

BRANDON COLLEGE

San Francisco, California

Est. 1938

ENGLISH AS A SECOND LANGUAGE

2012
SCHOOL CATALOG



WELCOME TO BRANDON COLLEGE

Brandon College was established in 1938 and is one of the oldest private language schools in the beautiful **San Francisco Bay Area**.



WELCOME FROM THE DIRECTOR

Brandon College was established in 1938 and we are proud to be one of the oldest private language schools in the beautiful San Francisco Bay Area.

Thousands have learned to read, write and speak English at Brandon College, where we offer Intensive English language programs to students, professionals, and visitors of all ages and from all over the world.

Each term Brandon College hosts international students from over 25 countries who want to obtain a high level of English proficiency for educational, professional, or personal reasons in a relatively short period of time.

In addition to our excellent language programs, we provide numerous extra-curricular activities and excursions throughout the San Francisco Bay Area, truly one of the most beautiful regions in the world.

Not only will our students master the English language, but they will also be enriched by the international contacts and friends they will make while attending Brandon College.

I hope to have the pleasure of meeting each and everyone of you soon at Brandon College, which is located in the heart of everyone's favorite city, San Francisco.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Res Helfer'.

Res Helfer, Director



BRANDON COLLEGE IS ACCREDITED BY ACCET, A NATIONAL ACCREDITING AGENCY LISTED BY THE U.S. SECRETARY OF EDUCATION.

944 Market Street, 2nd Floor
San Francisco, CA 94102
(415) 391-5711
WWW.BRANDONCOLLEGE.COM

BRANDON COLLEGE



Kana Okada:
Admissions
Assistant

Res Helfer:
Director

Doreen Glynn Pawski:
Assistant Director

INTENSIVE ENGLISH PROGRAM

Our popular **Intensive English Program** has become the school's trademark



INTENSIVE ENGLISH COURSE

COURSE DESCRIPTION

The Intensive English Course is the most comprehensive and popular course at Brandon College. Our classes focus on English grammar, writing, conversation, pronunciation, listening, reading, and vocabulary. The purpose of the program is to enable students to obtain sufficient knowledge to become fluent in all areas of English.

ALL LEVELS (Beginning-Advanced)

Whether you are an absolute beginner or already have advanced English skills, we have the right level for you. When students arrive at Brandon College, they are given a placement test to evaluate their language abilities. The student's proper level is determined by this test and an interview.

CLASSES AND STUDENTS

Our classes are kept small in order to ensure a high degree of student-teacher interaction. Average class-size: 6-8 students (max. 10). Very often students from more than 15 different nationalities study at Brandon College.

INTENSIVE ENGLISH COURSE

- start every Monday
- all levels: Beginning - Advanced
- small classes
- grammar, writing, conversation, reading, listening, vocabulary, spelling, pronunciation
- students from all over the world



SMALL CLASSES
BRANDON COLLEGE

COURSE OPTIONS

CONVERSATION

- start every Monday
- small classes
- fluency in conversation
- pronunciation improvement
- vocabulary expansion

BUSINESS ENGLISH

- start every Monday
- targeted business language components
- develop cross-cultural communication skills
- small classes
- improve fluency and accurate pronunciation
- designed for professionals and business graduates

TOEFL® PREPARATION

- start every Monday
- small classes
- test preparation for TOEFL iBT
- weekly practice tests
- individualized training in Multimedia Learning Center

TOEIC® PREPARATION

- intensive test-taking skills
- focus on listening and reading
- small classes
- weekly practice tests

GENERAL ENGLISH

- part-time course for short-term students & visitors
- small classes
- start every Monday
- course length up to 12 weeks
- follows same curriculum as Intensive English
- classes from Monday to Thursday

SUPER INTENSIVE ENGLISH

- same as Intensive English, plus afternoon Conversation
- improve fluency, pronunciation and vocabulary
- start every Monday
- small classes
- ideal for students at intermediate to advanced levels

PRIVATE INSTRUCTION

- 1-to-1, customized training sessions
- analysis of client needs
- start anytime, choose course length
- maximum attention from personal language coach
- day, evening, weekend schedules



STUDENT SERVICES

Brandon College is **authorized by the U.S. Department of Homeland Security** to accept non-immigrant foreign students.

