

Word-Wide ESL Institute



world peace through language education



Study@WordWide.US

Word-Wide ESL Institute

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Catalog Date: January 2009

Word-Wide ESL Institute ESL Catalog and Student Guide

Word-Wide ESL Institute

Location



We're in an unusually friendly
California beach town
in San Diego.
We teach English for world peace.

The campus is easily reached by freeway, public transportation and bicycle.

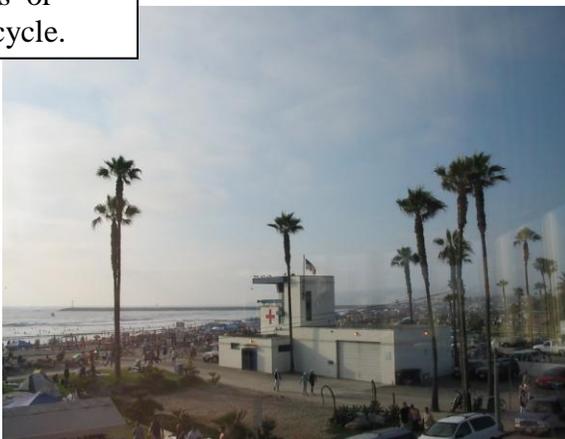
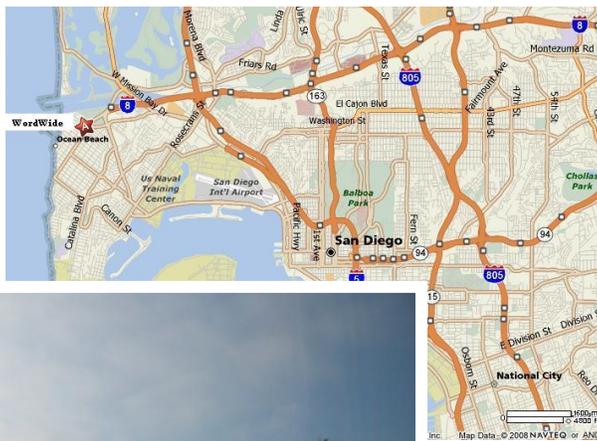
By Automobile:

Going South on I-5 from Los Angeles, take the SeaWorld Drive exit.

Going North on I-5 from downtown San Diego, take I-8 West toward "Beaches".

Interstate 8 and SeaWorld Drive become Sunset Cliffs Blvd. Follow Sunset Cliffs Blvd. into Ocean Beach. Voltaire is the second stoplight – turn right.

WordWide is easily reached by freeway, bus or bicycle.



Ocean Beach Main Lifeguard Tower

Bus and Trolley:

Many of our students and staff members use public transportation.

If you're taking a bus, the #923 bus is one of the most beautiful rides in San Diego. It travels from downtown along Harbor Drive and stops at San Diego's international airport. It reaches Word-Wide ESL Institute in Ocean Beach in about 32 minutes. The bus stop is on Voltaire Street and Sunset Cliffs Blvd, about ½ block away.

From the Old Town Trolley Station, bus #35 takes you to Word-Wide ESL Institute in about 37 minutes. The bus stop is ½ block away at Cable Street and Voltaire Street. All forms of transportation go to the Old Town Trolley Station.

Disneyland, Yosemite National Park and San Francisco are all within driving distance on California's freeways. Some of San Diego's 70 miles of beach are easiest to get to by automobile.



4843 Voltaire Street in Ocean Beach

Bike: The bike route along the San Diego River runs through Mission Valley to San Diego's football stadium and beyond. The ride to Ocean Beach is beautiful all year long.

Welcome to WordWide

We Want to Teach You English!

Welcome to Word-Wide ESL Institute, where we teach English for world peace.

The individual goals of our students and staff in such a dynamic environment for world peace remain our greatest service. We accept all students who can benefit from our program, and we are honored to accept the challenge that comes with every new student's individual goals.

We continue to maintain the qualities that, I feel, are most important:

-  Maximum of nine students in each class
-  Carefully chosen ESL instructors
-  Wonderful mix of peoples in our student body

Our small class sizes, international blends and low cost help make it possible for our students to learn English more fluently and quickly. A total beginner takes about 17 months to graduate and enter TOEFL – that's about half the time and cost as other ESL schools -- and in the standard of Word-Wide ESL Institute: world peace through casual, fast and fun language education.

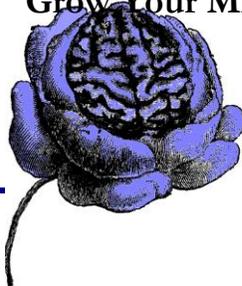
We want to teach you English. Apply today to join us.

Sincerely yours,

B. Rose Anderson

When you grow your language,
you grow your mind for world peace.

Grow Your Mind. Study@WordWide.US



A handwritten signature in red ink, appearing to read 'B. Rose Anderson', with a small starburst graphic to the right.



B. Rose Anderson
Owner
Director



Ownership: Word-Wide ESL Institute is the sole property of B. Rose Anderson, a resident of Ocean Beach, California. The name "Word-Wide ESL Institute" and "WordWide Language Tutoring Center" are registered with B. Rose Anderson "doing business as" Word-Wide ESL Institute and WordWide Language Tutoring Center. "Grow Your Mind" and "world peace through language education" are service marks of WordWide.

Word-Wide ESL Institute

Student Catalog and Handbook

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Disclaimer: Every reasonable effort has been made to ensure that the information in this catalog is true and correct at the time of printing. WordWide ESL Institute reserves the right to correct or change class times and other information as necessary for us to teach English for world peace and the success of each student.

Word-Wide ESL Institute

Approval Disclosure Statement

Accreditation

Word-Wide ESL Institute is accredited by the Accrediting Council for Continuing Education and Training (ACCET), a partnership for quality. ACCET is listed by the United States Department of Education as a nationally recognized accrediting agency. For more information on ACCET please visit their website at <http://www.accet.org>.



State of California Approval

Word-Wide ESL Institute is a post-secondary, private academic institution approved by the Bureau for Post-Secondary Private and Vocational Education (BPPVE) before their sunset June 31, 2007, and is in voluntary compliance with the minimum state standards established under the laws of the State of California Department of Consumer Affairs.

Word-Wide ESL Institute is a private academic institution and does not receive any public funding.



Mission Statement

Word-Wide ESL Institute exists to promote individual growth and international peace and commerce through English language acquisition in a dynamic environment.

We provide quick, economical, immersion-based English as a Second Language (ESL) courses to all the world's peoples whether they are already in the United States or come to us from other lands.

US Department of Homeland Security

Student Exchange Visitor Program SEVP

Word-Wide ESL Institute is authorized under United States Federal law to enroll non-immigrant alien students for English studies.



English as a Second Language (ESL) Levels 1, 2, 3, 4, 5 and 6, and Test Preparation, including TOEFL Test Preparation Levels I, II and III, are approved for certificate training at Word-Wide ESL Institute.

We are able to admit all students who show an ability to benefit from our programs.

Institutional Philosophy



Our Business is unique in that we have the opportunity to promote peace and understanding between different peoples. Our customers enter as strangers and leave with lifelong friendships – forever changed by the experience we have provided and they have purchased. It is our duty then to treat every student and every teacher as the most important things in our business, because they are the most important things in our business.

B. Rose Anderson
Owner/Director

Non-discrimination Policy

Word-Wide ESL Institute complies with United States and California State Civil Rights Legislation and asserts that it does not discriminate on the basis of race, color, national origin, religion, creed, sex, age or

Word-Wide ESL Institute

handicap in its employment, admissions, or educational programs.

Word-Wide ESL Institute

What Makes Us Special



We teach English for world peace.

- Small class sizes of nine students or less
- Native-fluent English instructor
- Intensive program
- Conversationally based and covers reading, writing, listening and speaking
- Personal attention to each student goals
- Total Beginner to college preparation in 2 years or less
- All classes are designed for success using English in competitive environments

Internationally Friendly Beach Location: Word-Wide ESL Institute is located in an extraordinary beach location in a major metropolitan area of Southern California with lots of fun things to do, great weather all year long, free or inexpensive events, and 24-hour surf and swim zones and California Beach Volleyball courts just four blocks from the school. Word-Wide ESL Institute is a part of a small neighborhood and we participate as a school in community events such as the Ocean Beach Street Fair that help introduce our students to speaking with Americans. Our Guest Speaker Series brings American business people, usually from our neighborhood, to our students for wonderful interactions in a safe and learning environment.

Ocean Beach MainStreet Association gave us a Business Award as a symbol that our beach town has embraced our international students and our desire for world peace.

Word-Wide ESL Institute History

Word-Wide ESL Institute is the vision of Owner and Director, B. Rose Anderson: to create a dynamic learning environment in which to grow world peace through intensive but fun language education for the lowest cost possible.

Anderson first operated Word-Wide Language Center and Journalism Bureau in 1991 while a journalist, teacher and student in Germany and then from her downtown San Diego apartment in 1994. In 1998, she moved back to Ocean Beach and operated WordWide from a shed in her back yard.

Meanwhile, Silvergate Academy was an on-going ESL school in San Diego. Originally a Speak Easy Language Center, that school was founded in 1970 to meet the needs of the international community in Los Angeles for English language education. Speak Easy Language Center was purchased in 1986 by Diversified Education Company (DLI) on Wilshire Boulevard in Los Angeles, which also operated a branch in Torrance, California.

The San Diego campus was made a stand-alone campus and was later purchased by Richard N. Mikesell in October 2005. Mikesell renamed the school Silvergate Academy.

In March 2007, B. Rose Anderson purchased Silvergate Academy from Mikesell, and immediately relocated the school to its current Ocean Beach location at WordWide Language Tutoring Center, and the name of the ESL school was changed to Word-Wide ESL Institute.

The two very different schools are housed in the same building. The classrooms are used by both schools, allowing a dynamic environment for world peace; for instance, when a student from Chile is leaving for the day, an American is entering the classroom to learn Spanish for a trip to Chile.

Word-Wide ESL Institute

Staff and Instructors

We strive to bring each student superior quality in ESL instruction, student care and administration.

B. Rose Anderson, PDSO, Director/Owner:

Anderson is certified by the State of California, Department of Consumer Affairs as Director of Word-Wide ESL Institute and is in voluntary compliance since July 31, 2007.

Anderson has nearly 20 years of experience as an ESL Instructor and administrator of English training and consulting.

A member of PIER and NAFSA as well as the Ocean Beach MainStreet Association, Ocean Beach Historical Society and Ocean Beach Town Council, Anderson is also a board member and mentor for Fostering Opportunities Dollars for Scholars.

Gale Harding, Assistant Director, DSO Trainee:

An experienced administrative and former hospital technician, Gale adds a lot of fun to our center. She is a member of PIER and is in its mentorship program.

Word-Wide ESL Institute Instructors: We are a team of native-fluent English speakers. Each has the minimum of a Bachelor's degree in English or related field and/or the equivalent in experience and a TESOL certificate.

In addition, Word-Wide ESL instructors continue to demonstrate their ability to teach English by conversational methods for total beginners through advanced students.



For special groups or individuals, please contact the school to schedule a custom start and end date for ESL or TOEFL

Private lessons are available.



Word-Wide ESL Institute

**Study for 10 weeks or two years.
We want to teach you English.**

Course Descriptions



Full Program ESL Certificate Levels 1 through 6

Features:

- Class Sizes of nine students or less
- This school is authorized under US Federal law to enroll non-immigrant alien students (SEVIS)
- Well trained, native-fluent ESL instructors
- Six Levels, Total Beginner to Advanced
- Each Level takes approximately 10 weeks to complete
- Each Level is 19 hours per week
- 190 Clock Hours per Level
- **Approximately 17 months to complete**
- 6.4 Semester Hours per Level
- Student Textbook and Workbook for each Level
- Weekly tests and quizzes to monitor each student's progress
- Custom groups or private course programs are available upon request
- Five-week vacation option after 20 weeks of study
- One level may be retaken if necessary
- Certificate Letter of Attendance at the completion of each Level 1 through 5
- Students who complete ESL Level 6 are eligible to enter TOEFL for 30-35 more weeks for advanced communication in English for college or business success.



