



## ***L.A. Translation & Interpretation***

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**SCHOOL CATALOG**  
**2011**

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## A MESSAGE FROM THE PRESIDENT



Dear Student:

Welcome to LAITI! The L.A. Translation & Interpretation was established in 2003 in Los Angeles, California in order to provide interested students with a quality education in the field of Translation and interpretation. I believe that the training experience at LAITI will challenge and motivate you to be quality practitioners and disciples in this important communication field.

We are dedicated to the values of excellence and professionalism that will make the academic experience rewarding both personally and professionally. With pride and dedication, our institution has launched a spectrum of innovative formulas, principles, and techniques that will be most valuable for Translation and interpretation - ultimately for building bridges for our communities.

It is my honor to invite each one of you to participate in this challenging and exciting program at LAITI. The experience here will open your mind to a whole different level of understanding in the arena of public service.

Sincerely,

***Jun G. Park***

## **INTRODUCTION**

**LA Translation & Interpretation** began in 2003. Our graduates are working throughout the county court system in Los Angeles, they are serving as interpreters and translators within the legal and medical communities, and many are self-employed translators.

### **History**

In 2003, Los Angeles Institute of Translation and Interpretation opened its doors to a diverse student body who were dedicated to becoming interpreters and translators in a variety of languages. From the day the school began not only students were interested in the school's offerings, but businesses began calling and asking about having work translated.

In 2005, LAITI became temporary approved by the state government agency (The Bureau of Private Post-Secondary Education). In April, 2008, the school was authorized under the Federal Law to enroll non-immigrant foreign students.

The school is going through the process of accreditation by ACCST, and is a member of American Translators Association, National Association of Foreign Student Affairs, Better Business Bureau, and Los Angeles Area Chamber of Commerce.

### **Approved for:**

- Veterans' Benefits
- enrolling non-immigrant foreign students under the Federal Law

### **Member of:**

- Better Business Bureau
- Los Angeles Chamber of Commerce
- National Association of Foreign Student Affairs

- The American Translators Association



**The LAITI CAMPUS**

The LAITI campus is centrally located in the heart of Los Angeles in the Wilshire corridor, just minutes from the downtown area. The school can be reached by the #5 Golden State Freeway and the #110, #101 and #10 Freeways. LAITI is close to the LA metro servicing the Universal Studio area and downtown area.

LAITI is open for business Monday through Friday, from 9:00 a.m. to 6:00 p.m., and on Saturdays from 9 a.m. to 4 p.m.

With the LAITI Student ID, discounts are available to students for concerts, movie theatres, and book stores throughout the Southern California area.

The school covers about 2000 square feet on the second floor of an office building, and LAITI houses a lobby, a student lounge, a library, two administrative offices, one language lab with computers, and two large, fully equipped classrooms.

### **The Library**

LA Institute of Translation and Interpretation provides an Internet Resource Center for conducting research online. The Institute has approximately 3000 holdings on its own campus. The computer lab is available during normal school hours. Students also have access to the LA County Library's Korea town Branch, located near the institution as well as the UCLA library system. Students can secure an LA County Library card at no charge and can secure a UCLA Library card for \$80 per quarter. Students will also have access to the Southwestern University Law School Library. This access is limited to on-campus usage.

### **Classrooms**

All classrooms are equipped with audiovisual teaching systems and accommodate 15-20 students.

### **Student Lounge**

Students have a lounge that is available during breaks; it offers TV, table tennis, beverage vending machine, and relevant journals.

### **Student ID Card**

LAITI student ID cards allow students to enjoy a variety of discounts from many surrounding businesses. For food and drinks, students can take advantage of discounts at a variety of nearby eateries, and from bookstores throughout Los Angeles

### **Class Size**

The average class size at LAITI is 15, with a maximum of 25 and a minimum of 6.

### **MISSION & PHILOSOPHY**

LAITI is dedicated to the training of interpreters and translators who can facilitate language communications, conflict resolutions, and cultural understanding in order to provide for improved international relations in business, medicine, and in courtroom and judicial settings. Additionally, LAITI offers American English and culture to international students in order to support the school's overall goals, and provide for intercultural understanding.

### **AUTHORIZED**

LAITI is temporarily approved to operate by the state of California. It means that the institution and its operation comply with the standards established under the law of occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review. The courses contained in this catalog are approved by the BPPE.

### **AUTHORIZED**

LAITI is authorized under federal law to enroll non-immigrant Visa students.

### **VETERANS' BENEFITS**

LAITI is approved under the provisions of Title 38, United States Code for Veterans. Students who wish to receive Veteran benefits must submit a statement of previous training to the school for consideration. Students with previous training in the course to be pursued must submit transcripts from previously attended institutions. Credits allowed will be recorded on

the enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. (NOTE: All prior training must be evaluated.) The VA or the state-approving agency may impose varying enrollment limitations. Veterans are advised to obtain appropriate enrollment materials well in advance of starting class. Problems relating to Veteran enrollment should be directed to the Regional Office of the Veterans' Administration. This approval is for is given only for the programs of study and not for individual classes.

### **Questions**

## **FINANCIAL AID**

Payment in full is required prior to the start date. However, monthly payment arrangements can be made with the school's administration.

## **ADMINISTRATIVE PERSONNEL**

### *Administration*

#### **President: Dr. Jun Park**

Education: Ph.D., State University of New York at Buffalo, 1984  
M.A., State University of New York at Buffalo, 1979  
B.A., Seoul National University, 1976

Experience: President LA Institute of Translation and Interpretation, 2003 to present  
Professor, Emory University,  
Asia United Theological University, 1984 to 1998  
State of California Certified Court Interpreter, 1999 to present

#### **Admissions Officer/Student Services Officer: En Woo Park**

Education: B.S. in Mechanical Engineering,  
University of California, Irvine, 2010

#### **Librarian: Haesan Choi**

Education: M.S.L.S., University of Southern California, January 1974  
B.A. in Sociology, Azusa Pacific University, June 1970

Experience: Library Director, ICURPS, Los Angeles  
Instructor/Coordinator/Library Director, Master Bible College  
Librarian, Teaching Resource Center, Sydney, Australia

## FACULTY

### Lorena Barrett

MA in Translation and Interpretation, LAITI  
2010 National Board of Certification for Medical Interpreters, Certified Medical Interpreter  
2011 Federally Certified Court Interpreter

### Mariana Bension

Bachelor of Arts in Cinematography from the Universidad del Cine of Buenos Aires, Argentina  
Graduate from the Interpretation and Translation Certificate Program at UCLA Extension, Los Angeles, California.  
California Court Certified Interpreter, Spanish. Certification number 301263  
Experience:  
2009-present: English/Spanish interpreter for depositions, hearings and psych evaluations. Also, volunteer interpreter/translator at the Harriet Buhai Center for Family Law ([www.hbcfl.org](http://www.hbcfl.org)).

### Jia Wei Hwang

MA in Translation and Interpretation, LAITI

### Sunny Johnston:

B.A. Pepperdine University International Business, Masters USC Broadcast Journalism, MA in Translation and Interpretation, LAITI, State of California Certified Interpreter

### Daniel B. Kim:

J.D. South Texas College of Law (Houston), M.A. University of Houston, B.A. Yonsei University, State of California Certified Admin Interpreter

### Jun Park

B.A. Seoul National University,  
PhD State University of New York at Buffalo,  
Professor of International Relations at Emory University,  
State of California Court certified interpreter

## Courses of Study

LA Institute of Translation and Interpretation provides a comprehensive education in the field of interpretation and Translation. The school offers traditional classroom-learning and field-based opportunities (i.e., labs and seminars) so students can have hands-on experiences in the professional environment. Our graduates will be well prepared for both state and federal certification.

