



Study English in Los Angeles

School Catalog 2012 - 2013
www.aec.edu



TABLE OF CONTENTS

1. Approval Disclosure Statement	3
2. School Performance Fact Sheet	4
3. About American English College	5 - 6
a. Campus Location	5
b. A Message from the Dean	5
c. Mission	6
d. Accreditation and Affiliations	6
e. Instructors	6
4. Programs	7 - 10
a. Michigan English Placement Test and Course Levels	7
b. Course Descriptions and Clock Hours	8 - 10
5. School Calendar for 2012 and 2013	11 - 12
6. Tuition and Other Expenses	13 - 14
7. School Policies and Procedures	15 - 17
a. Attendance Policy	15
b. Grading Policy	15
c. Academic Probation Policy	15 - 16
d. Leave of Absence Policy	16
e. Cancellation of Agreement	16
f. Refund Policy	16 - 17
g. Retention of Student Records Policy	17
8. Student Services	18 - 19
a. Airport Transfers	18
b. School Events	18
c. Accommodations- Homestay	18
d. Library and Facilities	18 - 19
9. Transcript and Certificates	20
10. College and University Articulation Agreement	20
11. Bureau for Private Postsecondary Education	20 - 22
12. How to Apply	23

APPROVAL DISCLOSURE STATEMENT

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

- 1. Intensive English (9 Levels) – 30 hours/week**
- 2. Semi-Intensive English – 20 hours/week**
- 3. TOEFL Preparation – 20 hours/ week**

Instruction is held in a facility comprising of 8 classrooms that accommodates approximately 14 students at any one time. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

English unites the world



SCHOOL PERFORMANCE FACT SHEET 2011

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

1. Completion Rates: **96%**
2. Placement Rates: **No** students are placed in employment.
3. License examination passage rates: **N/A**
4. Wage & Salary Information: **N/A**
5. This Program does **not** lead to employment.
6. This Fact Sheet is filed with the Bureau for Private Post Secondary Education. Regardless of any information you may have relating to Completion rates, placement rates, passage rates, starting salaries or license exam. This Fact Sheet contains the information as calculated pursuant to the law.
7. Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

Bureau of Private Postsecondary Education

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

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

P: (916) 431-6959, F: (916) 263-1897

www.bppe.ca.gov

ABOUT AMERICAN ENGLISH COLLEGE

A. CAMPUS LOCATION

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



The City of Monterey Park is a safe and pleasant middle-class suburb located approximately 9 miles East of Downtown Los Angeles and 40 minutes from the Los Angeles International Airport (LAX). The climate is mild year-round, and the area has a diverse international community. There are many world-famous tourist attractions nearby, such as Disneyland, Universal Studios, the J. Paul Getty Museum, and the Los Angeles Griffith Observatory, just to name a few. Other iconic places include Beverly Hills, Hollywood, and Rodeo Drive. Known for our beautiful coastline, many of our historic beaches are located about a short drive from the school. In addition, San Diego and Mexico are approximately a two hour drive away. Renowned Universities and two-year community colleges, such as UCLA, USC, Pepperdine University, California State University, Los Angeles, East Los Angeles College, Pasadena City College, Glendale Community College, Santa Monica College, et. al. make choosing and attending American English College your best choice for learning English and transferring to nearby universities.

B. A MESSAGE FROM THE DEAN

Thank you for your interest in the American English College. Like you, thousands of foreign students have contacted us about improving their English. Founded in 1983, American English College has extensive experience in meeting the special needs of students and business professionals. We offer small classes in order for students to actively participate and interact with the instructor. In addition, each instructor is qualified to teach based on his or her education and teaching experience. Throughout the years, many of our students have successfully enrolled at the U.S. College or University of their choice for their continued education. If you decide to apply, you will find a caring administration, staff, and faculty who will make your attendance a pleasant experience. I look forward to meeting you.