Objective: Our ESL Levels 1-6 course is designed to introduce the English Language to speakers of foreign languages. It provides a complete introduction and timely review of basic grammar, functions, vocabulary and conversation skills for beginning to intermediate and advanced learners.

Word-Wide ESL Institute provides a solid foundation in English language fluency to prepare our students to advance to TOEFL and the business or US college or university of each student's choice.

Course Content:

Each ESL Level 1-6 course consists of 16 units of instruction. Each unit is further broken down into four topic areas: speaking, grammar, pronunciation/listening and writing/reading. Classroom activities integrate newly learned skills into practice and usage. Corresponding activities in the student workbook provide practice and reinforcement of the lessons learned in each unit. Students receive a CD with their core course books. This CD includes self-study dialogs and material for reinforcement of each lesson.

Our knowledgeable ESL Instructors also add material as necessary, or in accordance with their student's individual instruction needs.

Please see our Academic Calendar for start dates for Full Programs.

Textbooks:

ESL Levels 1-4

- Interchange Intro, Level 1, Level 2 and Level 3, Third Edition, Student's Book; by Jack C. Richards; Cambridge University Press, 2005
- Interchange Intro, Level 1, Level 2 and Level 3, Third Edition, Workbook; by Jack

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C. Richards; Cambridge University Press, 2005

ESL Levels 5 and 6

- Interchange Passages 1 and Passages 2 Student Book
- Interchange Passages 1 and Passage 2, Third Edition, Workbook; by Jack C. Richards; Cambridge University Press, 2005

Supplemental Texts and Materials:

Different Levels use different material from one or more of the following as standard supplemental material:

- NorthStar Listening and Speaking or NorthStar Reading and Writing: Intermediate, High-Intermediate and Advanced
- A variety of English Grammar books, such as those by Azar and Richard Murray
- Stories We Brought With Us

Our Instructors also use material as necessary. We do not charge students to use these supplemental materials, but they are usually available for purchase.

Completion Requirements

- Attendance for a minimum of 80% of class hours scheduled
- Successfully pass both the Mid-Term and Final exams
- Overall GPA of 70% for the course
- Completion of all course requirements within 15 class weeks of Level start

Certificate Program

- A Certificate of ESL Achievement is issued to each student upon successful completion ESL Level 6 and TOEFL Test Preparation Level III

- A Certificate Letter of Attendance is awarded at completion of Levels 1-5 and TOEFL Test Preparation Levels I and II.
- Certificates are awarded by published Academic Start and End dates
- Advanced Placement students require a minimum of 10 weeks (190 hours) of study and in a full Level to receive a Word-Wide Certificate of ESL Achievement.



TOEFL I, TOEFL II and TOEFL III Test Preparation

Approximately 8 months

Full Program Objective: Word-Wide teaches TOEFL in small immersion groups of no more than nine students. It is a highly intensive program that trains for the highest TOEFL scores. We teach English in a way that allows our students the **skills to compete with native-fluent English speakers and writers in business or higher education.**

We want you to be able to pass an official TOEFL test with the highest score possible in the shortest possible time to be able to **go to the college or United States university of your choice.**

A different kind of TOEFL. Word-Wide ESL Institute recognizes that while many people are able to pass a TOEFL test, their level of understanding college professors and university mechanisms is essential for success. TOEFL Test Preparation prepares our students for real college situations or business in a safe and growth-oriented environment.

Requirements:

- TOEFL is available for students who have completed ESL Levels 1-6 at Word-Wide ESL Institute or an equivalent

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- At least 18 years of age
- TOEFL is also available for college or business people who wish to improve their communication skills for competitive environments
- You may enter Word-Wide ESL Institute TOEFL Test Preparation if you already have a TOEFL score and want to improve that score for the United States college or university of your choice, or for success in a vocational school or business
- You may enter TOEFL any Monday
- An Unofficial TOEFL Test at Word-Wide Institute or an Official TOEFL Test Score is required to enter TOEFL Test Preparation Level III
- Student Textbook and workbook for each TOEFL Level: Intermediate, High Intermediate or advanced
- Weekly tests and quizzes monitor each student's progress
- Test Preparation techniques, language use, listening skills and reading and writing skills
- elements of cooperative interaction for business and/or college success

Please contact Word-Wide ESL Institute if you anticipate taking TOEFL as all three TOEFL levels are not always offered at the same time.

Each TOEFL Test Preparation Course Features:

- Word-Wide ESL Institute is not attached to any one university. We prefer to allow our students to apply for the **English-speaking college, university or business of the student's choice**
- Practice tests help you get the highest score possible for each student's goals
- Each Word-Wide ESL TOEFL level accelerates the ability to communicate English at competitive levels.

FULL TOEFL Features:

- One five-week vacation between TOEFL II and TOEFL III
- Students may repeat one Level of TOEFL
- 19 hours per week
- 6.4 Semester Hours
- 10 Weeks per level

TOEFL 1: The objective of this course is to introduce the TOEFL test and objectives, testing procedures and scores needed for colleges and universities, and introduce students to the difference between US community colleges and university systems to assist them in making their choices. Business people participating in TOEFL 1 will experience increased vocabulary, listening, reading and writing skills.

TOEFL 2: The objective of this course is to prepare students for a full-length actual TOEFL test, take practice tests, increase vocabulary, comprehension and ability to speak in competitive environments. The student will take either an official TOEFL test or an unofficial full-length test at Word-Wide ESL Institute to evaluate a sample TOEFL score. The course will improve on that score.

TOEFL 3: The objective of this course is to improve TOEFL scores from TOEFL 2 and practice more reading and writing, and verbal communication and understanding in order to attend and succeed academically in the United States college or university of each student's choice, or to use in doing business in competitive English speaking environments.

Completion Requirements for Each Level:

- Attendance for a minimum of 80% of class hours scheduled
- Successfully pass both the Mid-Term and Final Exam
- Overall GPA of 70% for the course

Word-Wide ESL Institute

- Completion of all course requirements within 15 class weeks of Level start

*NorthStar Reading and Writing High Intermediate with CD

Certificate Letter of Attendance Program

- A Certificate Letter of Attendance is awarded upon the completion of each TOEFL I and TOEFL II
- A Certificate of ESL Achievement is awarded upon successful completion of TOEFL Level III
- Advanced Placement students require a minimum of 10-weeks (190 hours) of study

Word-Wide ESL Institute is not currently an official testing site, but we do assist students in registering for the TOEFL paper test or iBT.

TOEFL Course Content:

Each Word-Wide ESL Institute TOEFL Test Preparation course consists of five (5) sections of instruction. Each section is further broken down into multiple objectives and exercises. A progress check quiz is given after completion of each objective. A practice TOEFL test or TOEFL Preparation Test is given at the beginning and end of each section to measure the student's progress. Grades are calculated for each Section based on the exam, quizzes, practice test scores, completion of assigned exercises, attendance and class participation

Textbooks:

- TOEFL I: NorthStar Building Skills for the TOEFL iBT, Intermediate
 - * NorthStar Reading and Writing – Intermediate
- TOEFL II: NorthStar Building Skills for the TOEFL iBT, High Intermediate
 - * NorthStar Listening and Speaking – High Intermediate



▪ TOEFL III: NorthStar Building Skills for the TOEFL iBT, Advanced

*NorthStar Reading and Writing - Advanced with CD

* Class Sets – students are not charged for use of books.

All TOEFL Test Preparation Levels:

- Company to Company, Cambridge University Press
- All Levels: Understanding and Using English Grammar, Third Edition, by B.S. Azar*
- All Levels: Building Skills for the TOEFL Test; by Carol King and Nancy Stanley; Pearson Education Limited, 2000, ISBN 017-557134-1*
- Instructional supplemental material may be added or deleted, depending on our enrolled students' needs

▪ Language Vacation - Weekly Enrollment

Any Number of Weeks

- Students entering before or after a start date are welcome to join our on-going classes
- Choose ESL or TOEFL Test Preparation
- Placement Test is required for the correct level
- Enter any Monday; exit any Friday
- Choose as many weeks as you can study with us
- Certificate Letter of Attendance awarded by Academic Calendar start and end dates

Word-Wide ESL Institute

- Pay only for the ESL Levels you actually take
- Weekly study is not available to I-20 students



Language Private

In addition to regular courses
or at least **19 hours per week.**

Objective: Students who attend Word-Wide ESL Institute, a different ESL school or a US college or university may simultaneously enroll in Word-Wide ESL Institute programs or private lessons for individual assistance in your educational goals.

Our private lessons provide custom-designed courses for specific student goals such as Business English, Nursing English or other professions or studies.

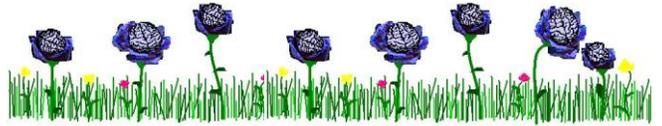
Private lessons are also available to US Citizens or legal residents of the United States.

- Choose your schedule and number of hours per week
- Change your schedule upon just one week's notice to the administrative office
- Can be used in conjunction with I-20 Group Lessons
- Certificate of ESL Achievement after completion of 190 hours
- Please note, I-20 students at Word-Wide ESL Institute are required to study for a 10-week minimum and 19 hours per week even if in private lessons only
- Complement any studies – GMAT, GED, Master's Degree, TOEFL test preparation or what you need
- You must contact the school and arrange your private course at least two weeks in advance of your anticipated start date

We want to teach you English.

**When you grow your language,
you grow your mind for world peace.
Grow your mind.**

Study@WordWide.US



Word-Wide ESL Institute

Application Information and Procedure

How to Apply

- Send us your Application and \$100 Application Fee
- When we receive your Application and fees, we will contact you
- Get your SEVIS Appointment
- Get ready to study English at Word-Wide ESL Institute!
 - Choose the course you want
 - Choose the program you want
 - Find Your Category
 - Follow the application procedure for your category
 - Most International students must apply for a minimum of 10 weeks

- Morning, afternoon and evening classes are available depending upon student enrollment and desired schedules

Foreign (Non-Resident) Applicant:

Please submit a completed and signed Application Form and Refund Policy to Word-Wide ESL Institute along with your Application Fee of \$100 and copy of your identification. The Application Form must have your name as it appears on your passport., and your desired start and end dates. The Application Fee is usually not refundable (see below) and must be payable in US dollars to Word-Wide ESL Institute. You may pay by international money order or cashier's check, signed Payment Authorization for Visa or MasterCard, or wire transfer. Word-Wide ESL Institute will contact you once your Application is received. Once your Application has been accepted, we will invoice you to prepay one 10-week Level of tuition, books and mailing fees. Some embassies and consulates may require students from some countries to prepay more than one level's tuition. Consult

Word-Wide ESL Institute or the US Embassy in your country if you have any concerns.

Please contact Word-Wide for bank and routing information or a Payment Authorization form. Tuition and fees are detailed in this catalog.

If you will need arrangements for airport pick-up and or assistance with accommodations, including HomeStay, let us know at this time, and we will send you the necessary forms for a comfortable stay. Please see Word-Wide Stays for accommodation information and forms.