The objectives of LA Institute of Translation & Interpretation are to educate students who will be: Meaningful contributors to their culture and community in the field of Translation and interpretation.

1. Mature and visionary adults who impact their culture and community using their skills acquired.
2. Committed to a life-long growth process through education and service to their fellow human beings.
3. Active in incorporating classroom-learning with real life experiences.
4. Individuals whose personal lifestyles and career choices incorporate values of service, goodwill, humanitarianism, and peace.

LA Institute of Translation and Interpretation awards the following certificates:

**Certificate in Mission Language Training** - 16 quarter Units

(Units are from Translation, interpretation and ministry courses)

**Certificate in Translation and Interpretation** - 24 quarter Units (72 quarter units for foreign students required to spend 18 hours on campus)

**Intensive English Program** - 1080 Clock Hours (18 hours per week)

LA Institute of Translation and Interpretation also awards the following

degree: **Master of Arts in Translation and Interpretation** -

72 quarter Units



The objectives of the **Certificate in Mission Language Training** are to:

1. Provide the necessary knowledge to assist in Biblical Translation and interpretation.
2. Develop skills that are needed to be successful as an interpreter.
3. Provide the necessary competencies needed within the Translation profession.
4. Refine and develop the student's areas of interest for future ministry work.
5. Provide a foundation for further voluntary licensure and professional recognition.
6. Give assistance in gaining professional competence and knowledge of associations.

The objectives of the **Certificate in Translation and Interpretation** are to:

1. Provide the necessary knowledge for court, administrative hearing, and medical interpreting.
2. Develop skills that are needed to be successful as an interpreter.
3. Provide the student with competencies needed within the Translation profession.
4. Refine and develop the student's areas of interest for future careers.
5. Provide a foundation for further voluntary licensure and professional recognition.
6. Give assistance in achieving professional competence and knowledge of associations.

The objectives of the **Language Programs** are to:

1. Train the student to do complex research projects using English as their secondary language.
2. Teach usage of verbal and auditory skills within an American college setting.
3. Help students function within the American culture to pursue further education in English.
4. Point out areas for further development and refinement of English communication skills.

5. Prepare for TOEFL to aid in getting accepted into selected colleges or universities.

Graduates of the *Master of Arts in Translation and Interpretation* should have:

1. An ability to communicate within divergent cultures.
2. Skills for increased effectiveness within their fields of endeavor.
3. A greater focus in their careers.
4. Clearer life directions.

*\*All programs are taught by highly educated and experienced faculty members - many of whom are recognized in their professional fields with high merits.*

LA Institute of Translation & Interpretation will combine the traditional classroom education along with first-hand experience of practical real-life cases, demanding behavioral transition through both cognitive and emotional training. Students will be involved in a simultaneous education field where classrooms and the surrounding community are linked together, playing their part in the unique education cycle which will cultivate well-experienced workers with a strong theoretical base. Students will be offered these educational experiences in both traditional classrooms and distance-learning programs allowing them to apply classroom skills to real life settings.

The faculty will be practitioners who have an ability to communicate in an academic setting and to integrate practical experiences into that setting. Students in distance-learning settings will be provided opportunities to electronically interact with the faculty in ways designed for their working lives.

***Certificate in Mission Language Training***  
***24 quarter hours***



**Program Description**

The two most serious obstacles to effective Christian Mission in the past have been language and cultural barriers. Mission involves proclaiming the Kingdom of God across the borders, for which language is essential. This program is to train mission-minded interpreters to work with future missionaries or those on sabbatical.

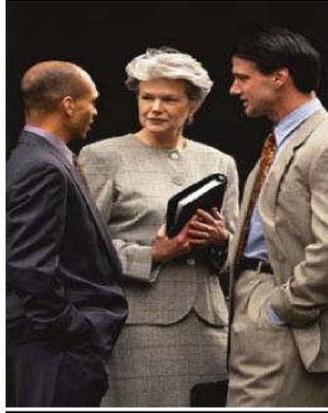
**Graduation Requirements**

The student must complete the program with a minimum GPA of 2.0 and must also satisfy all tuition obligations prior to graduation. Students in this program must meet minimum attendance requirements in addition to meeting all course requirements in order to graduate from the program. The student will complete 18 hours of language training required for field work. A certificate will be given at the completion of the program.

Students must complete the following course requirements:

- Mission English - 4 hours
- Simultaneous Interpretation of Preaching - 4 hours
- Bible Translation - 4 hours
- Cross-cultural Communication - 4 hours
- Preaching II - 4 hours
- Bible Translation II - 4 hours

***Certificate in Translation & Interpretation Program  
24 quarter hours + 48 quarter units for foreign students***



**Program Description**

A program designed to provide the student with the foundational knowledge needed to enter the legal and medical industries as proficient and successful interpreters. This program will provide the student with competencies needed within the Translation and interpretation profession. It will refine and develop the student's areas of interest for future work and provide a foundation for further voluntary licensure and professional recognition.

**Graduation Requirements**

The student must complete the program with a minimum GPA of 2.0 and must also satisfy all tuition obligations prior to graduation. Students in this program must meet minimum attendance requirements in addition to meeting all course requirements to graduate from the program.

Students must complete the following course requirements:

**Required Courses - 21 units**

- Consecutive Interpretation I - 3 hours
- Sight Translation I and II - 3 hours each
- Grammar, Vocabulary and Reading Comprehension - 3 hours
- Simultaneous Interpretation I and II - 3 hours each
- Court Interpretation - 3 hours

**Elective Course : Students will choose one of the following - 3 units**

- Internship - 3 hours
- Intensive Court, Medical, and Administrative Hearing Interpretation - 3 hours each

**Foreign Students on I-20 are required to spend 18 additional hours a week on campus.**

2 courses during weekdays (Schedule varies according to language)

Class A: Monday through Thursday 9am -

12pm Class B: Monday through Thursday

7pm-10pm

Sample Schedule: Class A, Winter

	Mon	Tue	Wed	Thur	Fri	Sat
9am-12pm	Class A Consecutive Interpretation	Class A Lab	Class A Sight Translation	Class A Lab		Class A,B Simultaneous Interpretatio
1-4pm						Class A,B Sight Translation II
7-10pm						

Class B, Winter

	Mon	Tue	Wed	Thur	Fri	Sat
9am-12pm						Class A,B Simultaneous Interpretatio
1-4pm						Class A,B Sight Translation II
7-10pm	Class B Consecutive Interpretation	Class B Lab	Class B Sight Translation	Class B Lab		

*Master of Arts in Translation and Interpretation*  
*72 quarter hours*



Program Description

The purpose of this program is provide the student with an expanded level of understanding in the disciplines of Translation and interpretation in both mission and professional settings. The program will recognize the individual skills and will prepare the student to be an academic professional who can articulate cultural, political and religious issues as a more effective translator.

Graduation Requirements

The student must complete 72 quarter hours with a minimum GPA of 2.5 in all coursework. Mission Language Studies majors are required to take 18 hours in Mission Language. All students in this program must complete all the units within seven years from date of entry. The student must complete all financial obligations to the Institute and file an application by mid-February for intent to graduate in May. This must be done with the school office to certify that all graduation requirements have been met. Students must complete the degree requirements of the catalog in effect at the time of admission or of re-admission. For graduation purposes, it is strongly advised that students maintain continuous enrollment once they are accepted for admission and matriculated.

***Intensive English Program  
1080 clock Hours***



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**Program Description**

This program will provide the student with the opportunity to learn English to facilitate their goals of admission to a US approved or accredited college or university. The program will provide assessment of English skills for non-speaking English adults and then place the student into an appropriate level for development of their English abilities. Upon completion of the program the student should be prepared to take TOEFL for admission to their appropriate school for further education. The program will prepare the students to do research, communicate concepts, participate in discussion groups and to achieve a level of English communication skills appropriate to *their* selected studies.