Dr. Kenneth Policky
Dean of International Students

C. MISSION

The Mission of the American English College is to provide English-as--Second-Language (ESL) students with an excellent, comprehensive and affordable education in the English language. The American English College is a private school that offers an Intensive English Program in a unique learning environment where students receive individual attention from instructors and counselors. This quality education is intended to advance students to meet or exceed the entrance requirements of American colleges and universities. The American English College was founded on the belief that “English Unites the World”, and that the school’s multicultural environment prepares its students for a more harmonious global community.

D. ACCREDITATION AND AFFILIATIONS

American English College is authorized under Federal law to enroll nonimmigrant alien students and is accredited by *ACCET* (the Accrediting Council for Continuing Education & Training) and is approved to operate by the State of California *BPPE* (Bureau for Private Postsecondary Education). American English College is an active member of *NAFSA* (National Association of Foreign Student Affairs), *AAIEP* (American Association of Intensive English Programs), *CATESOL* (California Teachers of English to Speakers of Other Language), and *TESOL* (Teachers of English to Speakers of Other Languages).

E. INSTRUCTORS

American English College employs instructors that hold a minimum of a Bachelor's Degree from an accredited university, have extensive experience in teaching English as a Second Language (ESL), and most importantly, are passionate in providing the best possible learning experience for our students. We believe that the instructors play a major role in any student's success with learning English and we believe in employing the best and most qualified instructors to join our team. Our instructors have their own teaching styles that accommodate making learning English effective, easy, and enjoyable. With our small classroom settings, instructors are able to provide students with individual attention. This type of interactive and lively environment encourages students to learn and use English. American English College is committed to providing the highest quality education.

PROGRAMS

A. MICHIGAN ENGLISH PLACEMENT TEST & COURSE LEVELS

This examination is designed to measure your mastery of the English language. There are four different kinds of skills measured: listening comprehension, grammar, vocabulary, and reading comprehension. There are 100 problems: 20-listening, 30-grammar, 30-vocabulary, and 20-reading.

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

ESL 1: Introductory ESL

Michigan English Placement Test Score 0 to 20

ESL 2: Beginning ESL

Michigan English Placement Test Score 21 to 36 or by teacher recommendation.

ESL 3: Low Intermediate ESL

Michigan English Placement Test Score 37 to 53 or by teacher recommendation.

ESL 4: Intermediate ESL

Michigan English Placement Test Score 54 to 69, or TOEFL Test Score 375 to 449 or by teacher recommendation.

ESL 5: High Intermediate ESL

Michigan English Placement Test Score 70 to 85, or TOEFL Test Score 450 and above or by teacher recommendation.

ESL 6: Advanced ESL

Michigan English Placement Test Score 86 to 100 or TOEFL Test Score 470 and above or by teacher recommendation.

ESL 7: Beginning Conversation

None

ESL 8: Intermediate Conversation

Michigan English Placement Test Score 54 to 69, or TOEFL Test Score 450 or by teacher recommendation.

ESL 9: Advanced Conversation

Michigan English Placement Test Score 70 or above, or TOEFL Test Score above 450 or by teacher recommendation.

ESL 10: TOEFL Test Practice

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

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

B. COURSE DESCRIPTIONS & CLOCK HOURS

Intensive English Program – 30 hours per week

Monday through Friday

Morning class: 8:45 am to 12:45 pm

Afternoon class: 1:15 pm to 3:15 pm

Semi-Intensive English Program - 20 hours per week

Monday through Friday

Morning class: 8:45 am to 12:45 pm

or

Afternoon class: 1:15 pm to 5:15 pm



TOEFL Preparation – 20 hours per week

Monday through Friday

Morning class: 8:45 am to 12:45 pm

or

Afternoon class: 1:15 pm to 5:15 pm

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

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

ESL 3: Low Intermediate ESL is for students who test between 37 and 53 on the Michigan English Placement Test or by teacher recommendation. At this level students improve their aural comprehension and learn to participate effectively orally in social and academic situations. Students learn to read and understand most expository materials but at a labored speed and to gain fair control of most sentence structure in the writing context.

