conduct Code:*

The following are rules for minimum student conduct. Students enrolling in ARLINGTON UNIVERSITY assume an obligation to conduct themselves in a manner compatible with ARLINGTON UNIVERSITY'S function as an educational institution. Misconduct or "good cause" for which students may be subject to probation or dismissal is listed below:

1. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of school's personnel.
2. Assault, battery, or any threat of force or violence upon a student or school's personnel.
3. Sexual assault, including, but not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.
4. Willful misconduct resulting in injury or death to a student or school's personnel or that results in cutting, defacing, or other injury to any real or personal property owned by the school.

5. The use, sale, or possession on the school's site or under the influence of, any controlled substances or any poison classified as such by Schedule D in Section 4160 of the State of California Business and Professions Code.
6. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the school.
7. Persistent, serious misconduct where other means of correction have failed to bring about resolution.
8. Dishonesty, including, but not limited to, cheating, plagiarism, or knowingly furnish false information to the school, including knowingly allowing another individual to represent a student in the performance of his/her student obligations.
9. Forgery, alteration, or misuse of school's documents, records, or identification.
10. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other school's activities, including, but not limited to, community service functions, or other authorized activities on the school's premises.
11. Theft or damage to property of the school or member of the school's community or campus visitor.
12. Unauthorized entry to or use of the school's supplies, equipment and/or facilities.
13. Violation of the school's policies or regulations, including, but not limited to, the use of the school's facilities, or the time, place, and manner of public expression, library procedures, school's bills and debts, or residence.
14. Disorderly conduct or lewd, indecent, or obscene conduct or expression on school-owned or controlled property or at school-sponsored or supervised functions.
15. Failure to comply with directions of ARLINGTON UNIVERSITY officials acting in the performance of their duties.
16. Possession or use of alcoholic beverages on the school's property, at any school sponsored event, or presence on school's site while under the influence of alcohol.
17. Any other offense set forth in the State of California Education Code that constitutes "good cause."

No student shall be removed, suspended, or expelled unless the conduct for which the student is disciplined is related to Arlington University activity or attendance.

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 Capital 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.

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 or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

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

## **CLOSING**

The best way to learn English is to speak English as much as possible. In the classroom your teacher will plan activities and focus on areas needed for each individual student. We hope you enjoy your ESL course and we here at Arlington University will provide support and guidance to help improve your English skills quickly.