**Graduation Requirements**

Graduation from the IEP program will be recognized upon successful completion of all levels of IEP training with a minimum grade of C or better, attendance in at least 70% of the scheduled class sessions and payment of all financial obligations.

**Program Requirements**

IEP Beginning Level 1, 2, 3 - 120 clock hours for EACH  
class IEP Intermediate Level 1, 2, 3 - 120 clock hours for  
EACH class IEP Advanced Level 1, 2, 3 - 120 clock hours  
for EACH class

## **COURSE DESCRIPTIONS**

### ***Certificate in Mission Language Training Courses***

ML 101 Mission English (4 hrs)

Study of English conversation and grammar required for missionary activities, including basic theological concepts. The student will go to parts of Los Angeles for street evangelization.

ML 102 Simultaneous Interpretation of Preaching (4 hrs)

Practice in simultaneous interpretation of preaching from the mission language to English and from English to the language of the mission field.

ML 103 Bible Translation (4 hrs)

The student will translate English Old Testament into the language of the mission field with the help of the native interpreter residing in Los Angeles.

ML 104 Cross-cultural Communication (4 hrs)

Study of the culture, religion, and language of the mission field with emphasis on the cultural aspect of everyday conversation.

ML 202 Preaching II (4 hrs)

Training in preaching in the language of the mission field, with the help of a native interpreter residing in Los Angeles.

ML 203 Bible Translation II (4 hrs)

The student will translate the New Testament into the language of the mission field with the help of a native interpreter residing in Los Angeles.

### ***Certificate in Translation & Interpretation Courses***

Consecutive Interpretation I - 3 hours

Sight Translation I and II - 3 hours each

Grammar, Vocabulary and Reading Comprehension - 3 hours  
Simultaneous Interpretation I and II - 3 hours each

Court Interpretation - 3 hours

Intensive Court Interpretation - 3 hours

Intensive Medical Interpretation - 3 hours

Intensive Administrative Hearing Interpretation - 3  
hours Internship - 3 hours  
Lab - 6 hours

### ***Intensive English Program Courses***

#### IEP Beginning Level 1: 120 Clock Hours

This course is designed for the student with no English communication skills. The student is introduced to develop a basic vocabulary of approximately 200 words and builds a beginning understanding of pronunciation.

#### IEP Beginning Level 2: 120 Clock Hours

This course is designed to introduce the student to basic sentence structure and conversational skills and will expand the student's vocabulary to approximately 500 words.

#### IEP Beginning Level 3: 120 Clock Hours

This course is designed to provide the student with basic reading and conversational skills designed around survival communication techniques needed for basic transactions. Additionally the student will learn basic skills of money and time.

#### IEP Intermediate Level 1: 120 Clock Hours

The student will be introduced to sentence structures for beginning writing and to basic compound sentence construction. The student will expand vocabulary to about 1000 words.

#### IEP Intermediate Level 2: 120 Clock Hours

The student will be required to learn sentence and grammar using past and future tenses as well as developing pronunciation skills. Additionally, the student will be required to practice communication skills within basic business settings and cultural settings.

#### IEP Intermediate Level 3: 120 Clock Hours

The students will be required to expand writing skills to other verb tenses. Additionally the student will be interacting with readings from cultural resources such as magazines and journals. The students will be given extensive listening and verbal communication exercises to demonstrate that they can converse in cultural settings such as movies and plays.

IEP Advanced Level 1: 120 Clock Hours

The student will have expanded vocabulary of approximately 1500 words and will begin to read and interact with academic magazines and journals.

IEP Advanced Level 2: 120 Clock Hours

The student will expand English usage to show ability to interact with cultural activities such as news shows, talk programs, academic lectures and writing essays (3-5 pages) on selected topics.

IEP Advanced Level 3: 120 Clock Hours

Time will be devoted to preparing for TOEFL and furthering listening and communication skills.



## ***Master's Degree Course Descriptions***

### **<Professional Studies>**

#### MATI 501 Theory of Translation (4 qu)

Provides an overview of strategies for written and sight Translation in a variety of text categories. Gives students the tools to identify, analyze, and resolve Translation problems. Working with a series of authentic texts, students explore concepts including structural analysis, text typology, language usage and register, comparative stylistics, activation, nominalization, and transitional elements.

#### MATI 502 Theory of Interpretation (4 qu)

Acquaints students with conference interpretation in general and consecutive interpretation in particular. The students will practice listening to and repeating the content of passages of increasing length and difficulty. Emphasis is placed on the development of active listening and concentration skills, and includes note-taking techniques, memory-training exercises, and techniques of abstracting and symbolizing information for subsequent recall.

#### MATI 503 Translation as a Profession (2 qu)

Emphasizes practical knowledge necessary to succeed as freelancer or in-house translators. Defines the role of the translator and the realities of working in the profession, including the job market, salary negotiation, and future trends. Students learn to write resumes, cover letters and how to find clients or employers. Marketing, advertising, and negotiating are covered in depth, as are legal and tax issues.

#### MATI 504 Business of Interpretation (2 qu)

Emphasizes practical knowledge necessary to succeed as freelance or in-house translators. Defines the role of the translator and the realities of working in the profession, including the job market, salary negotiation, and future trends. Students learn to write resumes, cover letters and how to find clients or employers. Marketing, advertising, and negotiating are covered in depth, as are legal and tax issues.

#### MATI 505 Consecutive Interpretation (4 qu)

The student will master the skills of consecutive interpretation in various settings by studying the source and target languages in depth, while mastering the syntax to further strengthen the student's vocabulary. The student will also learn to develop good note-taking skills.

MATI 506 Sight Translation I (2 qu)

The course will examine and analyze written texts. The student will acquire fluency in sight Translation. This course will become the foundation for developing the professional skills of sight Translation with special emphasis on the ability to understand and analyze the meaning of the source language and convey it with the target language in a clear and straightforward manner.

MATI 507 Simultaneous Interpretation I (4 qu)

The course will start with a general introduction to simultaneous interpretation and follow with a series of preparatory exercises to help students develop the concentration necessary for listening and speaking at the same time: mastering voice management and smooth delivery techniques.

MATI 508 Grammar, Vocabulary, and Reading Comprehension (4 qu) Studies in grammar, vocabulary, and reading comprehension.

MATI 509 Court Interpretation (4 qu)

An overview of the U.S. criminal justice system, legal terminology, civil procedure, and the interpreter's code of ethics. Students will develop scripts for a mock trial presented at the conclusion of the course, illustrating the linguistic and cultural issues that arise in court cases.

MATI 511 Simultaneous Interpretation II (4 qu)

Prerequisite: Simultaneous Interpretation 1. Further practice of simultaneous interpretation in court, administrative hearing, and medical settings.

MATI 512 Sight Translation II (4 qu)

Prerequisite: Sight Translation I. Further practice of sight Translation in various settings.

MATI 514 Translation and Interpretation of Modern Media (4 qu)

Introduces a variety of Translation and interpretation modes and situations that relate to the non-printed media, film, television, radio and telephone. Topics and exercises include transcription and Translation of narration and dialogue, Translation of film scripts and sound tracks, production and Translation of subtitles, dubbing, and interpretation of documentary and feature films, TV newscasts, video clips and commercials, teleconferences, radio programs, as well as telephone communication, interpretation via satellite, and speech recognition.

MATI 515 Simultaneous Interpretation of Conferences (4 qu)

Practice in sharpening the skills of simultaneous interpretation in various international conferences in academics, religion, science and technology, or international trade. The Students will participate in actual conferences as interns and write reports on their experiences in simultaneous interpretation.