Once Word-Wide ESL Institute receives the completed Application, full payment of first 10-

Admission Requirements

- We accept students who will benefit from our programs
- Students should be 18 years old
- High School or equivalent graduate
- Placement test upon enrollment
- Application and Admission Fee of \$100
- International students must apply for at least one 10-week level and other requirements as listed under **Categories** in this catalog

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week ESL or TOEFL level and fees, and other documentation, your I-20 is processed within seven working days and forwarded to you along with a receipt for your fees and tuition and a letter of acceptance. If the application is rejected, all tuition and unused fees are returned to the applicant. The application may be e-mailed (photo of original signatures), mailed, faxed or delivered in person to a Word-Wide ESL Institute representative at the address shown on the Application Form. A copy of the Application Form is in this catalog. Photocopies of this application are acceptable. Upon receipt of the I-20 and other documents from Word-Wide ESL Institute, you should contact the nearest United States Embassy or Consulate to apply for the F-1 Non-Immigrant Student Visa. They will advise you of any additional documentation they will require as well as the amount and procedure for paying the SEVIS F-1 visa application fees. You will be given an interview appointment. After the appointment, you should receive your visa.

NOTE: If your application is rejected by the consulate or embassy, you must return the original I-20 and a copy of your rejection letter to Word-Wide ESL Institute. Word-Wide ESL Institute will issue a refund for the prepaid tuition, less the non-refundable Application Fee and mailing costs. Please see our [Refund Policy](#) on the back of our Application Form if you have any questions.

Upon receipt of your visa, you should contact Word-Wide ESL Institute to verify your start date. You are allowed to arrive in the United States up to 30 days in advance of your start date.

After arrival in the United States, you may report to Word-Wide ESL Institute any time prior to your scheduled start date to take the entrance Placement Test, attend an orientation session and sign your enrollment agreement. You may also do this on the day you are scheduled to start classes. If you fail to check in by your scheduled start date, we are required to report

this to Immigration and Customs Enforcement (ICE) and you could jeopardize your continued stay in the United States. Please keep us advised of any changes in your travel plans that may affect your scheduled class start date.



Foreign (Non-Resident) Transfer Student:

Submit a completed and signed Application Form to Word-Wide ESL Institute and payment (cash, check or major credit card) in US dollars for you Application Fee and one-half Level tuition (five weeks). Also, determine the date you will leave your present school, write that date on the Notice of Transfer Form, sign the form and send it along with your Application. On the rare occasion that an application is denied, all tuition and unused fees will be returned to the applicant. The application may be e-mailed, mailed, faxed or delivered in person to Word-Wide ESL Institute or official representative. Copies of the Application Form and Notice of Transfer Form are in this catalog. Photocopies of these forms are acceptable, but an original signature (or photo of signed forms if by e-mail) is required. If the application is accepted, you will be scheduled for your start date and the signed Notice of Transfer Form will be given to your present school. Your present school will complete the Notice of Transfer Form and return it to Word-Wide ESL Institute. You determine the date that your present school will transfer you in SEVIS (the Immigration computer system) to Word-Wide ESL Institute. Please note, your current school can not refuse to transfer you if you request a transfer to another SEVIS-approved school.

Your scheduled start date at Word-Wide ESL Institute must be within 60 days of your last day of attendance at your current school. Some exceptions do apply. Please contact Word-Wide ESL Institute to verify your start date once you have left your current school. You may report to Word-Wide ESL Institute any time prior to your

Word-Wide ESL Institute

scheduled start date to take the entrance Placement Test, attend an orientation session and sign your enrollment agreement. You may also do this on the day you are scheduled to start classes; however, you must contact the school no later than 15 days before your start date. If you fail to show for your scheduled start date, we are required to report this to Immigration and Customs Enforcement (ICE), and you could jeopardize your continued stay in the United States. It is important that you keep us advised of any changes in your plans that may affect your scheduled class start date.

U.S Citizen and Resident Alien Applicants

Submit a completed and signed Application Form to Word-Wide ESL Institute with a copy of your identification and payment (cash, check or major credit card) in US dollars for the Application Fee and a minimum of one-half Level (five weeks) tuition. If you have specific goals or budget constraints, please discuss these with the Director, as we will custom design your study to best suit your budget and needs. On the rare occasion an application is rejected, all tuition and unused fees will be returned to the applicant. The application may be e-mailed, mailed, faxed or delivered in person to Word-Wide ESL Institute at the address shown on the Application Form. A copy of the Application Form is in this catalog. Photocopies of this application are acceptable. If the application is accepted, you will be scheduled for an interview with the Director or a representative of Word-Wide ESL Institute to determine your start date.

You may report to Word-Wide ESL Institute any time prior to your scheduled start date to take the entrance Placement Test, attend an orientation session and sign your enrollment agreement. You may also do this on the day you are scheduled to start classes.



Notice Concerning Transferability of Units Earned at our School

Word-Wide ESL Institute issues Certificates of Completion for each ESL and TOEFL Level completed. We record completion by the number of clock hours, Level, grade and attendance in accordance with published Start and End Dates. Units earned from Word-Wide ESL Institute are not normally transferable to any other college or university. Our focus is to prepare you to speak fluently and communicate effectively in English for each student's personal success. We train for the business, college or university of the student's choice. Students applying to US colleges or universities after their studies at Word-Wide ESL Institute will require an official TOEFL test score. Please ask our office for assistance in finding the correct testing center for your goals.



Special Consideration for Students with Special Needs:

Word-Wide ESL Institute's facilities are accessible to the physically disabled, and we will make arrangements as necessary in the classrooms to ensure a positive learning environment is available for the physically disabled. Word-Wide ESL Institute is not capable of assisting those with severe learning disabilities; however, the Director will evaluate and make a determination on an individual basis of the feasibility of offering our services to these students, so by all means, ask.

study@wordwide.us
We want to teach you English

Word-Wide ESL Institute



Tuition and Fees

All fees, costs and expenses noted in this catalog are quoted in US Dollars and were accurate as of the date publication. Rates are subject to change without notice at any time.

Standard Group Rates

- \$100.00 Admission Fee
- \$1950.00 Tuition for each 10-week Level
- \$195 for each additional week
- \$50.00 for the Textbook with audio CD and the Student Workbook per Level
- Maximum of nine students to each well-trained ESL Instructor
- 19 hours per week
- 190 hours per Level

Non-I-20, international students pay either by 5-week period or weekly. 🌐 \$195 per week.

We enroll students every Monday, so if the student needs to pay for additional weeks before or after a start date, near the beginning or end of their study at Word-Wide ESL Institute, the Standard Group Rate is still \$195.00 per week. Students pay for only the weeks they have enrolled to attend.

The minimum period of enrollment is 10 weeks for international students and five weeks for most other students.

Word-Wide ESL Institute retains the right to withdrawal continued service to any non-international student whose schedule or attendance appears to disrupt the high quality of education in our on-going ESL international programs.

**Five or more students is considered a group at Word-Wide ESL Institute.
We pay 20% Agent commission.
We pay 10% for Referrals from out-of-country students or agents who refer new students numbering five or less.**

Special Groups:

- Five or more students is a group
- If you have a special group, please contact the administration office
- Standard group rates apply
- We pay 20% Agent commission on groups of five or more
- We pay 10% referral commission on referrals
- Groups will be placed in the correct level for each student by Placement Test

Private Lessons:

- Available to all students to supplement or as full program
- \$45 per hour
- \$35 per hour when 20 hours or more are prepaid
- \$100 registration fee
- Student Book and Workbook \$50 per Level



TOEFL II Test Fee:

TOEFL II requires an additional \$150 payable to an institutional TOEFL Testing Center to take the test. This is required of students who have not taken Word-Wide ESL Institute's TOEFL I, and is recommended even if you do.

International students are required to pay for one level, 10 weeks, at the time of Application and before the school will issue the student's I-20 and letter of acceptance. Some US Embassies from certain countries may require more prepaid tuition than our standard of 10 weeks. Please contact the US consulate in your country if you have any questions.

Partial Level: After the initial enrollment period, international students may pay tuition every five weeks. 🌐 \$975 for each 5-week period

Word-Wide ESL Institute

Placement Tests

Each WordWide student is placed in the correct ESL or TOEFL level by a complete Placement Test that includes reading, writing, language use, listening and conversation skills. We realize that many ESL schools produce good Placement Test scores, but test scores alone are not reliable in what WordWide does best – fluency; therefore, we also take the time during each Placement Test to accurately determine each student’s ability to communicate in English with a native-fluent person. This extra effort is just one of the ways we prove our commitment to the success of our students.

If you are not enrolling at Word-Wide ESL Institute, a complete placement test is available for only \$35. This should be scheduled in advance, although we occasionally accept walk-ins.

If you are enrolling at Word-Wide ESL Institute, the placement test is free. Placement tests may be taken a week before you enter class, or can be taken the morning of your scheduled State Date.

The Cambridge Placement Test is used to determine the applicant's competency level in English along with a personal interview. Word-Wide ESL Institute uses the results of this entrance test in order to provide the student with an appropriate learning environment.

We want to teach you English. Come grow your mind for world peace through language education. study@wordwide.us

San Diego Campus Facilities

Word-Wide ESL Institute is a boutique language center with class sizes of no more than nine students to each native-fluent English Instructor. A ratio of nine students to a native-fluent instructor is the limit for effective group instruction according to research conducted by the United States Department of Defense.

At capacity, Word-Wide ESL Institute holds a total of 32 students at any one time. We have two classrooms that hold up to nine students, and two classrooms that hold up to six students to each well-trained and native-fluent Word-Wide ESL Instructor. This lets us teach English very quickly in a friendly environment.

Our Classrooms: Our classrooms are on the ground floor of a mixed-use, commercial and residential building located four blocks from public beaches. We have four classrooms that hold up to nine students each. A student-instructor ratio of a maximum of nine students to each well-trained ESL Instructor helps our students learn English in approximately two years – that’s about two years faster than a school that has more than nine students to each instructor.

Carefully selected books, television, DVDs, CDs, maps, creative language games, field trips and the Internet help us teach you English in the classroom. English is available mornings, afternoons and evenings, depending on the needs and levels of our students.

Library: No school is complete without a loan library, and we have a fantastic library with no fees to use this collection of items.

Our library includes classic and modern novels, short story collections and other books for all ages and English levels. Movies are important learning tools – especially when we’re only 2.5 hours from Hollywood, so we have many DVDs and videos of fun, classic or interesting movies – most with English subtitles. Many of our books match our movies for extra learning.

Our entire library is available for student use at no charge. Just sign them out, use them and return them in the same condition you checked them out. Materials not returned to the Library within 10 weeks will be charged to the borrower at a minimum of \$35 or the cost to replace the material.

Computer Kiosks: Computer kiosks with high-speed Internet access are designed as private

Word-Wide ESL Institute

places for student use. We also have a wireless network for those students wishing to access the Internet from their personal laptop computers. Please ask for the password to the wireless network at the front desk.

Location

Why Ocean Beach?

Word-Wide ESL Institute is located in the beautiful, internationally friendly beach community of Ocean Beach in San Diego, California, USA. We occupy two suites on the ground floor of a mixed-use building, with businesses downstairs and long-term residents upstairs. This is a typical building in Ocean Beach, which is considered “California’s last beach town.” People often own their house, swim, surf, work and live right here.

This is an unusually friendly beach town. We know our neighbors. People say, “Hello” to each other on the streets.

There are strong environmental and political groups in Ocean Beach that keep our little part of the world “mostly” free of overgrown corporate retail stores. (We protested but lost the battle against Starbucks.) We also organize a lot of family fun festivals and the weekly Farmer’s Market. These things make our little beach town a lot of fun.