ESL 4: Intermediate ESL is designed for students who score between 54 and 69 on the Michigan English Placement Test or between 375 and 449 on the TOEFL or because they have been recommended by their teachers. Here students learn to comprehend most conversations and most lectures on familiar subjects at normal speed. Students learn to participate effectively in social and academic situations. Students learn to read and understand general expository material in their academic area and to write with some ease but with occasional errors and misuse of idioms.

ESL 5: High Intermediate ESL is designed for students who score between 70 and 85 on the MEPT or at or above 450 on the TOEFL or have been recommended by their teachers for it. In this course students learn to understand academic and colloquial conversation and most lectures, to speak fluently with only occasional idiomatic imprecision, to read and understand general academic material at somewhat below native speed, and to write at somewhat below native speed but demonstrating good understanding and control of the organization of expository and argumentative essays.

ESL 6: Advanced ESL is to provide continued language instruction designed to refine students' ability to function in an academic environment. The focus of the course is on reading and writing academic English, including recognition and production of various types of academic discourse, and on the development of research skills. Grammar and vocabulary are studied in the context of these activities. Listening instruction focuses on improving lecture comprehension and note-taking skills. The speaking component consists of oral presentations by the students on topics relating to the readings. Students are admitted to the course by reason of their having scored between 86 and 100 on the MEPT or above 450 on the TOEFL or because their teachers recommended them.

ESL 7: Beginning Conversation is designed for students who may have attained a command of English grammar at an elementary level, but cannot comprehend or produce spoken English. They acquire an enlarged vocabulary, learn useful phrases, and practice correct pronunciation in this course. At the same time, they are given many listening assignments of various sorts. The dictionary program was chosen because it is designed for low-beginning level students and covers vocabulary most essential for their everyday language and survival needs.

ESL 8: Intermediate Conversation is for students who test between 37 and 69 on the Michigan English Placement Test or below 450 on the TOEFL or who have been recommended by their teachers. It is a complete vocabulary development program that is meaningful and motivating, presenting them with more than 3,000 words organized into 100 thematic units in a careful sequence of lessons that begins with the immediate world of the student and progresses to the world at large. It repeats in an abbreviated form what was presented in ESL 7 and carries the

ESL 9: Advanced Conversation is for students who test at or above 70 on the Michigan English Placement Test or above 450 on the TOEFL or who have been recommended by their teachers for it. The course is designed to develop the oral communication skills students need in academic and professional settings. Assignments are task-based listening activities, conversations, small group discussions, and individual presentations which are anchored in real-life situations and controversial issues.

ESL 10: TOEFL Test Practice is to teach important language skills and test-taking strategies to promote student success on the TOEFL. Students who achieve a score above 54 on the Michigan English Placement Test or whose current score on the TOEFL is above 450 may take this course, but students who develop their language skills in well-rounded ESL courses and postpone this course until after they have advanced through level 6 will benefit from it more and have a far better chance of success in college. Listening comprehension, grammar, vocabulary, and reading and writing skills are developed through basic practice material; test questions are analyzed; and students become familiar with the test format. In sum, students gain the knowledge, experience, and confidence necessary for success on the TOEFL.





2012 School Calendar

* January 5	Class begins
January 16	Martin Luther King Jr. Day - No Class
February 10	Class ends
* February 13	Class begins
February 20	Presidents' Day - No Class
March 23	Class ends

* April 2	Class begins
May 11	Class ends
* May 14	Class begins
May 28	Memorial Day - No Class
June 22	Class ends
July 4	Independence Day - No Class

* July 2	Class begins
August 10	Class ends
* August 13	Class begins
September 3	Labor Day - No Class
September 21	Class ends

* October 1	Class begins
October 8	Columbus Day - No Class
November 2	Class ends
* November 5	Class begins
November 12	Veterans Day - No Class
November 22, 23	Thanksgiving Day - No Class
December 19	Class ends