MATI 516 Interpretation of Multilateral Negotiation (4 qu)

The course offers students a chance to function both as delegates and as interpreters. Working on an agenda, students prepare and interpret opening and closing statements and court arguments.

MATI 517 Medical Interpretation (4 qu)

The student will master medical terminology and practice various modes of consecutive and simultaneous interpretation in medical settings, including workers compensation examination and psychiatric analysis.

MATI 518 Administrative Hearing Interpretation (4 su)

The student will master the terminology required for various administrative hearing interpretation, including the federal government, INS, unemployment insurance appeals board, DMV, worker's compensation insurance board, and etc.

MATI 521 Thesis Translation (4 su)

The student will translate his/her thesis under supervision and present the paper in the class to be discussed by others while it is being interpreted.

MATI 522 Practice in Translation. (4 su)

The student will form a team with other students of the same major or interest and carry out a project to translate a book. The goal of the course is to achieve the level of sophistication in Translation high enough to publish the book.

**<Mission Language Studies>**

ML 510 Mission Translation and Interpretation (4 qu)

Theory and practice of Translation and interpretation in a mission language.

ML 511 Mission English I (4 qu)

Study of English conversation and grammar required for witnessing the gospel of Jesus Christ, and the student will write testimonies and sermons in English. The student will visit hospitals in L.A. for evangelization and write an English essay.

ML 512 Mission English (4 qu)

Continued study of English conversation and grammar required for witnessing the gospel of Jesus Christ, and the student will write testimonies and sermons in English. The student will visit jails in L.A. for evangelization and write an English essay. Prerequisite: ML 511 Mission English I.

ML 513 Simultaneous Interpretation of Preaching (4 qu)

The student will practice simultaneous interpretation on of the sermons by various pastors in mission language.

ML 514 Bible Translation (4 qu)

The student will translate The Old Testament into the language of a mission field.

ML 515 Cross-Cultural Communication. (4 qu)

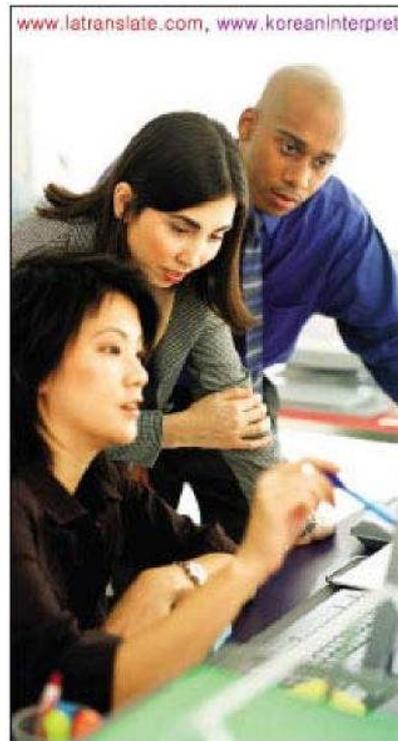
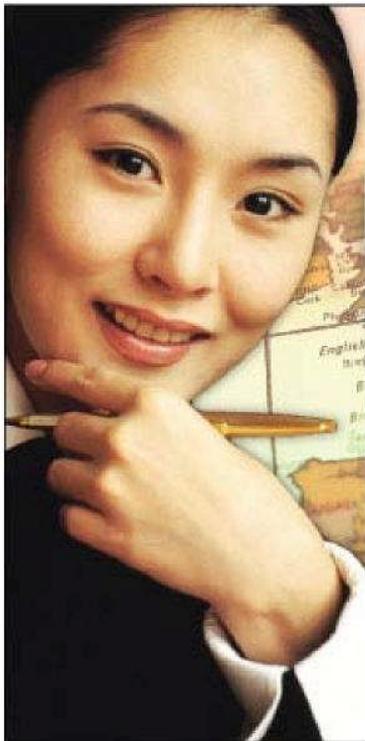
Study of culture, religion, a language of the mission field, with emphasis on the cultural aspect of every day conversation in mission language.

ML 522 Preaching II (4 qu)

Training in preaching in the language of the mission field, with the help of a native interpreter residing in Los Angeles. Prerequisite: ML 512 Simultaneous Interpretation of Preaching.

ML 523 Bible Translation II (4 qu)

The student will translate the New Testament into the language of the mission field with the help of the native interpreter residing in Los Angeles. Prerequisite: ML 513 Bible Translation.



## **ADMISSIONS**

The enrollment process for students in all courses other than the Masters' Programs to:

- *Complete the Student Application Form*
- *Be at least 18 years of age*
- *Submit proof of high school graduation*
- *Submit a \$100 non-refundable registration fee*
- *Demonstrate willingness to work hard and be a dedicated student.*

To complete the Admissions Process, candidates must submit a signed agreement and supporting documents to the Admissions Officer prior to enrollment.

Students who do not have a high school diploma may submit a GED, or take the Basic Skills Test, the *Wonderlic*. Students can make arrangements with the Admissions Office to have an authorized agent for the *Wonderlic* administer the test. Students must achieve a Verbal Comprehension of 305 and a Quantitative score of 235 to be successfully enrolled into the program at LAITL.

Prior training may satisfy some prerequisite requirements for applicants in the advanced level courses. Evaluating prior experience and knowledge can only be achieved on a case-by-case basis, and admission is determined by the President.

The Registration Fee must be paid prior to enrollment, and all tuition arrangements must be made in advance of enrollment with the Student Services Officer. Appointments for registration can be made in advance by calling the Admissions Office.

On the first day of class new students review student rules, career goals, and meet the Student Services Officer. This brief orientation provides an opportunity for new students to ask questions, meet instructors, and review materials and supplies they will need for class.

Admission to M.A. program is granted to applicants who demonstrate the ability to successfully undertake the study and research at the graduate level as well as those who meet the following requirements:

1. A completed application form.
2. Transcripts showing that the applicant has received a bachelor's degree from an accredited (regionally or nationally) school along with a state-approved college or university. Applicants with degrees from non-accredited institutions or those

applying without an undergraduate degree will be considered on an individual basis.

3. Three letters of reference. References from family members will not be considered.
4. A tape demonstrating the ability to interpret English from and to another language.
5. Two pictures.
6. An application fee of \$60 for international students and \$35 for domestic students.
7. The student must insure that all required scores are submitted to the institution including TOEFL and GRE scores, if applicable.

#### Mission Language Training Program

Normally, students are eligible to apply for admission to graduate studies after they have completed a bachelor's degree from an accredited college or university. Occasionally, applicants without an undergraduate degree, but who indicate the ability to perform graduate studies, may be admitted to the graduate program as special students. Candidates for this program (Mission Language Training) must be actively engaged in full-time ministry, must have completed at least two years of undergraduate studies, and must have at least five years of full-time ministry experience. They must demonstrate the ability to benefit from the master's program by letters of reference and/or standardized testing. The number of such students accepted is very limited.

#### Certificate Program in Translation and Interpretation and Mission Language Training

1. A non-refundable application fee of \$100.
2. Possession of at least an Associate Degree from an accredited or state-approved institution.  
Degrees earned from institutions that are not accredited or state-approved or are outside of the U.S. will be evaluated using standards established by the National Association of Collegiate Registrars and Admissions Officers.
3. Demonstration of at least a 2.5 GPA in all undergraduate course work. Submit three letters of recommendation attesting to the student's maturity and character from a professional.  
Additionally, if the student is married, a statement from the student's spouse is required to demonstrate support for the course work.
4. Transcripts from any previous graduate course work.
5. Submit a cassette tape containing an interpreted dialogue of English from and to another language.

6. Students whose primary language is not English must submit a TOEFL Score of 450 or show that they have completed their undergraduate degree in the English Language.