Most restaurants, coffee shops, cafes, bars and delicatessens are locally owned, and many are totally vegan or have vegetarian choices. The French and German restaurants represent San Diego County’s finest restaurants. Other restaurants include Thai, Mexican, Irish, Japanese, Portuguese, Chinese, Vietnamese, Greek, Italian, and, of course, American. There is music and dancing at several different venues.

We are truly a California beach community, complete with hippies, organic bread and tolerance. Visit www.oceanbeachsandiego.com

Ocean Beach Park – “OB”

Ocean Beach Park is about four blocks from Word-Wide ESL Institute. The beach is public- it costs nothing to surf or swim or use the showers, restrooms and volleyball courts.

From sunrise to sundown, San Diego City Lifeguards are on duty in Ocean Beach’s 24-hour surf and swim zones.

Fire rings are free to the public for nighttime bonfires on the beach. Bring your hotdogs and marshmallows. Alcohol and smoking are prohibited on all San Diego beaches.

OB Pier is the longest municipal (public) pier on the West Coast of the United States. You can fish without a license off the OB Pier. It is a wonderful place to go for a walk. Only the most skilled surfers ride their boards between the pier’s pylons, but it is fun to watch.

Sunset Cliffs Park South of the OB Pier is a San Diego City Park of natural cliffs above the Pacific Ocean. Footpaths make it easy to walk along these beautiful cliffs for a couple of miles. There are coves to little and larger beaches, and people sunbathe on the rocks. Toward sunset, you will see several people gather for the ritual of watching the sunset on the Pacific Ocean.

**Ocean Beach is a resort town
without a resort price.**



2009 Start Dates:

<u>Start Date</u>	<u>Mid-Date</u>	<u>End Date</u>
January 20, 2009	February 20, 2009	March 27, 2009
March 30, 2009	May 4, 2009	June 5, 2009
June 8, 2009	July 13, 2009	August 14, 2009
August 17, 2009	September 21, 2009	October 23, 2009
October 26, 2009	December 7, 2009	January 22, 2010

2010 Start Dates:

<u>Start Date</u>	<u>Mid-Date</u>	<u>End Date</u>
January 25, 2010	March 1, 2010	April 1, 2010
April 5, 2010	May 10, 2010	June 11, 2010
June 14, 2010	July 19, 2010	August 20, 2010
August 23, 2010	September 27, 2010	October 29, 2010
November 1, 2010	December 13, 2010	January 28, 2011

Students may enroll any Monday, regardless of these start dates; however, these Start Dates should be used by BEGINNER Students applying to Word-Wide ESL Institute, or for students who wish to receive a certificate for one 10-week Level only. Special groups are welcome with advance arrangements through our Administration office.

Advanced Placement Students enrolling before a start date will be placed in the Level preceding the Placement Test result Level. This allows you to adjust to your new environment, brushes up your English and gives you the best opportunity to learn English at your correct Level.

Not all Levels are offered at the same time. Word-Wide ESL Institute reserves the right to cancel or delay a start date depending upon enrollment, or offer a program of private, monitored self study and group, or a similar combination, depending on what is best for each student.

**California Beach Volleyball courts
are free and just four blocks from
Word-Wide ESL Institute.**

Word-Wide ESL Institute

Class and Break Time Schedule

Policy: It is the policy of Word-Wide ESL Institute to teach English as a Second Language for no less than 19 hours per week with two 10-minute breaks equal to about five minutes per hour.

The purpose of our short breaks is twofold: first, we want you to be able to socialize in English with other people at our school; second, we know that your mind needs to take a small rest when concentrating at the levels necessary for Word-Wide immersion instruction. This short rest period helps relax your mind, so you can learn more.

Class Schedules:

For private or special groups, please contact the school to arrange your schedule.

WordWide reserves the right to change or delay start dates depending upon student enrollment.

Morning class (Levels 1-4):

8:15 a.m. to 12:15 p.m.

Mon. – Thursday

and 8:15 a.m. – 11:15 a.m. Fri.

Morning Class:

8:15 a.m. to 1:00 p.m.

Mon. – Thurs.

Mid-Morning Class:

10:00 a.m. to 2:45 p.m.

Mon - Thursday

Afternoon Class:

1:00 p.m. to 5:45 p.m.

Mon. – Thurs.

Evening Class:

4:00 p.m. - 8:45 p.m.

Mon – Thurs

Evening Class:

5:00 p.m. - 9:45 p.m.

Mon – Thurs

School Holidays

School Holidays Observed: Word-Wide ESL Institute observes the following US holidays. On these days, the school is closed and no classes are held.

2009

New Year's Day – January 1st

Martin Luther King Day – January 19th

Presidents Day – February 16th

Good Friday – April 10th

Memorial Day – May 26th

Independence Day– July 4th

Beach Barbeques are held all day, then surfers paddle out by the hundreds to get almost under the fireworks off the OB Pier at night.

Labor Day – September 7th - Public Schools usually resume after Labor Day and tourists go back to their homes and leave our beaches to us.

Veteran's Day – November 11th

Thanksgiving Holiday (1 week) November 23rd – 27th

◀ We are closed for one week for the American Thanksgiving Holiday and like to have an international potluck with our students to celebrate. A potluck is when each person makes a dish in their own pot and brings it together – it's luck if all the dishes are good. Our international potlucks are great!

We are closed for two weeks for Winter Holiday
30th



from **December 21st** to **December**

We also have a potluck at the school to celebrate

this time of world peace ►

New Years Eve – December 31st

Word-Wide ESL Institute

Special Events

There are days in Ocean Beach that are unique and special.
Our Administration really can't say enough about why you need to be in OB

In June, the Ocean Beach Street Fair and Chili Cookoff brings over 85,000 people to our little town for a day of free bands on six music stages, food, art and fun. The free event raises money for the Annual Fourth of July Fireworks off the OB Pier. www.oceanbeachsandiego.com

Then, there's Oktoberfest, the pancake breakfast on the OB Pier in November, more free music and events all year long.

Ocean Beach Farmer's market is every Wednesday.

WORD-WIDE Dates to Remember	2008	2009
(Eld) al Adha	Tue/Dec 9	Fri/Nov 27
Chinese New Year	Thu/Feb 7	Mon/Jan 26
First of Muharram (occurs twice in 2008 – Mon/Dec 29)	Thu/Jan 10	Fri/Dec 18
Ashura (occurs twice in 2009 – Sun/Dec 27)	Sat/Jan 19	Wed/Jan 7
Lincoln's Birthday	Tue/Feb 5	Thu/Feb 5
Valentine's Day	Thu/Feb 14	Sat/Feb 14
Washington's Birthday	Fri/Feb 22	Sun/Feb 22
Ash Wednesday	Wed/Feb 6	Wed/Feb 25
Eastern Orthodox Lent Begins	Mon/Mar 10	Mon/Mar 2
St. Patrick's Day	Mon/Mar 17	Tue/Mar 17
Daylight Saving Time begins	Sun/Mar 9	Sun/Mar 8
Palm Sunday	Sun/Mar 16	Sun/Apr 5
Passover	Sun/Apr 20	Thu/Apr 9
Easter	Sun/Mar 23	Sun/Apr 5
Eastern Orthodox Easter	Sun/Apr 27	Sun/Apr 19
Holocaust Remembrance Day	Thu/May 1	Tue/May 21
Administrative Professionals Day	Wed/Apr 23	Wed/Apr 22
Cinco de Mayo	Mon/May 5	Tue/May 5
Mother's Day	Sun/May 11	Sun/May 10
Armed Forces Day	Sat/May 17	Sat/May 16
Flag Day	Sat/June 14	Sun/June 14
Father's Day	Sun/June 15	Sun/June 21
Patriot Day	Thu/Sep 11	Fri/Sep 11
First of Ramadan	Tue/Sep 2	Sat/Aug 22
Yom Kippur* (Celebrated on the Evening Before)	Thu/Oct 9	Mon/Sep 28
Columbus Day, Observed	Mon/Oct 13	Mon/Oct 12
National Boss Day	Thu/Oct 16	Fri/Oct 16
(Eid) al Fitr	Thu/Oct 2	Sun/Sep 20
United Nations Day	Fri/Oct 24	Sat/Oct 24
Daylight Savings Time ends	Sun/Nov 2	Sun/Nov 1
Halloween	Fri/Oct 31	Sat/Oct 31
Election Day	Tue/Nov 4	Tue/Nov 3
Pearl Harbor Remembrance Day	Fri/Dec 7	Mon/Dec 7
Hanukkah*	Wed/Dec 5	Sat/Dec 12
Kwanzaa begins	Wed/Dec 26	Sat/Dec 26



Students who have met attendance requirements may request personal national or religious holidays.

The first week of December is the Ocean Beach Holiday Parade.



It's a lot of American fun to be in the parade! We carry flags from our home countries and wish for peace on Earth. The OB crowds love us! Way cool.



In addition to scheduled events and our Guest Speaker Series, our involvement in our community allows us very special treats. We got a private tour of a racecar collection from our neighbor, the owner and racecar driver. ►

Word-Wide ESL Institute

4843 Voltaire Street, Suite A, San Diego, CA 92107

Tel: 619.222.6411 Fax: 619.222.6404

study@wordwide.US

APPLICATION FORM

Family Name: _____	First Name: _____	M.I. _____	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth: _____	Country of Citizenship: _____	Date of Birth: ___/___/___ Mo Day Year	
U.S. Address: _____			
No. _____	Street _____	Apt _____	City _____ State _____ Zip Code _____
Student Phone: _____ Cell Phone: _____ E-Mail: _____			
Foreign Address: _____			
No. _____	Street _____	Apt _____	City _____ State/Province _____ Postal Code _____ Country _____
Desired Start Date: ___/___/___ (You may start any Monday. For specific Level beginning dates, see Start Dates.)			
Desired End Date: ___/___/___ or Length of Study: _____ weeks or months Month Day Year			

Educational Goal: _____			
Occupational Goal or Planning: _____			
Educational Background: <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> University <input type="checkbox"/> Other _____			
Self-assessed Knowledge of English: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/> None			
Test Score (if any taken) <input type="checkbox"/> TOEFL () <input type="checkbox"/> GMAT () <input type="checkbox"/> GRE () <input type="checkbox"/> Other () _____			
Occupational Background: _____			
Years _____	Name of Company _____	Occupation _____	Number of _____

Fill Out The Following Information If You Are Already In The United States.

Type of Visa: _____ Issued: ___/___/___ Expires: ___/___/___

I-94 ID #: _____ Issued ___/___/___ Expires ___/___/___

Emergency Contact: _____		Relationship: _____
City / Country: _____		Telephone #: _____
I certify that the information submitted in this application is true and correct. I understand Application Fees and tuition are payable with this application if I am applying from outside the United States and payable before my class starting date if I am applying from within the United States. I further state that I have read and understand the Word-Wide ESL Institute refund policy as printed on the reverse of this form.		
Date: ___/___/___ Month Day Year		Signature of Applicant: _____

Before forwarding to Word-Wide ESL Institute, please review this information and be certain to have answered all questions including Desired Start and End dates (required).

Word-Wide ESL Institute

Buyer's Right to Cancel - Refund Policy

If you are denied a visa by the United States of America, you will receive a full refund for all prepaid tuition and books. The \$100.00 Application Fee paid with your application and any fees we have used, such as postage for mailing an I-20 to you, are not refundable. A copy of the denial letter, your original I-20 issued to you and your refund request are required by WordWide before a denied visa refund is issued. Please note, a fax or email copy of the denial letter and/or I-20 is not acceptable.

You have the right to withdraw from a course of instruction before or on the first day of instruction. If you choose to cancel before the start of your course or on the first day of your course, the Institute will retain a minimum of five (5) weeks prepaid tuition and payment for books issued to you, and will give you a refund for the balance of prepaid tuition, minus the \$100.00 Application Fee paid with your application and any used fees, such as the costs associated with mailing your I-20 to you, non-refundable HomeStay Application Fees, books received by the student, etc.