Merry Christmas & Happy New Year

American English College

111 N. Atlantic Blvd. #112, Monterey Park, CA 91754 Tel: 626-457-2800 Fax: 626-457-2808

Web Site: <http://www.aec.edu> E-mail: info@aec.edu



2013 School Calendar

* January 7	Class begins
January 21	Martin Luther King Jr. Day - No Class
February 15	Class ends
* February 19	Class begins
February 18	Presidents' Day - No Class
March 29	Class ends

* April 8	Class begins
May 17	Class ends
* May 20	Class begins
May 27	Memorial Day - No Class
June 28	Class ends
July 4	Independence Day - No Class

* July 8	Class begins
August 16	Class ends
* August 19	Class begins
September 2	Labor Day - No Class
September 27	Class ends

* October 7	Class begins
October 14	Columbus Day - No Class
November 8	Class ends
November 11	Veterans Day - No Class
* November 12	Class begins
November 28, 29	Thanksgiving Day - No Class
December 20	Class ends

Merry Christmas & Happy New Year

American English College

111 N. Atlantic Blvd. #112, Monterey Park, CA 91754 Tel: 626-457-2800 Fax: 626-457-2808
Web Site: <http://www.aec.edu> E-mail: info@aec.edu

TUITION* AND OTHER EXPENSES

Intensive English Program - 30 hours per week

Monday through Friday

Morning class: 8:45 am to 12:45 pm

Afternoon class: 1:15 pm to 3:15 pm

***Tuition Fee 2012:** **Note: There is a \$140 for Textbook charge per course.**

4 weeks / \$ 545.00	6 weeks / \$ 815.00	8 weeks / \$ 1,075.00
12 weeks / \$ 1,575.00	16 weeks / \$ 1,995.00	20 weeks / \$ 2,300.00
24 weeks / \$ 2,500.00	28 weeks / \$ 2,850.00	32 weeks / \$ 3,150.00
36 weeks / \$ 3,450.00	40 weeks / \$ 3,650.00	48 weeks / \$ 4,200.00

***Tuition Fee 2013:** **Note: There is a \$160 for Textbook charge per course.**

4 weeks / \$ 595.00	6 weeks / \$ 850.00	8 weeks / \$ 1,150.00
12 weeks / \$ 1,725.00	16 weeks / \$ 2,150.00	20 weeks / \$ 2,500.00
24 weeks / \$ 2,950.00	28 weeks / \$ 3,250.00	32 weeks / \$ 3,550.00
36 weeks / \$ 3,850.00	40 weeks / \$ 4,250.00	48 weeks / \$ 4,850.00

Semi-Intensive English Program - 20 hours per week

TOEFL Preparation – 20 hours per week

Monday through Friday

Morning class: 8:45 am to 12:45 pm

or

Afternoon class: 1:15 pm to 5:15 pm

***Tuition Fee 2012:** **Note: There is a \$70 Textbook charge per course.**

4 weeks / \$ 375.00	6 weeks / \$ 565.00	8 weeks / \$ 750.00
12 weeks / \$ 1,125.00	16 weeks / \$ 1,395.00	20 weeks / \$ 1,595.00
24 weeks / \$ 1,750.00	28 weeks / \$ 2,000.00	32 weeks / \$ 2,250.00
36 weeks / \$ 2,450.00	40 weeks / \$ 2,595.00	48 weeks / \$ 2,850.00

***Tuition Fee 2013:** **Note: There is an \$80 Textbook charge per course.**

4 weeks / \$ 460.00	6 weeks / \$ 650.00	8 weeks / \$ 895.00
12 weeks / \$ 1,295.00	16 weeks / \$ 1,545.00	20 weeks / \$ 1,895.00
24 weeks / \$ 2,095.00	28 weeks / \$ 2,400.00	32 weeks / \$ 2,575.00
36 weeks / \$ 2,750.00	40 weeks / \$ 3,000.00	48 weeks / \$ 3,450.00

Note: There is a \$140-\$160 Textbook charge per course (Sample of total charges for one quarter- Intensive English Program (30 hours per week) or \$70-\$80 for Semi-Intensive English Program.