### Certificate for English as a Second Language Program

1. A completed application form.
2. A completed high school transcript or affidavit (or the equivalent) stating their completion from a high school program.
3. Completion of an English proficiency exam to determine their level of English proficiency prior to entering the program and for proper placement in the IEP training. LAITI will use an institutional entrance test to determine English proficiency if the student can submit a TOEFL score that is no more than 2 years old of in lieu of this requirement.
4. An admissions interview to determine the student's level of English ability.



\*It is the student's responsibility to insure that all documents and forms are submitted to the Institute. Once the Institute receives all required documents and forms, the student's application file will be deemed complete and a decision will be made by the Academic Dean. Admission decisions will be made within 30 days of receiving all required documentation. Students will not be admitted to the school without the required documentation and registration fees.

\*Students admitted to the certificate degree program will be required to pay a matriculation fee of \$25 to reserve their enrollment in the school. Students admitted to the master's degree program will be required to pay a matriculation fee of \$100 to reserve their enrollment in the school. Admission is granted for a period of one year.

#### Special Note

If an applicant does not accept one's admission or fails to matriculate after one year of acceptance to LAITI programs, the applicant will need to go through the admission process again. This will mean that the applicant must submit a non-refundable registration fee again along with the application packet. Previous admission does not guarantee re-admission.

#### Admission Criteria for GPA and TOEFL scores

For admission to the MA program, students must have at least a 2.5 overall undergraduate GPA and a TOEFL score of 550 if English is not their first language.

For all certificate programs, the students must have at least a 2.5 GPA, a sample of previous Translation work. LAITI will require that the student provide it with official copies of all previous educational postsecondary work to verify grade point averages earned towards admission.

#### Notice regarding concurrent IEP and program enrollment

A student will not be allowed to enroll in an IEP program while they are enrolled in a degree or certificate program.

## **INTERNATIONAL STUDENT ADMISSIONS**

International students are welcome at LAITI.

All international students who apply for the I-20 must have proof of financial stability in order to enroll at LAITI. International students can apply through the Admissions Office for all necessary paperwork or on-line at LAITI's web site.

LAITI can issue the I-20, M-1 student visa to qualified students, and I-20 Documentation can only be provided for the student at the time the student is registered for school.

The entrance requirements for International students are:

- Submit proof of financial stability
- Pay the \$100.00 non-refundable registration fee
- A score of 80 on the \*TSE application form
- Completed school
- Be at least 18 years of age recent school graduation
- Submit proof of most

\*An interview with the School President can be conducted in lieu of the TSE.

Federal Financial Aid is not available to International Students.

## **FEES & TUITION**

### **FEES**

**Registration Fee: \$100.00\***

A one-time, non-refundable registration fee is due prior to the start of class.

\*International students may need to pay any bank-related transfer fees, usually **\$25.00**.

A one-time *application for consideration fee* of \$25.00 is charged to all interested candidates; candidates who are accepted into the program will deduct \$25.00 from the registration fee. (\$100 - \$25 = \$75)

Students are required to purchase supplies for each class.

### Transfer of Credit Policy Master Degree Program

Students who transfer units into the master's program will be allowed to transfer up to 6 quarter units. Units must be earned from an approved or accredited institution that has been accredited by a U.S.D.O.E. recognized accrediting agency. For units earned at institutions outside of the U.S, the student must submit a transcript and a catalog of the school attended. Units must be equivalent to units offered at LA Institute. The equivalence of units earned outside of the U.S. will be evaluated using standards published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

To receive credit for previous learning, the student must submit official transcript copies of all previous graduate level work to the Academic Dean. Copies of catalogs will also be requested for schools attended if at the discretion of the Academic Dean, they are needed to determine equivalency of graduate level course work. Only those grades for which a student has earned a B- or better will be considered for transfer to the Institute. Only those courses for which learning goals are similar to courses offered by LA Institute will be considered, and only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

In order to receive credit for previous training, the student must maintain a minimum GPA of 2.0 in all course work taken at LA Institute.

### Transfer of Credits-Certificate in Translation and Interpretation

Students who transfer units into the certificate program will be allowed to transfer up to 12 quarter units. Units must be earned from an approved or accredited institution that has been accredited by a U.S.D.O.E. recognized accrediting agency. For units earned at institutions outside of the U.S., the student must submit a transcript and a catalog of the school attended. Units must be equivalent to units offered at LA Institute. Equivalence of units earned outside of the U.S. will be evaluated using standards published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

To receive credit for previous learning, the student must submit official transcript copies for all previous applicable work to the Academic Dean. Copies of catalogs will also be requested for schools attended if the catalog is needed to determine

equivalency for coursework. Only those grades for which a student has earned a B- or better will be considered for transfer to the Institute. Only those courses for which learning goals are similar to courses offered by LA Institute will be considered for transfer. Only units earned within the previous 5 years will be considered. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

\*No credit will be given for previous ESL work performed at another institution. In order to receive credit for previous training, the student must maintain a minimum GPA of 2.0 in all course work taken at LAITI.

## TUITION

### One-Year Certificate Program

Registration	\$100
Tuition	\$490 per course x 7 = \$3430
	\$250 for 6 week review = \$250
	Tuition Total= \$3680
*Textbooks	\$200 - \$600
*Recording Machine	\$20 - \$30
*Electronic Dictionary	\$200 (Approximate & Optional)
Total:	\$5420-5930

\*These items are to be purchased by the student independently from LAITI.

### Master's Program

Registration:	\$100
Tuition:	\$600 per course x 24 = \$14400
Textbooks:	\$300-1500
Recording Machine	\$30
Electronic Dictionary	\$200
Total:	\$16230

**Language Program: IEP, TESOL, TOEFL, TOEIC**

Registration:	\$100
Tuition:	\$3,680One Year Program
Textbooks:	\$300
<b>Total:</b>	<b>\$4,080</b>

**Fees**

Library Fee per quarter for all programs	\$10
Graduation Fee - Undergraduate Programs	\$50
Transfer Unit Fee (per unit for all programs)	\$15
Graduation Fee - Master's Degree	\$100
Master's Level Advisory Fee	\$100
Matriculation Fee: Master's Program	\$100
Matriculation Fee: Certificate Programs	\$25
Registration Fee	\$100
Late registration fee applicable for each quarter	\$25
Add or Drop Fee (each request)	\$10
Transcript copy fee (first 5 free)	\$5
Degree replacement fee	\$25

All tuition and fees must be paid in U.S. dollars (\$). Students are required to pay tuition and fees at the time of registration for each quarter.

**CLOCK HOUR CONVERSION**

**1 CREDIT UNIT = 20 hours of coursework**

**1 CLOCK HOUR = 50 minutes**

**CLASS SCHEDULES**

**Holidays observed annually by LAITI are**

• New Year's Day

• President's Day

- Martin Luther King Jr.’s Birthday
- 4<sup>th</sup> of July
- Thanksgiving Day & Day After
- Memorial Day
- Labor Day
- Christmas Day

**Additional Holidays**

There are several student free days throughout the year, and school breaks throughout the year. Please see the calendar that follows.

**SCHOOL START DATES**

School Year is from September 1 to August 30 of each and every calendar year. For the school year September 2011 to August 2012 the terms begin and end as follows:

QUARTER	START DATE	END DATE
Fall	September 3rd	November 12th <sup>t</sup>
Winter	December 3 <sup>th</sup>	February 18 <sup>th</sup>
Spring	March 3rd	May 14th
Summer	June 9 <sup>th</sup>	August 11 <sup>th</sup>

**STUDENT ACADEMIC PERFORMANCE**

Student Academic Performance (SAP) is a way to track student achievement. Included in the school’s SAP policy are most importantly, attendance and grades. Students are required to maintain satisfactory academic progress according to the published standards established and enforced by LAIS, and accepted by the Departments of Education and Veterans Affairs. All students are monitored to measure development and progress. Academic and technical performances are weighed in all courses, utilizing periodic written examinations, technical lab evaluations, and standardized mid-term and final exams. All exams and critiques are graded by the use of a 10-point scale. These points are then converted into grades. In order to pass, the Student must achieve a score of 70%/C grade, or higher. Homework and classroom projects are graded, and must be completed and presented prior to or on the final class date.