You have the right to withdraw from a course of instruction at any time after the first day of instruction to transfer to another school, to attend a US college or university, or to return to your home country. If you are issued a visa and withdraw from the course of instruction after the first day, the Institute will issue a 70% pro-rata refund of any prepaid, unused tuition, but will not refund the first non-refundable one-half level (five weeks), the \$100 Application Fee, and any "used" fees as described above.

Assume that a student enrolls in a 190-hour course (ten weeks), pays \$1,750.00 for tuition and \$100.00 for the Application Fee. The Application Fee is non-refundable. The student then withdraws before the sixth (6th) week. The pro-rata refund to the student is \$490.00. This amount is arrived at by subtracting the non-refundable first five (5) weeks of tuition from the total amount paid, then multiplying that value by 70% $[(\$1,750 - \$875) \times .7]$. The following chart provides you with refund amounts based on the number of weeks completed, assuming that ten weeks' tuition has been paid in advance and the student withdraws for the 6th week.

Weeks Completed	4	5	6	7	8	9
Refund Amount	\$612.50	\$612.50	\$490.00	\$367.50	\$245.00	\$122.50

By signing below, or sending this document through electronic means, I submit that have read and understood or have had someone clearly explain the Refund policy to me, and I attest that I will abide by this policy:

Student Signature _____ Date _____

Did you Use an Interpreter? Yes No

If Yes, Full Name of Interpreter _____

Relationship to Student Applicant _____

Word-Wide ESL Institute

NOTICE OF INTENTION TO TRANSFER

Dear Student,

Please present this form to the Foreign Student Advisor at the school you are presently attending or that you last attended. Students applying to Word-Wide ESL Institute who presently have an F-1 visa must submit this completed form.

Student Name: _____

SEVIS ID#: _____

Name of School: _____

Address of School: _____

Current School File Number: _____ 214F _____

Start date at your School: _____

Last Date of Attendance at your School: _____

Is this student in status with SEVIS? _____

SEVIS Release Date: _____

Please transfer I-20 to:

Word-Wide ESL Institute
School code: **SND214F00364000**

Did the student maintain full-time status? _____

Type of program enrolled in (ESL, Undergraduate, etc...) _____

School Official Signature

Title

Print Name

Date

Please fax this form back to Word-Wide ESL Institute at (619) 222-6404, or email to study@wordwide.us. Thank you.

Word-Wide ESL Institute

Word-Wide Stays

HomeStays Residential Hotels Bed & Breakfasts Hostels

Word-Wide ESL Institute does not own or provide housing, but will assist you in finding a suitable residence for your stay in San Diego. Students may choose among privately run HomeStay programs or residential hotel, motel or hostel not owned by the Institution. You can rent a room, apartment, condominium or house not owned by the institution. Please contact the school when booking your HomeStay or other accommodation. Many of our staff members live in Ocean Beach, and we can help you find a suitable HomeStay Provider or Apartment Management company to assist you. If you are an I-20 student, you must contact the school for your stay, and you could get a discount for being associated with our school.

Fill out the Application Form

Clearly state the start and end dates of your stay

State what kind of accommodation you are looking for and the dates of each. Please use more than one Application for each different kind of stay and dates

Submit and pay the \$250 HomeStay or Accommodation Application Fee (one-time only, non-refundable)

If we are unable to accept your Accommodation Application, we will refund the fee; otherwise, the Accommodation Application Fee is non-refundable

HomeStays: Our American Family HomeStays are usually close to the school and cost only \$700-\$800 per month (four weeks), depending upon the season. Living with Americans, this includes two meals a day, a private room, laundry facilities, and access to TV and Internet. Word-Wide ESL Institute uses privately operated HomeStay providers. We will forward your Application and Fee to an appropriate provider to arrange your stay. Most providers allow you to move once.

Bed & Breakfast: For short-term stays, we recommend San Diego's Elsbree House, a bed & breakfast located above Sunset Cliffs and less than one block from the Pacific Ocean, and is within walking distance to Word-Wide ESL Institute.

Residential Hotels: Word-Wide ESL Institute has associations with San Diego's most popular residential and dorm-style hotels. Most are located downtown, just 35 minutes away on Bus #923.

Hostels: Economical and fun. These dorm-style rooms give you the chance to meet people from all around the world. We recommend the OB International Hostel and American Youth Hostels-Hostelling International. OB Hostel is within walking distance. The AYH-HI Elliott Hostel is just seven minutes away on Bus #923, or you can walk to Word-Wide ESL Institute in about 35 minutes. Hostels are a great way to economically travel all around the United States – and the world – when you complete your students or if you arrive early before your HomeStay reservation.

Please note that the average 2-bedroom home in San Diego costs \$450,000. In July, ComicCon takes every available hotel room for miles from downtown San Diego, and Ocean Beach is the closest beach and a prime destination. You can avoid problems if you clearly state your start and end dates on your HomeStay Application.

Word-Wide ESL Institute

4843 Voltaire St., San Diego, CA 92107 USA
Tel: (619) 222-6411 Fax: (619) 222-6404



HOMESTAY STUDENT/ACCOMMODATION APPLICATION

This Application is for a HomeStay Other Accommodation Type _____

Please use a separate application form for each type of stay

APPLICATIONS WILL NOT BE CONSIDERED UNTIL PLACEMENT FEES are RECEIVED.

Personal Information: Please complete all fields.

Last Name: _____ First Name: _____

Age: _____ Date of Birth: _____ Gender: Male Female

Address: _____ City: _____ State/Province: _____

Country: _____ E-mail: _____

Telephone: _____ Cell Phone: _____ Fax: _____
(Where applicable please include Country Code, Area Code and Number)

HomeStay start date: _____ HomeStay ending date: _____
Month/day/year Month/day/year

Emergency Contact Information:

Emergency Contact: _____ Relationship: _____

Telephone: _____ Email: _____

Address: _____ City: _____ State/Province: _____

Country: _____ E-mail: _____

Your Nationality: _____ Your Native Language: _____

Other Languages You Speak: _____

Please rate your English conversation Ability: Low Intermediate Advanced

Preferences:

Do you plan to have a car during your stay? Yes No

Are you able to walk? Yes Short distances only Yes Short and longer distances No

Do you plan on purchasing a bicycle? Yes No

Word-Wide ESL Institute

Do you Smoke? Yes No

Would you be comfortable in a home/room that permits smoking? Yes No

Additional Information required for HomeStay Applicants:

Would you be comfortable in a home with children? Yes No

Would you be comfortable in a home with pets? Yes No

Dog: Yes No Cat: Yes No Other Specify: _____ Yes No

Hobbies: _____ Career Interest: _____

Please list **allergies or health problems** your host will need to know about. Please list any **foods you cannot eat**, due to allergies, health problems or personal beliefs:

We offer airport pick up service from San Diego airport:

Within the San Diego area - \$50.00

Please indicate if you wish an airport pick up. Yes No

Flight Information:

Airline: _____ Flight Number: _____

Arrival Date: _____ Arrival Time: _____
Month/day/year

In most cases, students are met past the security area near the gate or near the baggage claim. You receive a warm greeting by a Word-Wide ESL Institute representative at the airport, assistance with your baggage, transportation by private car to your new residence or to your HomeStay and an introduction to your Host Family.

By RETURNING this application by electronic means, you are hereby certifying that you have read, understood and agreed to the non-refundable Application Fee.

We will submit your form and Application Fee to a preferred accommodation or HomeStay provider as soon as we receive it. HomeStays are recommended for beginner students. Most providers allow you to move once.

If for reservations for a different kind of accommodation, we will provide you with the names and locations of reliable property management companies.

Word-Wide ESL Institute

Student Handbook

This section of our catalog is for our students to keep as a handbook before and after entering the United States. We hope the information it contains helps you understand our school and culture.

Satisfactory Academic Progress



Academic Requirements: The ESL program is considered to be one continuous program divided into six Levels. TOEFL is also designed as one continuous program divided into three Levels. Students may enroll for one or more levels depending on their placement on the Placement Test and their educational goals or timeframe available for studying English. ESL is an avocational program where the final goal to be reached is up to the student.

Completion of a Level within the 10 weeks allocated with a minimum overall grade of 70% is considered Satisfactory Academic Progress.

Student's Satisfactory Progress is monitored on a continuous basis to insure compliance with our high standards of education. Students are required to maintain a minimum GPA of 70% upon completion of each five-week half-level period. Students must show progress to continue to enroll in our institution.

Any individual full Level should be completed within 15 academic weeks and international students should complete the entire 6-Level program within 70 academic weeks of entering the ESL Levels 1-6 program, and within 35 additional weeks for the TOEFL Levels I, II and III Test Preparation Levels. Students may repeat a Level if academically necessary and may repeat parts of a Level if returning from a scheduled leave of absence between start dates.

Grading: Grades are assigned for each week of each level and are reviewed by the Director to ensure progress. The Grade Point Average (GPA) is computed on completion of each week of a level, with each weekly grade received up to that week's end entered into the computation including work that a student may be required to repeat or make-up. The mid-term and final exams for each level are not part of the computation of the weekly grade. A weekly grade is based on 50% awarded by the instructor for class participation (note that this grade is adversely affected by poor attendance) and 50% for quizzes given during the week. The final grade for each level is an average of all weekly grades received given a weight of 50% of the final grade; while the Mid-Term and Final Exams each contribute 25% of the final grade. The following grading policy is in effect:

90-100%	A = Excellent
80-89%	B = Good
70-79%	C = Average
60-69%	D = Poor
0-59%	F = Fail

The grade is a Grade Point Average (GPA) of the students' homework, quizzes or tests and participation, plus mid-term and final test scores.

Word-Wide ESL Institute

Make-up Work: Because of the nature of our training at Word-Wide ESL Institute, classroom participation is required. You are responsible for completing any assignments, tests or quizzes you miss because of non-attendance. No make-up time is provided with an instructor to make up material.

If absent for a test, the student will receive a grade of '0' for that test until a make-up test is taken. Tests that are missed must be made up within 10 class days, except for Final tests, which must be taken on the assigned date to advance to another Level. Other arrangements must be approved by the Director.

Make-up tests will be provided outside of regular class time, so the student must schedule a time to come into the school if a make-up test is required. If it is necessary for an Instructor or proctor of a test to be present, you may be responsible for the additional cost. Tests that are taken and failed (score of 59 or less) must be retaken before advancement to the next level or completion of the course.

Incomplete Grade: A student who does not make up failed or missed test(s) within the normal length of the course, or if withdraws from the program, the failed score will be documented permanently and will be considered Incomplete.

Program Completion: The student must have an overall grade point average of 70%, attendance of 80% or higher (see Attendance Requirements below) and finish all required course-work. An ESL Certificate of Completion will be issued to students who complete our Complete Program ESL Levels 1-6 Program or Complete Program TOEFL Test Preparation Levels I, II and III. The Certificate states the length of time the student attended, the Level completed, grade (by GPA) and attendance scores. A Certificate Letter of Attendance is awarded to students who complete a 10-week Level in accordance with our start dates.

Transcripts: All Word-Wide ESL Institute students receive a Certificate Letter of Attendance or a Certificate of ESL Achievement at the completion of each Level. A sealed official Transcript is readily available from the Administration Office for a small processing fee of just \$35.

Academic Probation: If a student's GPA falls below the minimum, the student will be advised and given five weeks to retake or make up any failed or missed tests. If the student does not improve the GPA during this period the student is placed on Academic Probation. A student placed on academic probation is notified of the probationary status and provided the appropriate advising. The probationary period will be for five weeks during which the student's progress is closely monitored and the student will be given the opportunity to retake any previous exams which received a grade of 69 or less. If, at the end of the probationary period, the student has not achieved a minimum 70% GPA, the student may be suspended, required to retake the level or terminated from the program.