PLACEMENT TEST & ORIENTATION

On the first day of the course, all students are given an extensive placement test to evaluate their language abilities. The student's proper level is determined by this test and an interview.

After the placement test, the students are given complete information about school policies, course procedures, and an orientation about exploring and living in San Francisco.

Each student's progress is evaluated and graded weekly by our experienced instructors. Areas evaluated include: grammar, conversation, listening comprehension, reading, pronunciation, writing, homework, participation and attendance.

A Certificate of Completion and itemized Grade Report are given to each student upon successful completion of the course.

MULTIMEDIA LEARNING CENTER

All students work regularly in the Multimedia Learning Center with their teacher. Grammar, speaking, reading, and writing skills are further enhanced by using interactive computer programs, audio and video tapes.

EXPERIENCED TEACHERS

Programs at Brandon College are taught by a team of fully certified instructors with extensive experience. Our success lies in quality instruction and a deep sense of caring on the part of the entire staff.

STUDENT ADVISORS

The advisors at Brandon College are always available to help students with academic matters, accommodations, visa questions, and any other requests that the students may have. We also provide advice to students who wish to attend a college or university in the United States after completing their English course at Brandon College.

ACTIVITIES

In order to provide students with opportunities to practice English in a multi-national setting, make new friends and explore the beautiful San Francisco Bay Area, the school has an activities coordinator who plans a wide variety of events and trips every week. These teacher-guided activities include city tours, boat rides on the Bay, field trips in and around San Francisco, excursions to the famous Napa Valley Wine Country, picnics in the Redwoods, barbecues, movies, dinners, and museums.

AIRPORT TRANSPORTATION

San Francisco International Airport is about 30 minutes from downtown San Francisco and Brandon College. There are several convenient ways to get into the City. Students staying with a homestay family should use the Brandon College pick-up service.



EXPERIENCED TEACHERS
BRANDON COLLEGE



MULTIMEDIA LEARNING CENTER
BRANDON COLLEGE



HAIGHT ASHBURY SHOPPING TRIP
SAN FRANCISCO



BARBEQUE AND POOL PARTY
NAPA VALLEY (CALISTOGA)

STUDENT ACCOMMODATIONS

San Francisco is one of the most popular destinations in the world, so accommodations fill very quickly. We strongly recommend that you **book early to guarantee your choice** of housing.



VANTAGGIO COSMO
RESIDENCE CLUB



TYPICAL SAN FRANCISCO
HOMESTAY



FULLY FURNISHED
APARTMENT

RESIDENCE CLUBS

Students looking for budget accommodations may stay in one of San Francisco's unique and safe residence clubs. Centrally located, and close to school, they offer a variety of single, double and triple rooms with private, shared, or hall bathrooms. For all double rooms, a roommate will be selected.

The inexpensive rates also include a free continental or pancake breakfast. The residence clubs are a great place to make friends from all over the world.

- single or shared rooms
- private, shared or hall bathrooms
- free continental breakfast
- community kitchen
- weekly maid services
- laundry facility
- internet access
- 24-hour security
- downtown locations, near school
- distance to school: 10-15 minutes walking

HOMESTAYS

We offer homestays to students who want to experience the "American Way of Life" in a warm and friendly family atmosphere. Homestays provide direct daily contact with the American lifestyle, as well as an excellent opportunity to practice English. All homestays are chosen and inspected carefully; they are located within an easy walk to public transportation.

- single or shared rooms
- share bathrooms
- daily breakfast and dinner
- carefully selected families
- practice English in the home
- experience American culture
- close to public transportation
- special requests available
- distance to school: 45-60 minutes

APARTMENTS

Students who wish to live independently in a more upscale, professional environment and prepare their own meals, may choose to stay in a short-term furnished apartment. Availability is limited and we recommend early reservations, especially during the busy summer season.

- complete privacy
- furnished apartments
- fully equipped kitchenettes
- weekly maid service
- laundry facilities
- fitness center
- 24-hour security
- downtown location, near school
- distance to school: 10-15 minutes walking

HOTELS

San Francisco has a wide variety of standard and deluxe hotels. We recommend hotel accommodations to students and professionals who are looking for privacy and comfort during their stay in San Francisco. Suitable for individuals and small groups, this is a popular option with our executive students. Rates vary seasonally. Further details are available upon request.