## ATTENDANCE POLICY

LAITI is training students to become professional translators and interpreters, and towards this end, LAITI places enormous emphasis on attendance. Students are expected to be prompt and attend every class. Students must have a minimum of 75% overall attendance to be considered an active student in good standing. Students who fall below the 75% attendance rate are placed on probation. Students who have three consecutive absences are placed on probation and students who have four consecutive absences, without excuse and without making-up classes are terminated from the program. Students who must be unavoidably absent must make-up their classes by making arrangements with their instructor and/or the President. (See "Make Up Class Sessions under Student Services) Absences remain on students' permanent records.

## GRADING POLICY

In addition to the attendance requirements, students must maintain a minimum cumulative grade point average of 2.0, a C grade, in order to be considered a student in good standing. Individual courses, in compliance with satisfactory academic progress will be assessed at the 50% point of each course. Daily grades are recorded and based on instructor evaluations. Please see the following breakdown for the grading formula.

Grade	Percentage	Grade Point Average
A	90 - 100	4.00
B	80 - 89	3.00
C	70 - 79	2.00
D	60 - 69	1.00
F	59 - 00	0.00
I	Incomplete	0.00

### Prior to graduation students must:

- Achieve a cumulative grade point average of 2.0 (C grade) for each course;
- Satisfy all financial obligations to the school; and
- Complete the enrolled course of study within 1.5 times the stated length

Students receive notice of their progress at the mid-term for each course and at the end. Students must maintain a passing grade of 70% (C), as a minimum, at each class of instruction. Grades are posted at the end of each course.

Students whose grades fall at 69% or below will be placed on academic probation until the next assessment period, at the end of each quarter. If students have not improved their grade by the end of the following quarter, they will be suspended from the program. A Student who has been suspended will be allowed to return the following quarter, as space is available, and if the student agrees to comply with the school's SAP.

If a student fails to complete any Program, for any reason, the maximum time allowed to complete the missed requirements is 1.5 times the normal duration. For example: Students enrolled in the One-Year Certificate Program have a maximum of 18 months, in total, to complete this program. If a student fails to complete the Program within the 1.5 period of time (18 months), and the student is not on a leave of absence, the incomplete shall be converted to a failure at the end of the period.

The only exception to this policy is for authorized Leaves of Absence, approved by the Academic Dean prior to the period of the absence, and with written request by the student. At the end of the \*Leave of Absence, maximum two quarters (20 weeks of classroom instruction) if the requirements are not met for completion of the Program, then the leave shall expire and the incomplete status will be converted to a failure.

Students who return to complete a Program, for which they received an incomplete, shall meet all the standards necessary to receive a passing grade. Upon completion of the required standards, Students shall receive a Certificate or Diploma in accordance with their original completion date.

### **Grading Policy Exams**

**Examinations** The following criteria used to determine grades at the end of each course.

#### **First Half of Training Course:**

Instructor Evaluation	20%
Class work	20%

(50% of the student's grade is determined at this point)

Mid-Term Exam	10%
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#### **Second Half of Training Course:**

	- Instructor Evaluation	20%
Class Work	5%	
Final Exam	25%	
<b>Total</b>	<b>100%</b>	

**Transcripts** are issued to graduates upon completion of their program, and additional academic transcripts are available for a fee of \$10.00. Duplicate diplomas and certificates are \$10.00 upon request. Fees must be paid in full for each portion of training for which the student requests transcripts; all fees must be paid in full to receive a diploma or certificate. Student Academic Files are maintained at this campus. Satisfactory Academic Progress standards are consistently applied to all students.

### **Leave of Absence**

Excessive absences work adversely on student records, and if students have a medical or a personal problem to work out, they may take a leave of absence (LOA), ensuring that the time lost can be made up when the student returns. For personal reasons students may take up to a one quarter leave of absence. For medical reasons, students may take up to a four quarter leave of absence.

### **Probation and Termination**

If for reasons of poor academic progress and/or poor attendance, students may be placed on probation. Probation is a measure taken by the school that is designed to help students correct their behavior and/or academic deficiencies. Probation remedies are meant to help students improve their performance. It is the school's responsibility to identify student deficiencies and take corrective measures to provide students with the best opportunity to improve their status in school and become successful and prepared to be professional makeup artists.

Termination is a measure taken by the school when a student has not successfully met the standards of the school. By not improving performance once placed on probation, and/or by not adhering to the student rules given to students at Orientation, and/or being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises, and/or by demonstrating disrespectful behavior to another student, administrators, or faculty, and/or for failure to meet financial obligations, a student will be terminated.

### **Appeals Process**

Students have the right to appeal any disciplinary action, but they must do so in writing. Students' Written Appeals will be reviewed and evaluated by the President. The appeal must be received within 30 days of the initial action, and provide all information relative to the event or situation resulting in the disciplinary action. The President will reply in writing within 30 days.

### **Student Conduct**

LAITI students are training to be professionals, and therefore we expect students to behave in a respectful and professional manner at all times. Students are to follow the school rules listed in this catalog, cooperate with classmates, staff and faculty, and abide by the Student Rules of Conduct reinforced throughout the school experience.

The student *Rules of Conduct* includes a dress code. LAITI requests that all students dress in an appropriate school dress. Students are not to wear very short skirts, shorts, or flip flops. Students must remember they are preparing for a career as a professional and must dress respectfully, and be well groomed at all times.

### **Student Records**

Student financial records are maintained for ten years after students have completed their program at this school. Academic records are kept into perpetuity. All files are secured in locked, fireproof and water-proof cabinets, in a secured location safe from casual contact and theft.

## **GRADUATION**

## **Graduation Requirements**

In order to successfully complete training at LAIS and be considered for graduation, students must achieve the following:

- Have maintained 75% attendance throughout the program.
  
- Have achieved an overall grade point average (GPA) of 2.0 (“C”).
  
- Have completed all assignments and have received a final grade for each course within your program of study.
  
- Be cleared from the Finance Office and all outstanding fees must be paid before a student is considered a graduate and is able to receive a diploma and transcript from the school.
  
- Have completed all courses, projects and final exams within fifteen (15) months of the start date. (This excludes official Leaves of Absences.)

Students who successfully complete the Masters’ Program receive a diploma. Certificates are granted for the One-Year Certificate Program and the IEP Program, continuing education courses, and individual courses

## STUDENT SERVICES

LAITI offers a variety of services to its students; these services include but are not limited to:

Student Bus/Metro Passes	Student IDs
Advising Sessions	Housing Information
Career Services	Parking Information

Students may also avail themselves of the school library at any time for classroom assignments and research. Official library hours for students are:  
9:00 a.m. to 6:00 p.m. Monday through Friday  
and on Saturdays from 11 am to 3:00 pm

If students wish to check out any book/s or materials, they must sign the registry card and leave a photo ID for security. Books and materials may not be removed off campus for any reason. Arrangements can be made with the Student Services Officer.

The most important services provided by LAITI are Student Advising Sessions and Career Services. The Student Services Officer is available to all students by appointment regarding attendance, school policies, special needs, and graduation. Students may also make an appointment with the President by contacting her by phone or e-mail.

Career Services are available in the library.

**Career Services** are available to all students who are either enrolled or who have graduated, through our Student Services Department and appointments can be made in advance with the Student Services Officer.