Attendance Requirements: It is self-evident that students must have regular attendance to learn a foreign language. To this end, we urge that students attend every day. Attendance is taken every day, and monitored on a weekly basis by the School Director or designee.

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Word-Wide ESL Institute follows the U. S. Citizenship and Immigration Services (USCIS) regulations for international students, who must attend at least 80% of the time to maintain SEVIS Status.

Tardiness/Early Departure: Students more than 30 minutes late for a class are counted as tardy. Students who leave more than 30 minutes before the end of class shall be considered as having left early. Five times tardy or leaving early counts as one day of absence. Any student who, through tardiness, leaving early or a combination of both, attends less than 50% of the scheduled hours for the class shall be considered as having been absent for the entire class.

A Word-Wide ESL Institute Instructor may close the classroom and leave for the day if there are no students in class after 30 minutes from class start time. The student(s) will be considered absent for the entire period. Such absences will be part of the student's permanent record.

Attendance Probation: If a student's attendance is less than the 80% minimum for any five-week half-level period, the student will be advised and required to maintain an overall minimum of 100% attendance for the next five-week period. If the student fails to improve attendance, the student will be placed on Attendance Probation. A student who is placed on Attendance Probation will be notified of this probationary status and provided the appropriate advising. The probationary period will be for five weeks during which the student's attendance will be closely monitored.

The student is required to maintain WordWide's attendance requirements during the probationary period and will be required to report in writing to the Director the reason for any absence. The Director may approve additional absences in the case of bona fide emergencies. A student who violates the terms of probation may be suspended or terminated from the program. The Director or Assistant Director can demand 100% attendance.

Conduct: Students are expected to conduct themselves in a manner conducive to learning. Students who engage in disruptive behavior will receive one warning from the Director. Additional offenses will be grounds for suspension or termination.

Students who engage in behavior judged to be dangerous or life threatening may be suspended or terminated immediately without warning.

Students who intentionally cause damage to or commit vandalism on the property of the school, the school's landlord and/or their tenants and visitors, may be suspended or terminated immediately without warning

Students who violate any city, state or federal law may be suspended or terminated immediately without warning.

Students found in possession of alcohol, illegal drugs or drug paraphernalia on school property or within the property of the school's landlord will be suspended or terminated immediately without warning.

Unauthorized Absence: Students who fail to attend class for five consecutive days without contacting the school will be suspended pending determination of the reason for the absence and authorization from the Director for the student to return to class. International students

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who fail to return to class within five days of being suspended and advised of the suspension will be terminated from the course and reported as “out-of-status” to SEVIS. If the international student cannot be contacted within 10 working days since the student’s last classroom day of attendance the student will be terminated from the course and reported as “out-of-status” to SEVIS and will have 24 hours to leave the United States. International students terminated and reported “out-of-status” may be reinstated only upon approval by both the Director and SEVIS.

Suspension/Termination: Suspension or termination may result from failure to follow school rules, which include, but are not limited to, tardiness, absences, unsatisfactory progress and failure to complete required make up work; failure to satisfy conditions of probation; as a result of severe conduct problems, or failure to meet financial obligations, including failure to go to required appointments with the Administrative Office. Suspension shall be for a minimum of one week and a maximum of five weeks and will be the first recourse for all students. A suspended student will be advised in writing of the reason for the suspension, the period of the suspension and any requirements that must be met by the end of the suspension. International students who fail to complete a level will be required to retake the level, and any suspension may be counted as a student leave of absence, depending upon the reason for the suspension.

Students are allowed to retake one level during their course of study at Word-Wide ESL Institute. Failure of a second level will result in termination. Non-international students may be suspended twice for the same offense. A third offense shall result in termination from the program. Failure to meet any requirements delineated in the suspension notice shall also result in termination from the program. A student who has been terminated may schedule a meeting with the Director or his/her designated representative to request reinstatement. The student may be reinstated when the reasons for the termination are corrected, but this may not occur earlier than five weeks after termination.

SEVIS Status: An International student that has been suspended must, within 60 days, return to class upon completion of the suspension, depart the United States, or transfer to another SEVIS approved school while on suspension. An international student terminated from the course has 60 days to transfer to another SEVIS approved school or depart the United States. A Student who departs the United States should advise Word-Wide ESL Institute. In any case, after 60 days from their last date of attendance at Word-Wide ESL Institute, such a student’s I-20 will automatically expire. A Student reported as “out-of-status” has 24 hours to leave the United States or be subject to arrest and deportation. Being deported may prevent any chance of returning to the United States in the future.

Appeals: Students have the right to appeal any determination that they have failed to maintain a satisfactory academic progress or satisfactory attendance level. They may also appeal any awarding of suspension or termination due to misconduct or violation of school policies and rules. Any appeal must be made in writing and delivered by U.S.P.S. First Class or Registered Mail to the Director, B. Rose Anderson, at her office at Word-Wide ESL Institute, 4843 Voltaire Street, Suite A, San Diego, CA 92107, within three working days of the impending suspension or termination. Terminations will not be posted to SEVIS until after expiration of this 3-day period.

All appeals must be accompanied by documentation and/or witness statements that rebuke the contention that resulted in the suspension or termination. Imposition of the suspension or termination will be suspended until the Director has made a final decision. The Director shall make that decision after carefully considering all facts in the case. The final determination will

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be made within two weeks of the date the appeal was received by Word-Wide ESL Institute. If the Director confirms the suspension or termination, with or without modification, the suspension or termination shall be immediately imposed.

Scheduled Leave of Absence/Student Vacations

Personal Vacation: All students may take up to ten weeks of personal vacation during their course of study at Word-Wide ESL Institute in ESL Levels 1 to 6 and an additional five weeks of vacation between TOEFL Levels II and III. Except for bona-fide emergency reasons, students will not be allowed to take vacation until they have completed two levels of ESL (20 weeks of training). Students will be eligible at that point to take a five-week vacation. After completion of four levels of ESL (40 weeks of training), students will be eligible to take an additional five weeks of vacation. Students are encouraged to take their vacations between levels and in five-week increments. This is to ensure that their education will not be interrupted in mid-term of a level and that they will have a class start to return to when they have finished enjoying their vacation.

If a student does not take vacations corresponding to the five-week periods, or if the five-week period falls during a time no appropriate level is offered, the student may retake portions of an ESL Level or may be provided a combination of private instruction and monitored self-study in lieu of group for a short period of time. The Administration will assist students in scheduling vacations.

Students are not allowed to take vacation during the last five weeks of their attendance at Word-Wide ESL Institute; scheduled leaves of absence may not be used as an adjunct to the end of ESL or TOEFL training.

SEVIS allows 60 days upon completion of training for the student to be a tourist in the United States before the student is required to depart the country or transfer to an institution of higher learning. Unused vacation may not be used to extend this 60-day period and is not refunded to the student for paid tuition.

School Closed Vacations: All Word-Wide ESL students receive one week of vacation for the week in November that includes the United States' Thanksgiving Holiday and two weeks vacation during the last two weeks of December to include the American holidays of Christmas and New Year's Day. Please see the holiday schedule in this catalog or contact the school to determine the dates of these vacation periods for the year you plan on attending. Students do not pay tuition during these regularly scheduled vacation weeks. International students must have two weeks of tuition paid upon their return from these American vacations, and the Refund Policy applies to that prepaid tuition.

Procedure to Take a Leave of Absence/Student Vacation: Students must submit a request in writing to take vacation, except for school closed vacations listed above. Forms for this purpose are available in the Administrative office. Students must check out with the Student Administrator on the last day of class attended before the vacation commences. Students traveling to their home country or out of the United States must provide a copy of their flight itinerary with their application for vacation. This is so that the Student Administrator may ensure the student has the proper documents to enable the student to re-enter the United States upon

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completion of their student vacation/leave of absence. The student must also check-in with the Student Administrator on or before returning to the first scheduled day back in class.

Tuition During Vacation: Students are not be required to pay tuition for the period of pre-approved student vacation or leave of absence; however, each student must have prepaid tuition for the period up to the commencement of the vacation; international students must prepay at least five weeks of training beyond the completion of the vacation/leave of absence. The Refund Policy applies to these five weeks.

International students completing on the last day of classes before either the Thanksgiving or Winter breaks do not get the 60-day “tourist” period extended by the School’s vacation period.

Emergency Leave of Absence: A student with a “Bona-fide Emergency” will be granted up to a ten-week leave of absence (LOA) upon approval by the Director. This period will not be subtracted from the ten weeks of personal vacation that a student may earn, and may be taken at any time without consideration of the five-week class scheduling. Students will not be charged tuition during this LOA period but must have at least two weeks’ prepaid tuition upon return. Students needing more than ten weeks of Emergency LOA will be considered as “Withdrawn with Permission” and will not receive a refund of two weeks’ prepaid tuition. They will be automatically supported by Word-Wide ESL Institute for re-instatement when they are ready to return and continue their studies. Only the following circumstances will be considered “Emergencies” for the purpose of LOA:

-  Personal illness or injury requiring hospitalization or home rest ordered by a Medical Doctor or Dentist.
-  Hospitalization or medical home rest of a spouse or dependent child living with the student that has been ordered by a Medical Doctor or Dentist.
-  Death or hospitalization of a “close family member.”

“Close family member” is defined as the student’s spouse, child, father, mother, brother, sister, grandparent, the “step” or “in-law” versions of the same relationships. We consider the death of a family member or “near death” situations to be areas of genuine concern to our students. The Director carefully considers other relatives, such as aunt, uncle or godparent, on a case-by-case basis. The student must provide appropriate documentation of the emergency to be eligible for an emergency LOA. Failure to provide satisfactory documentation will result in the student being charged personal vacation and may result in being declared “out of status” to SEVIS for international students and/or termination from the course for other students.

Access to Records

Word-Wide ESL Institute complies with US Federal law guaranteeing students, and their parents if a student is under 18 years of age, the right to examine student records and files maintained by the Institution. We abide by the Family Education Rights and Privacy Act (FERPA). Access to student files is limited to those employees who have a legitimate reason for access and to outside agencies or individuals who have a legal right to access.

Requests for examining files by persons other than an active student must be made through the School Director in writing. No information will be released to third parties – except those with a legal right to access – without written permission from the student. Active students may access

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their personal record at any time during normal business hours by asking for their file from the School's Administrative Office.

Record Retention

The institution maintains current records, in both paper and digital format, for a period of not less than five years at its principal place of business within the state of California. Grade and attendance records are maintained indefinitely. A duplicate set of these records is also maintained in a location physically removed from the original record's location.

Continuing Education

Word-Wide ESL Institute teaches toward the goal of each of our students. We want you to be able to compete against native English speakers in a US college or university, or in business. We like to see our students attend a college because we believe that will make them more successful using their English for life.

Students wishing to continue their education in the United States should speak with a school administrator. We will advise you about a United States college, university or other qualifying school that best meets your needs, but we cannot choose for you. The application to a US college, university or other qualifying school is an individual's life choice.

Discounts: Word-Wide ESL Institute often offers a discount of no application fee to F-1 Transfer Students who are already in the United States and are in good status at another ESL school, and transfer to our school for a minimum of 10 weeks.

We also often offer discounted application fees to individuals or small groups of US citizens who choose to enter our ESL program for a minimum of 10 weeks. A small group is considered a minimum of five students.

These discounts are published for all students to be aware of the discount. Discounts are available to all students equally and will be based only on the type of program taken and/or the period of time the student is enrolled. In the event of a temporary reduction in tuition for a promotional period, all students have the right to purchase additional training at the lower price. Reductions cannot be retroactively applied to prepaid tuition or application fee unless specifically included in the offer of reduced tuition.