Application Fee (Non-Refundable):	\$ 140
SEVIS I-901 Processing Fee (Non-Refundable):	\$ 20
Tuition (12 weeks):	\$ 1,575
Books:	\$ 140
ID:	\$ 10
Medical Insurance:	\$ 204 (depending on age of student)
STRF (Non-Refundable):	\$ 5
<hr/>	
Total:	\$2,094

All International Students must pay the SEVIS I-901 Fee of \$200. The government incurs this charge. If you wish for AEC to process this payment for you, there will be a Non-Refundable Processing Fee of \$20.

AEC does **NOT** participate in any federal and state financial aid programs nor does AEC offer any private loans.

*Prices subject to change without notice.

SCHOOL POLICIES AND PROCEDURES

A. ATTENDANCE POLICY

American English College believes that attendance is extremely important. You cannot learn well unless you attend class every day. Besides, fast friendships are formed among students who see each other in class every day, and this is a wonderful by-product of your education. If you miss your classes often or come only part of the day, the student advisors will telephone to find out what's wrong. If their concern does not bring you back to class, you will receive a letter in the mail from the office. We keep track of who is not coming to class and let them know when they are missing too much. If you miss many classes, you are placed on probation. If you don't improve, you will be dropped from our rosters. In order to receive a certificate from American English College and meet the requirements for F-1 visa holders, you must attend class at least 80% of the time. We encourage all students to attend regularly in order to be successful.

B. GRADING POLICY

Grading: Students are graded on a biweekly and quarterly basis. Grades include: class participation, homework, quizzes, midterm exam, and final exam.

Level-Advancement: Students are advanced to the next higher level if they achieve an average passing grade of 70%.

AEC grading policy for in-class exams and quizzes is to assign number grades as indicated below. A passing grade is 70%.

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

E = 59% - 0%

C. ACADEMIC PROBATION POLICY

A student will be placed on academic probation if s/he fails to receive a passing grade of seventy (70% or a C grade) in any class at the end of the quarter. The student will be sent a written notification of his /her academic probation status, and her/his student record will reflect that s/he is on academic probation. Being on academic probation means that the student will be required to retake the same class level that s/he failed to pass in the subsequent quarter. If the student passes the class in the next quarter, s/he will no longer be on academic probation. If s/he fails again, s/he will be suspended from the school.

D. LEAVE OF ABSENCE POLICY

To be approved for a vacation in the United States, the student must be in status and have paid his tuition. A student is permitted a vacation once per year after successfully completing nine months of instruction. The vacation may be up to a maximum of 13 weeks duration and the student must return to this institution to continue his studies. For students who are enrolled for shorter periods, it is recommended that they take their vacation after they have completed their studies. Students who are in status and have completed their studies may remain in the United States legally for up to 60 days after completing their studies. For students wishing to have a break by leaving the country they must be in status and have their tuition paid. They have to provide an explanation as to why they are required to return home and a copy of their airline ticket. A student, if approved, must return within five months. If the student fails to meet this deadline, they will have to reapply for a student visa. Breaks in school are permitted on a case by case basis. Breaks in school in the United States are permitted for medical and emergency reasons only. These breaks must be documented with either a Doctor's letter or other acceptable evidence of the emergency. These are approved on a case by case basis.

E. CANCELLATION OF AGREEMENT

STUDENT'S RIGHT TO CANCEL: You have the right to cancel this agreement for a course of instruction until midnight of the seventh business day after the first class you attended. Business day means a day on which you were scheduled to attend a class session. Cancellation shall occur when you give written notice of cancellation at the address of the school shown on the top of the front page of this agreement. You can do this by mail, hand delivery, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

F. REFUND POLICY

You have the right to withdraw from a course of instruction at any time. A notice of withdrawal shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance. 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance at the first class session, or until midnight of the seventh business day after enrollment, whichever is later. You are obligated to pay only for educational services rendered and for un-returned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. American

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

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

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

G. RETENTION OF STUDENT RECORDS POLICY

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

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

STUDENT SERVICES

A. AIRPORT TRANSFERS

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

B. SCHOOL EVENTS

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

C. ACCOMMODATIONS- HOMESTAY

American English College selects, reviews, and approves all host families. All host families are eager to welcome foreign students to the community. This is a wonderful opportunity to meet American families, practice English, and learn about American culture at its source!