The Career Process includes:

- Resumes
- Meetings with the Student Services Officer to prepare a job search plan, prior to graduation.

Though LAITI cannot guarantee placement, every effort is made to ensure that students are assisted in their job search within all the professional makeup fields.

### **Housing Services**

•**USH** (Universal Student Housing) provides assistance for *home-stay* situations. USH can be reached at [www.usaish.com](http://www.usaish.com).

- International Student Housing provided by Delta Dawn offers personalized assistance on a one-by-one basis.

Students are encouraged to look for housing prior to their start date. Students can log onto the school's web site to gain access to these housing providers at [www.laTranslation.com](http://www.laTranslation.com) and find additional housing resources.

Additional housing information is also available at other agencies throughout the Los Angeles area. Most of the listings here offer housing within one or two bus rides and the LA Metro. Students may log on to the following:

<http://www.usahostels.com>

Hollywood Hostele: 800-524-6783

1624 Schrader Blvd. Hollywood, CA 90028

(Includes breakfast)

**Additional Housing Search** can be conducted at the following web sites:

[www.sublet.com](http://www.sublet.com)

[www.4rentinla.com](http://www.4rentinla.com)

[www.shorttermrentalsla.com](http://www.shorttermrentalsla.com)

[www.losangeles.craigslist.org](http://www.losangeles.craigslist.org)

•**Oakwood Apartments**

[www.oakwood.com](http://www.oakwood.com) 800-942-278

•**Rent Times**

[www.rentimes.com](http://www.rentimes.com) 323/653-7368

•**Apartment Guides**

[www.aptguides.com](http://www.aptguides.com) 818-893-1249

## **Making Up Missed Classes**

Students who miss a class must *make-up* each class session in order to take the final exam and complete each course. *Make-up* sessions can be arranged with the instructor and the President. Most Fridays are open to students to make up class work.

All projects and assignments must be turned in prior to a final grade and/or transcript being issued for each course.

### **The Facility**

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

### **\*APPROVAL DISCLOSURE STATEMENT**

LAIS and was granted institutional approval from the BPPE (Bureau for Private Postsecondary and Vocational Education) pursuant to California Education Code Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review. The Bureau has licensed the courses contained in this catalog.

\*Approval to operate indicates compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau.

### **Sexual Harassment**

All information regarding student records will be protected under the Federal Right to Privacy Act.

Sexual harassment and sexual assault will not be tolerated by the Institute. Any person who perceives that one has been a victim of sexual harassment or sexual assault must contact the President's Office. The President will investigate the allegations and take appropriate action first to protect the person claiming victim status and to discipline the offender where proven. The offender will be terminated (if an employee), dismissed (if a student) or replaced (if a faculty member).

### **Student Records**

The Institute maintains the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the Institute disclose, any information from a student's academic records without the written consent of the student except to: Institute personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid for the student, accrediting agencies, and

when in compliance with a judicial order or in an emergency to protect the health and safety of a student or other persons.

The student's academic file is the sole property of the Institute. The Institute will not release copies of documents or coursework from other institutions attended. Students who believe that their academic records contain inaccurate or misleading information may discuss their concerns informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended.

## Student Code of Conduct

A student may be failed or dismissed for academic dishonesty, or for acts or inattention that violate professional ethics in translating and interpreting. At the discretion of the Academic Standards Committee, a student may be dismissed from the Institute for behavior disruptive to the educational mission of the Institute, such as, but not limited to, those stated below:

- \* Cheating, bribery, or plagiarism in connection with an academic program.
- \* Forgery, alteration or misuse of Institute documents, records or identification; or knowingly furnishing false information to the institute.
- \* Misrepresentation of oneself or of an organization to be an agent of the Institute.
- \* Obstruction or disruption on campus property, of the campus educational and administrative process, or other campus functions.
- \* Physical abuse on campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse.
- \* Theft of or non-accidental damage to Institute property or property in the possession of or owned by a member of the Institute community.
- \* Unauthorized entry into, unauthorized use, or misuse of Institute property.
- \* Sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
- \* Lewd, indecent, or obscene behavior on Institute property or at an Institute function.
- \* Abusive behavior directed toward a member of the Institute community.
- \* Violation of any order of the Institute President, notice of which has been given prior to such violation and during the academic term in which the violation occur, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section. Soliciting For assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.



In the interest of the Institute, the President of the Institute, at his/her discretion and prior to recommendations or actions of the Academic Standards Committee may place on probation, suspend or dismiss a student for one or more the causes enumerated above. Any adjustment of fees or tuition shall be those required by law.

### Interim Suspension

The President may immediately impose an interim suspension in all cases in which there is a reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for hearing within ten days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for dismissal.

### Academic Dishonesty

Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Academic Standards Committee for review and further action. The President may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, going to the restroom during an exam without an agreement, and consulting notes or references.

Cheating is also representation of another person's work as one's own, such as presenting ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence LA Institute represents and will be dealt with vigorously.

### **REFUND POLICY**

Students have a right to a full refund of all charges, less the amount of the \$100.00 registration fee, if the student cancels the enrollment agreement prior to or on the first day of instruction. The amount retained by the school will not exceed the \$100.00 (one hundred dollars) registration fee. If a student withdraws from the program after instruction has begun the student will receive a pro rata refund for the unused portion of the tuition and other refundable charges if the student has completed 60% or less of the instruction. The date of withdrawal is the date of cancellation and is determined as the date the student notifies the school of the decision to cancel, or the last date of attendance, if the student fails to notify the school. The student shall be charged for all days up to and including the date of withdrawal. For example, if the student completes only 50 hours of a 100-hour course, and paid \$2,000 in tuition, student would receive the refund of \$1,000.

$$\$2,000 / 100 = 50\% / 50 \qquad \$1,000 \qquad \$1,000$$

Total Tuition Paid by Student	Total Hours/ in Program/Completed	Hourly Total Hours to School	Total Due to Student
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LAITI will also refund money collected from a third party on the student's behalf, such as Veteran's Benefits and/or WIA funds, if the school cancels or discontinues the course in which the student is enrolled, or if the student drops out. If any portion of the tuition was paid from the proceeds of a third party, the refund will be sent to the lender or agency that guaranteed the funds.

Any remaining amount will first be used to repay any student financial aid programs from which the student received benefits, in proportion to the benefits received. Any remaining amount will be paid to the student. All refunds are paid within thirty (30) days of the cancellation of the contract.

### **COMPLAINT POLICY**

**PENDING INFORMATION:**

It is the policy of this school to address the needs and concerns of all students enrolled in class at LAITI. Students seeking to resolve problems or complaints should first contact the class instructor. Requests for further action may be made to the Director, who will make every effort to ensure the satisfaction of students. A student or any member of the public may file a complaint about this institution Bureau for Private Postsecondary Education by calling the number below or by completing a complaint form, which can be obtained on the bureau's web site. Unresolved complaints may be directed to the **BPPE**:

**Department of Consumer Affairs  
Bureau for Private Postsecondary**

**& Vocational Education  
P.O. BOX 980818,  
West Sacramento, CA 95798-0818  
(916) 574-7784 Fax (916) 574-7796**

The ***Accrediting Commission of Career Schools and Colleges (ACCSC)*** is LAITI's choice for an accrediting agency. Currently, LAITI is undergoing the accrediting process. If a student does not feel that LAITI has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission

from the complaint/s for the Commission to forward a copy of the complaint to the school for a response. The Commission will keep the complainant informed as to the status of the complaint as well as the final resolution. A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the Director. Please direct all inquiries to:

**ACCSC**

**2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201 (703) 247-4212**

A copy of the Commission's Complaint Form is available at the school and may be obtained by contacting the President or Student Services Officer.