Scholarships: No scholarships are currently available. Any scholarships offered in the future will be offered on an equal basis to all students, new or existing, that meet the qualifications delineated by the scholarship offer.

Student Financial Aid: We are a private institution and so no public financial aid loans or grants are available to Word-Wide ESL Institute students through the institution.

Loans or grants obtained by a student outside the school are not within the scope of administration by Word-Wide ESL Institute. Students who wish to study at our school by an award must seek approval by the grantor for studies at Word-Wide ESL Institute. Payment to the school through such awards must be within the scope of our regular payment acceptance.

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Word-Wide ESL Institute does not assume any responsibility for administering, collecting or guaranteeing any loan or grant for its students.

Our tuition rates are kept at the lowest possible cost to our students. Payment is due in advance. There are no loans or grants available from Word-Wide ESL Institute.

Delinquent Tuition: All tuition is payable in advance, unless other arrangements to temporarily defer payment are made and approved by the Director. If the student is paying on a monthly basis and is in arrears more than five working days, the student will be suspended until the account is brought up to date. Students more than fifteen working days in arrears will be terminated from the course and international students so terminated will have 60 days from the date of their last attendance to make payment and request reinstatement. International students also have the option of transferring to another SEVIS approved school or departing the United States within 60 days. Exceptions may be made in the case of hardship at the discretion of the Director upon written request from the student stating the nature of the hardship and the plan to bring their account up to date. Such request must be delivered to the Director no later than 10 working days after the payment due date. The Director shall make his determination within 5 working days of receipt of the request.

Forms of Payment: All tuition and fees must be paid in United States funds. If payment must be made in foreign funds due to local laws, then a 10% conversion fee will be calculated into the amount payable in foreign funds. Acceptable forms of payment include, cash, checks or electronic fund transfers drawn on United States banks, savings and loans and credit unions, money orders, MasterCard or Visa, and wire transfers from foreign or domestic banks. We also accept payment from ATM cards that have the Visa or MasterCard logo.

Students using wire transfers must pay all fees to initiate the wire transfer at the sending bank and must add \$30.00 to the amount due to cover the fees imposed by the interim bank and Word-Wide ESL Institute's bank to process the incoming wire transfer. Word-Wide ESL Institute will not reject a student's application for failure to pay these wire transfer fees, but will invoice the student for these fees when the student enrolls at Word-Wide ESL Institute.

Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of a school closing, failing to live up to its enrollment agreement or refusing to pay a court judgment. Most of WordWide's ESL students do not qualify for the STRF.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California resident."

To qualify for STRF reimbursement, you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau,

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you have four years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF may be directed to:

DEPARTMENT OF CONSUMER AFFAIRS
CONSUMER INFORMATION DIVISION
1625 NORTH MARKET BLVD., SUITE N 112
SACRAMENTO, CA 95834
PHONE: (800) 952-5210
bppve@dca.ca.gov

Non-Tuition Costs

Express Delivery Cost: Correspondence from the school to the student will normally be sent by First Class mail within the United States and by USPS Airmail to foreign addresses at no additional cost to the student. If the student requests express delivery, we will use USPS or other reputable Express carrier within the United States and for most international locations, and the student will be invoiced for the actual cost of delivery. If the student withdraws their application prior to enrollment or withdraws from the course prior to payment of the fees, the student is still responsible for these fees and they must be paid within five weeks of invoicing. A 10% late fee will be added for each 5-week period that any fees remain unpaid. Students may be prevented from enrolling for subsequent levels if any balance is unpaid for more than five weeks.

Non-Sufficient Funds Fees: If a student's check is returned by the bank due to non-sufficient funds or if a Payment Authorization fails to provide Word-Wide ESL Institute with payment, the student will have three working days to pay the school for costs charged by the bank (for non-sufficient funds (NSF), usually \$35) and pay in full the original amount.

The student must make payment of the full amount due on the original payment and any bank fees imposed such as the NSF fee to maintain enrollment at Word-Wide ESL Institute. Payment must be made in the form of cash, cashier's check or money order. Credit card payment will be accepted at the discretion of the Director. If the student fails to make good on the check within 15 working days, they will be terminated and international students will have 60 days to make payment and request reinstatement, transfer to another SEVIS approved school or depart from the United States. Any fees due will be withheld from any refund due the student.

Credit Card Fraud: Any student whose credit card payment is reversed due to delinquent payments or being over-limit shall have that payment treated as if it were a returned check for non-sufficient funds. However, any student who fraudulently uses a credit card to make payment to the school shall be immediately terminated and will be reported to SEVIS and the San Diego Police for arrest, prosecution and deportation upon completion of any jail time imposed. They shall also forfeit any refund due for pre-paid tuition.

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Word-Wide Stays and Housing Costs: Please see Word-Wide Stays in the catalog section for our explanation and application. There are a variety of places to stay that will make your stay in San Diego affordable, comfortable and enjoyable. The following is a very honest description of the costs associated with housing in San Diego, “America’s Finest City.” See the Word-Wide Stays section in this catalog for an Application Form.

Ocean Beach is in a large city and is the beach nearest to downtown San Diego and very inexpensive compared to other areas in San Diego. An average 2-bedroom home in San Diego – even in the national mortgage crisis – is valued at approximately \$450,000 or more. The same house at the beach could cost around \$1 million. Approximately 80,000 people from the United States move to San Diego every year; about 40,000 leave to move.

The largest advantage of moving to Ocean Beach is that you can walk or ride a bike to almost everywhere you need to go and have a great life here.

Students may expect to pay \$600 to \$800 a month for shared housing. A private apartment may cost \$800 to \$1,000 for a studio or one-bedroom; a two-bedroom apartment starts at about \$1200 per month, and a three-bedroom or house may cost \$1500 or more a month. Contact us for assistance in housing rentals. We’re in a big city and we can give you the name and number of good apartment managers to help you and protect your interests.

We suggest Applicants for ESL Levels 1, 2 or 3 to stay in a HomeStay, but it is not required.

The Application Fee for a HomeStay is \$250.00. HomeStay residency costs only \$700.00 per month (4 weeks) and includes two meals (breakfast and dinner) per day, with dinner prepared by the host family, clean linens weekly, laundry facilities and laundry soap. If you want a private room of your own during the summer, book your HomeStay early and be sure to write all weeks you will be staying at the HomeStay. If you do not like your HomeStay, most providers allow you to move once. Please note that during the months of June, July and August, HomeStay students might be expected to share a room or be charged an additional \$100 per month. We don’t like it, but this allows us to compete for good HomeStays against big schools.

Travel and Entertainment Costs: We are at the beach, so we get to do a lot of fun things for free. In summer, there are free outdoor music concerts everywhere in San Diego – two locations for these summer concerts are within walking distance from Word-Wide ESL Institute. There’s 70 miles of beach in San Diego. We are located just four blocks from one of San Diego’s favorite public beaches.

Everything you’ve been looking for in an English school in the United States is in Word-Wide ESL Institute, including the beach. We choose to live and work in Ocean Beach because of wonderful things going on all the time. Please see our [Guest Speaker Series](#) and [Events Calendar](#) for a listing.

Telephone/Internet: Basic telephone service costs around \$20.00 to \$40.00 per month for either cellular or landline service depending on options such as caller ID, call waiting, etc. Cell phones usually are billed by monthly minutes used. A good way to be conservative is to buy a cell phone and phone card.

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In your home or apartment, Internet access can add an additional \$20.00 to \$40.00 per month to either your telephone or cable TV bill depending on the type of connection and level of service.

A HomeStay should have Internet in the home, but you will need to purchase a phone card to use a telephone.

Cable TV/Satellite TV: San Diego has an on-air station for each of the major U.S. television networks (ABC, CBS, FOX, NBC, PBS, and UBN) as well as Spanish language stations. However the hilly terrain of San Diego sometimes interferes with reliable TV reception in many areas of the city and surrounding suburbs. Most San Diego residents have either cable TV or Satellite TV installed in their residences.

As of February 2009, television broadcasting systems across the United States are changing to High Definition (HD) digital. This means that each TV must be converted to receive the new broadcasting or each household must purchase new TVs.

Most apartments are pre-wired for cable TV and do not allow installation of outdoor antennas. Indoor antennas provide very poor reception in most parts of San Diego. Cable TV and Satellite TV will cost \$30.00 to \$100.00 per month depending upon the number of premium channels subscribed to, such as HBO and Showtime. Digital TV and/or HDTV service are also available. Some international programming is available free, but most country-specific channels will cost extra. Now the good news! Radio is free and there is a wide variety of music, talk and even foreign language radio stations broadcasting from San Diego or Baja, California.

Utilities: If you are not using the HomeStay program or renting a room or apartment that includes utilities in the rent, then you can expect to pay \$40.00 to \$100.00 or more per month for water, trash, electricity and natural gas (used for heating, hot water and cooking), depending on how much you consume.

Transportation: Transportation costs, depending on mode of transportation and distance, can run \$20.00 to \$50.00 per week for public transportation. San Diego has a bus and trolley system and monthly bus/trolley passes are available from the MTS Trolley Store. A monthly adult pass is approximately \$60. We recommend buying a bus pass at the first of the month. The San Diego Metropolitan Transit System charges for each transfer.

Taxis, while available, are not considered an economical method of daily transportation for our students due to their approximate \$5.00 per mile rate.

Rental Cars are available from a number of different providers and start at about \$20.00 per day, with some companies offering "student specials" at about \$350.00 per month. While many older cars are available for sale at very low prices, a reliable used car of recent vintage will run about \$8,000.00. New cars start at about \$12,000.00 for a sub-compact. Insurance costs about \$100.00 per month for liability only. Financing a car purchase will require you to also carry collision insurance and possibly theft insurance depending on the financier.

All drivers in California are required to have liability insurance and the police will ask for proof of insurance if they stop you for a traffic violation. Your home country driver's license will be valid in California in most cases; however, if necessary, Word-Wide ESL Institute will assist you in

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obtaining a California driver's license. An "International" driver's license is also valid in California.

Parking: Parking at Word-Wide ESL Institute is on city streets and is free to the public. We have two parking spaces available to students on a first-come-first-served basis. There are hundreds of free parking spaces on our street or nearby. Street cleaning restricts parking on certain days. Additional parking any day of the year is available at public recreational parks located just four blocks away in three directions from Word-Wide ESL Institute. Some parking spaces near the school are for two hours only; student breaks are timed to allow students to move vehicles if necessary. We are located near a lot of parking – if you're not used to the crowds at the beach, it is difficult to realize that our parking is free and close and open. Even in the summer, we have plenty of parking near Word-Wide ESL Institute – even if you come late and park two blocks away on our streets, that's closer than parking in a garage under a 17-story building.

Food: We have a concessions area where students may choose from several beverages and wholesome snack foods. These items cost only 75 cents per item.

Ocean Beach is full of inexpensive coffee houses, ethnic fast-food restaurants and cafes. Breakfasts cost from under \$5 for a two-egg special at a cafe, or a bagel and coffee, to \$7 to \$15 in fine restaurants. Lunch is about the same. A good dinner at a local café or restaurant can run as low as \$5 or \$6, or up to \$20.00. Of course, it is also possible to spend over \$100.00 at one of the up-scale restaurants in San Diego. Cuisine from almost any country in the world is available in the San Diego area. San Diego is the second home of the "Fish Taco" and you must try one while you are here.

Purchasing groceries for preparing meals at your residence will cost \$200.00 or more per person per month. We are in California where fruits and vegetables are fresh, plentiful and fairly inexpensive compared to other parts of the US. Every Wednesday, the farmer's market held in Ocean Beach offers fresh produce, often picked that morning by local farmers.