AEC does not offer any dormitories.

Housing Placement fee: \$150.00, \$200.00 (2013)

Housing Security Deposit: \$200.00 Security Deposit will be refunded within 14 days after the student has vacated the homestay

Host family with meals: Single room \$795.00 to \$850.00/mo, \$895 to \$950/mo (2013)

Host family without meals: single room \$550.00 to \$575.00/mo, \$595 to \$650/mo (2013)

Apartment single room \$600.00 to \$750.00 per month (Shared bathroom, kitchen and common areas)

Apartment single room \$750.00 to \$900.00 per month (Private bathroom, kitchen, and common areas)

D. LIBRARY AND FACILITIES

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

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

TRANSCRIPT AND CERTIFICATES

American English College awards certificates to those students who display merit in their study of the English language. We award two certificates upon completion of their program at American English College: The Certificate of Merit and The Certificate of Participation. The Certificate of Merit is awarded and recommended by an instructor in recognition to a student's positive progress in their course of study. The Certificate of Participation is awarded to those students that displayed active involvement in the classroom. We, at American English College, are dedicated to our student's learning and appreciate their efforts in Studying English with us.

COLLEGE AND UNIVERSITY ARTICULATION AGREEMENT

American English College does not have any Articulation Agreements with other schools. The credits earned at AEC are **NOT** transferable to any other institution. AEC does not accept credits from other schools.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

Student Tuition Recovery Fund Disclosures

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
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.
 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.

It is the student's right and responsibility and a state requirement in regards to the Student Tuition Recovery Fund that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

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

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 of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.
5. An inability to collect on a judgment against the institution for a violation of the ACT.

For those students that would like to file an exempt claim on the STRF fee for a term, you are able to complete the following form and remit this to the address noted on the form. The web link is <http://www.bppe.ca.gov/applications/strf.pdf>

Amount of STRF Assessment

- (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. 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% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, in which case, the assessment is non-refundable.

STRF Assessment Fee

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

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

also at the complete discretion of the institution to which you may seek to transfer. If the Certificate of Merit that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American English College to determine if your Certificate of Merit will transfer.

CONTACTING BPPE:

a. **Questions:** “Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll Free telephone number: (888) 370-7589 or by fax Number: (916) 263-1897.”

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

HOW TO APPLY

If you are applying from outside the United States, you will need to provide the following:

1. The Completed American English College *Application Form* (on website: www.aec.edu)
2. Non-Refundable Application Fee \$140.00, \$160.00 (Year: 2013)
3. One passport-size photo
4. Copy of the front-page of your passport
5. Copy of your most recent school transcript or diploma
6. Copy of a bank statement showing \$18,000.00 + or Affidavit of Support (*Form I-134*)
7. SEVIS I-901 fee \$200.00
8. SEVIS I-901 processing fee \$20.00
9. The Overseas carrier fee* of \$60.00 (DHL, FedEx, UPS...etc).
* Prices subject to change based on location.

If you are transferring from another school in the United States, you will need to provide the following:

1. The Completed American English College *Application Form* (on website: www.aec.edu)
2. The Completed American English College *Transfer-in Form*
3. Non-Refundable Application Fee \$140.00, \$160 (Year: 2013)
4. One passport-size photo
5. Copy of the front-page of your passport
6. Copy of F1 VISA page of your passport and Form I-94
7. Copy of current SEVIS I-20
8. Copy of a bank statement showing *\$6,000.00 + or Affidavit of Support (*From I-134*)

Effective January 1, 2013, please check www.aec.edu regarding fees and tuition changes.

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