## **\*STUDENT TUITION RECOVERY FUND - STRF**

### **\*Pending information**

If 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

If 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 part.

You are then eligible for Student Tuition Recovery Fund Insurance.

You are **not** eligible for protection from the STRF and you are not required to pay the STRF fee, 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.”

“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 schools approved by, or registered to offer Short-term Career Training with, 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 fee, 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. The school’s breach or anticipatory breach of the agreement for the closure of instruction.
5. 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.
6. The school committed fraud during the recruitment or enrollment or program participation of the student. You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.”

The STRF fee is based on **\$2.50** per every thousand 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 years of the school's closure. For further information or instructions write to the BPPE:

**LAITI APPLICATION for CONSIDERATION**

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Address:** \_\_\_\_\_  
Street Address

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Tel #:** \_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_

**Cell #:** \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Desired Course Schedule:**

**Quarter you would like to begin training:** *(Circle One)*

Fall    Winter    Spring    Summer    (Year: \_\_\_\_\_)

**Which program/s are you interested in studying?** *(Check one)*

- One-Year Certificate Program  
(Translation/Interpretation)
- Master's Program in  
Translation/Interpretation
- IEP

**Education:**     College Graduate     Some College  
 High School Graduate

**Citizenship Status:**     Citizen  
 Permanent Resident  
 International Student

**International Students** In addition to providing proof of education, International Students need to provide passport (*valid for at least one year*), and have proof of financial responsibility. Please submit a fee of \$25 for this application; if the candidate enrolls, this fee will be applied to the \$100 registration fee.

**ENROLLMENT AGREEMENT**

Student: SS#: Phone:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip:

ANY QUESTIONS OR PROBLEMS CONCERNING THIS SCHOOL WHICH HAVE NOT BEEN SATISFACTORILY ANSWERED OR RESOLVED BY THE SCHOOL SHOULD BE DIRECTED TO THE BUREAU FOR PRIVATE POSTSECONDARY & VOCATIONAL EDUCATION, 400 R STREET, SUITE 5000, SACRAMENTO, CA 95814, 916/445-3427.

This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course or educational service including all material facts concerning the school and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also 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.

This agreement is for the course or education service \_\_\_\_ (*Title and description of program*).

A total of \_\_\_\_ weeks/quarter units are required to complete the \_\_\_\_ - program.

Start Date of Training: Scheduled Completion Date of Training: \_\_\_\_\_

**BUYER'S RIGHT TO CANCEL.** You have the right to cancel the enrollment agreement and obtain a refund. The institution, for all students, without penalty or obligation, shall refund 100 percent of the amount paid for institutional charges, if the notice of cancellation is made prior to or on the first day of instruction.

Cancellation shall occur when you give written notice of cancellation at the address (2975 Wilshire Blvd. Suite 205, Los Angeles, CA 90010) of the School shown on the top of this Agreement and attention to the President. You can do

this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and however expressed, it is effective if it shows that you no longer wish to be bound by this agreement.

**REFUND INFORMATION.** You may withdraw from a course after instructions have started and receive a pro-rated refund for the unused portion of the tuition and other refundable charges up to the 100% completion point of the course program. For example, if the student completes only 10 hours of a 40-hour course and paid \$400.00 tuition and a registration fee of \$75.00, the student would receive a refund of \$300.00.

\$475.00	(Less \$75.00)	* 30 clock hours of instruction
<i>Amount paid</i>	<i>Registration fee</i>	<i><u>paid for but not received</u> =</i>
\$300.00		
<i>for instruction 40 clock hrs of instruction for which the student has paid refund amount</i>		

The school will refund all tuition and fees collected from a third party to the third party first if a refund is due. This includes all fees for any licensure requirements. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

**BE SURE TO READ THE BACK OF THIS AGREEMENT.  
IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**

ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF. RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED THE AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**Registration Fee** (School may retain up to \$75.00 if the Enrollment Agreement is not cancelled before the fifth day of class of the eight day following enrollment in a distance course): \_\_\_\_\_\$

**Tuition:** (pro-rated upon course withdrawal or the quarter. Refer to refund provisions on front of this Enrollment Agreement) \_\_\_\_\_ \$

**Equipment/books** (see attached itemization): \_\_\_\_\_ \$

**Additional Fees** (see attached itemization or Schedule of Charges): \_\_\_\_\_ \$

**STRF Fee** (\$2.50 per \$1000 tuition: one-time fee): \_\_\_\_\_ \$

**THE TOTAL AMOUNT FOR ALL FEES, CHARGES, AND SERVICES THE STUDENT IS OBLIGED TO PAY FOR THE COURSE IS :** \_\_\_\_\_ \$

SCHEDULE OF PAYMENTS: TOTAL AMOUNT DUE \$ \_\_\_\_\_ or you will make \_\_\_\_\_ monthly or weekly payments of \$ \_\_\_\_\_. Payments will begin on \_\_\_\_\_ and end on \_\_\_\_\_.

**Total Charges** \$ \_\_\_\_\_ **Deposit/Discount** \$ \_\_\_\_\_ **Payer** \_\_\_\_\_

***My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me and that I have received a catalog and course syllabus.***

\_\_\_\_\_

\_\_\_\_\_

Signature of Student

Date

I certify that Los Angeles Institute of Translation and Interpretation has met the disclosure requirements of Educational Code 94900 of the Private Postsecondary and Vocational Reform Act of 1989.

ACKNOWLEDGED and ACCEPTED

\_\_\_\_\_

Signature and Title of School Official

\_\_\_\_\_

Date

THIS AGREEMENT IS NOT BINDING UNLESS IT IS SIGNED BY THE STUDENT AND THE SCHOOL REPRESENTATIVE. Students who are not residents of California will not be eligible for protection under and recovery from the Student Tuition Recovery Fund. Students who are not legal residents

of California will be assessed a STRF fee of \$2.50 per \$1000 of tuition for their first quarter of enrollment.

**BE SURE TO READ THE FRONT OF THIS AGREEMENT.  
IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**

## SCHEDULE OF CHARGES

The following charges apply to a student's total cost for the training program:

**TUITION:**

M.A. Program and Certificate Program - \$200 per unit  
 IEP Program - \$400 per level of instruction

**FEES:**

Library Fee per quarter for all programs	\$10
Graduation Fee - Undergraduate Programs	\$50
Transfer Unit Fee (per unit for all programs)	\$15
Graduation Fee - Master's Degree	\$100
Master's Level Advisory Fee	\$100
Matriculation Fee: Master's Program	\$100
Matriculation Fee: Certificate Programs	\$50
Registration Fee	\$100
Late registration fee applicable for each quarter	\$25
Add or Drop Fee (each request)	\$10
Transcript copy fee (first 5 free)	\$5
Degree replacement fee	\$25
Library Fee: UCLA (LA County is free)	\$80
STRF Fee	\$5 per \$1000 tuition (one time)

The student is expected to separately pay for the following costs while enrolled in LAITI:

- Transportation costs to and from school and to and from employment - Parking costs if applicable
- Extra books and resources that are optional
- Resume costs and school attire

The institution reserves the right to increase tuition charges annually. Once enrolled, the student's tuition charges will not be increased over the cost stipulated in the student's enrollment agreement for that quarter. Tuition charged covers the cost to provide the instruction and textbooks; registration fees charged covers the cost of enrollment and admissions; graduation fees cover the cost of providing this service; and the advisory fee covers the cost of providing this service. Additionally, you will be given a copy of the catalog of the school which explains the institution's attendance policies, grading system, graduation requirements, student compliant policies, refund policies, as well as behavior and conduct policies. You will be required to be familiar with this catalog.

*"I attest that I have been provided with the above information."*

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# NOTES