One of California's largest and finest organic grocery stores is just down the street from Word-Wide ESL Institute and an average organic lunch costs \$8.

Books, Supplies and Equipment

Books: \$50 per Level for a student book and workbook. Most student book sets includes a self-study CD.

The cost of books is in addition to the cost of tuition. Most book sets cost \$50. We do not charge ESL students to use supplemental books or class sets, but students may purchase these books if desired and may be charged for a book if a class set book is maliciously damaged.

Supplies: Students are responsible for disposable supplies such as pencils, pens, notebooks and paper. Some of these items are sold at the school as inexpensively as we can get them, but notebooks and paper are readily available and inexpensive at local stores. All such school supplies required for the entire program should be less than \$20.00. No other supplies are needed that will not be supplied by Word-Wide ESL Institute. We always strongly recommend that each student maintain a daily journal, and we have several journals available for purchase at the school for low prices. Keeping a journal is good for you and makes a very personal

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souvenir of your time in Ocean Beach. Journals also let each student note progress. It can also be very fun to read many years from now.

Equipment and Email: No equipment, other than that provided in the classroom, is required for the course.

Students have free use of our computer kiosks with high-speed Internet access while enrolled at Word-Wide ESL Institute.

Students may also sign-up for a free e-mail account through the school's Internet service provider. Ask the Administration for the internal email website address and for your own password.

Students may bring their personal laptop computer to the school and connect to the Internet through our wireless or DSL lines at no additional cost. Please ask the Administration for the password to our wireless network.

Settlement of Other Charges

If a student withdraws from Word-Wide ESL Institute, Word-Wide ESL Institute will settle reasonably any other Word-Wide ESL Institute charges that the student may have incurred.

Buyer's Right to Cancel - Refund Policy

You have the right to cancel your Enrollment Agreement and obtain a refund.

Please see our Refund Policy on the back of our Application Form in this catalog for details.

Office Hours

Monday – Friday 8 a.m. – 3 p.m.*

Wednesday 8 a.m. – 8 p.m.

Saturday 8:30 a.m. to 12 p.m.

Word-Wide ESL Institute is normally open to the public Monday through Friday from 8:00 a.m. to 3 p.m., although Fridays, the staff may leave before 3 p.m. to get into the surf. We are a serious school and work very hard, so that we can play hard, too. Visitors are welcome anytime during our open hours.

We also welcome students by appointment at other times, so please call for an appointment that is convenient for you. For additional information about this institution and its programs, contact the school at the address and telephone number listed on the front cover. The School Director's office is located at the school, and the Director is available to meet you during posted hours during the business day, or after 3 p.m., by appointment.

Complaint Procedures

If you have complaints about any matters relating to the Institute, you should follow this procedure:

Word-Wide ESL Institute

First, discuss the complaint with your Instructor. The Instructor will discuss your complaint with the Director or her representative. A meeting will occur in which a solution will be found and offered.

If you do not receive satisfaction, discuss the matter again with the School Director or Assistant Director.

If you still do not receive satisfaction, put your complaint in writing and address it to the owner, B. Rose Anderson, 4843 Voltaire Street, Suite A, San Diego, California 92107. Your complaint will be addressed within ten (10) working days of receipt.

If unresolved with the school, you may also make your complaints known to the following agencies:

1. Department of Consumer Affairs, Consumer Information Division, 1625 N. Market Blvd., Ste. N 112, Sacramento, CA 92834. Telephone: (800) 952-5210. email: bppve@dca.ca.gov
2. The Accrediting Commission of the Accrediting Council for Continuing Education and Training (ACCET), 1722 N Street N.W., Washington, DC 20036, Telephone (202) 955-1113. The procedures for forwarding complaints to ACCET are posted at the school.

Alcohol and Drugs

As an institution of learning, our principal role is to encourage an education that leads toward high standards and respectful conduct in our students. We have a zero tolerance to non-prescription drug use.

The legal drinking age in California is 21. You must be at least 21 years old to purchase, possess or consume alcoholic beverages in California and almost all other states in the United States. You will probably be asked to provide proof of age to purchase alcoholic beverages at a store, bar or restaurant. Your passport will serve in most cases as proof of age.

Except as authorized by the Director for specific occasions, alcoholic beverages are forbidden on the premises of Word-Wide ESL Institute. Any student found in unauthorized possession of alcoholic beverages on school property will have the beverages confiscated and will be suspended for the remainder of the school day. Additional violations may result in suspension or termination of the student at the discretion of the Director. Any student in an intoxicated state will also be suspended for the day. A student sent home for intoxication will have their car keys, if any, confiscated, and they will be directed to use the bus/trolley or a taxi to return to their home. They may retrieve their car keys when they present themselves to the Director in a sober condition. "Driving under the influence" in California is a very serious crime. A first offense can cost the driver in excess of \$3,000.00 in fines and attorney fees as well as 30 or more days in jail and loss of driving privileges.

The use or possession of illegal drugs, including marijuana, on the property of Word-Wide ESL Institute is never tolerated. Any student found under the influence or in possession of illegal drugs on school premises will be terminated immediately and will forfeit up to \$100.00 of any refund due as an early termination fee. International students so terminated will be reported as

Word-Wide ESL Institute

“out-of-status” to SEVIS. Depending on the severity of the possession, the student’s possession may also be reported to the San Diego Police Department for further action. Students caught selling drugs on school premises will be reported immediately to the San Diego Police Department. Please be aware that being found guilty of a crime in the U.S.A. will negatively affect your visa status.

Sexual Harassment

Sexual harassment in any form will not be tolerated at Word-Wide ESL Institute. Students who commit sexual harassment will be terminated immediately and will forfeit up to \$100.00 of any refund due as an early termination fee. International students so terminated will also be reported as “out-of-status” to SEVIS. Employees who commit sexual harassment will have their employment terminated.

Sexual harassment is defined as unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the School will respond to any and all reports of such conduct.

Reports of sexual harassment may be made to any instructor, administrator or the Director. Any person receiving a report of sexual harassment should immediately forward the report to the Director. The Director will conduct an investigation that will respect the privacy of all involved. If there is a determination that sexual harassment has in fact occurred, the Director shall take immediate action to terminate the perpetrator’s relationship with the school.

Appearance and Dress Code

General: At Word-Wide ESL Institute, we really don’t care what you wear as long as it doesn’t smell or offend other students – and sometimes, we don’t care if it smells a little.

In keeping with San Diego’s laid-back reputation and our location near the beach, casual business attire is the norm for all students; however, student attire should not detract from the conduct of class or the ability of you and other students to learn English. Clothing worn by students should be clean and in good repair. Any article of clothing that displays profanity, sexual innuendo or is insulting to anyone’s race, sex, national origin or religious affiliation will **not** be acceptable dress at Word-Wide ESL Institute. Articles of clothing that are intended to display gang affiliation, promote violence, promote drug use or promote terrorism will not be tolerated.

Students not meeting the dress code shall be asked to leave the campus and not return until they are properly attired. Students must wear shoes at all times on the campus. “Flip-Flops” are considered acceptable footwear. Surf and swimwear is accepted only if dry and under outerwear. The wall beside the school is perfect to hang wet clothes and towels on.

San Diego is famous for mild weather. We are four blocks from the beach. Our climate is coastal desert, which is warm during the day and cold from sunset to when the fog lifts in the

Word-Wide ESL Institute

morning. In winter, you may need a lined coat that can handle the cooler temperatures at the beach at night (42 degrees Fahrenheit). Fog causes even the slightest chill to get on your skin.

The specific dress codes below should help know what to pack in your suitcase:

Male Students:

Slacks, jeans, Bermuda-length or longer shorts; buttoned or polo-style shirts, turtleneck sweaters or T-shirts that are designed to be worn as outerwear. San Diego enjoys mild temperatures.

Prohibited Male Clothing:

Tank tops or muscle shirts that can be seen through, shorts that are shorter than Bermuda shorts; trousers worn so that underwear is visible, underwear worn as outerwear, wetsuits or wet swimwear.

Female Students:

Dresses, skirts, culottes, pedal-pushers, trousers, Bermuda-length shorts or jeans with a T-shirt, blouse or sweater.

Prohibited Female Clothing:

Halter tops or any top, blouse or sweater that is excessively revealing (keep your belly from being too distracting to adult males), shorts shorter than Bermuda shorts, wetsuits or wet swimwear.

International Student Enrollment Checklist

You will need the following items for your local US Embassy or Consulate in order to obtain your F-1 Student Visa:

- Letter of Acceptance and I-20 Form from Word-Wide ESL Institute.
- Receipt for Application Fee and Tuition payment from Word-Wide ESL Institute.
- Proof of financial ability to attend the school and live in the United States for the duration of your program.
- Proof of Medical Insurance.
- Student Visa Application and payment of SEVIS fees.

Note: If you are denied a visa by the US Embassy, 100% of all prepaid tuition and book costs will be refunded to you. The Application Fee is non-refundable. Please see our Refund Policy on the back of the Application Form in this catalog. You must sign the Refund Policy when applying.



Word-Wide ESL Institute

Our Sister School

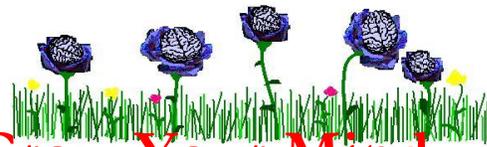
WordWide Language Tutoring Center

Word-Wide ESL Institute has a sister school that teaches international languages to Americans and legal residents of the United States for world peace. We combine private tutoring with small groups for casual, fast and fun language education.

Learn Spanish, French, Italian, Portuguese, Business English, cooking or surfing. WordWide Language Tutoring Center does not have any accreditation nor does it support any documentation for I-20 nor SEVIS students. We do have fabulous tutors, give them the personal attention they need to use WordWide's unique methodology and then let them do what they do best: casual, fast and fun language education.



**Grow Your Language;
Grow World Peace**



Grow Your MindSM

Spanish Instructor Lisaid with student Braiden

About the pictures in our catalog: Our pictures are of actual Word-Wide ESL Institute students and teachers. We teach English really well, so we have time to do a lot of fun things. We are a “grass roots” language center just like the California beach community we exist in. I took the photo of the Ocean Beach Pier at sunset that is on our postcard and on the front cover. Come join us for world peace through casual, fast and fun language education.

B. Rose Anderson



Ocean Beach Pier at sunset - July 4th



Grow Your English at Word-Wide ESL Institute



Class Sizes of nine students or less



Well-trained Native-Fluent Instructors



At the beach in San Diego's Ocean Beach. Our school participates in the local parades and street fairs of our fun beach town.



Best cost to value available



ESL Certificate Program in Levels 1 through 6



TOEFL Test Preparation in Three Levels for success in the college or business of each student's choice



Solid foundation for the lifetime success using English



World peace through language education

Study@WordWide.US



Do you want another copy of the Word-Wide ESL Catalog and Student Handbook? You can contact Word-Wide ESL Institute by email study@wordwide.us or by mailing this form to us. We will mail a copy as addressed.

Your Current Garden:

Name:

_____, _____, _____
Last First Nickname

Address: _____ Email: _____
Street Address

City Zip Code Country

Home Phone: _____ Cell Phone: _____

How Will You Grow Your Garden?

Learn English Be a HomeStay Be a WordWide Agent

Mail to: Word-Wide ESL Institute
4843 Voltaire Street, Suite A
San Diego, CA 92107 USA

Telephone: 619.222.6411
Fax: 619.222.6404
Email: study@wordwide.us

Word-Wide ESL Institute



**Grow Your Language;
Grow World Peace:**



Grow Your MindSM

study@wordwide.us

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