- standard and deluxe hotels
- single & double rooms
- private bathrooms
- privacy and comfort
- daily maid service
- fitness center
- 24-hour security
- downtown locations, near school
- distance to school: 10-15 minutes

Please refer to our website www.brandoncollege.com for a complete listing of all available accommodations and current rates.

2012 Course Prices

Tuition Fees & Course Schedules



rates per week

weekly rate × number of weeks = total price

course	instruction per week	schedule	1 3 weeks	4 7 weeks	8 11 week	12 23 weeks	24 52 weeks
General English	16 hours 20 lessons	Mon-Thu 09:00 - 13:00	\$254	\$239	\$234	\$229	\$209
Intensive English	20 hours 25 lessons	Mon-Fri 09:00 - 13:00	\$264	\$249	\$244	\$239	\$219
Super Intensive English <i>incl. Communication Skills course</i>	25 hours 31 lessons	Mon-Fri 09:00 - 13:00 Mon-Thu 14:00 - 15:15	\$339	\$319	\$309	\$299	\$274
Intensive English Plus <i>includes 4 hrs pvt classes/week</i>	24 hours 30 lessons	Mon-Fri 09:00 - 13:00 Mon-Thu afternoon pvt	\$480	\$453	\$436	\$415	\$395
Business English	20 hours 25 lessons	Mon-Fri 09:00 - 13:00	\$264	\$249	\$244	\$239	\$219
Business English Plus <i>includes 4 hrs pvt classes/week</i>	24 hours 30 lessons	Mon-Fri 09:00 - 13:00 Mon-Thu afternoon pvt	\$480	\$453	\$436	\$415	\$395
TOEFL Preparation	20 hours 25 lessons	Mon-Fri 09:00 - 13:00	\$264	\$249	\$244	\$239	\$219
TOEIC Preparation <i>min. 4 wks max. 12 wks</i>	5 hours 6 lessons	Mon-Thu 14:00 - 15:15		\$154	\$144	\$134	
Communication Skills <i>optional afternoon class</i>	5 hours 6 lessons	Mon-Thu 14:00 - 15:15	\$95	\$90	\$85	\$80	\$75
Cambridge Preparation <i>FCE CAE</i>	20 hours 25 lessons	Mon-Fri 09:00 - 13:00	\$3645 12 weeks		\$495 exam fee		
Private Classes <i>one-on-one sessions</i>	customized schedule, 1 session = 60 min. (minimum 5 hours)		\$54 per hour 5-19 hours	\$52 per hour 20-29 hours	\$49 per hour 30+ hours		

start dates

General English, Intensive English (Plus), Super Intensive English
Business English (Plus), TOEFL Preparation, Private Classes

start every Monday

TOEIC Preparation

January 9 • February 6 • March 5 • April 2 • April 30 • May 29 • June 25
July 23 • August 20 • September 17 • October 15 • November 12

Cambridge Preparation

(a) March 19 • Exam dates: June 9-15
(b) September 10 • Exam dates: December 1-7

other charges	amount	description
Application fee <i>(non-refundable)</i>	\$100	processing, placement test, student ID, information & welcome kit
Supplies & Course Materials <i>per 4 weeks</i>	\$20 \$50 \$70	Communication Skills, Private Classes (per 10 hrs) General English, Intensive English, Business English, TOEFL Prep, TOEIC Prep Super Intensive English, Intensive English Plus, Business English Plus <i>additional one-time book fees: \$49 Business, \$56 TOEIC, \$65 TOEFL</i>
Airport Pick-up <i>(San Francisco Int'l Airport)</i>	\$98	one-way fare <i>(add \$42 for service on holidays; add \$42 for arrivals/departures between 22:00 and 07:00)</i>
Health & Travel Insurance	\$26	per week <i>(description of coverage: www.brandoncollege.com/health.pdf)</i>
Express Delivery	\$75	non-refundable express delivery charges

Tuition rates listed above are in USD per person, per week. 1 lesson = 45 minutes. Average Class size: 6-8 students.

School Holidays:

Jan 2 (New Year's Day, observed), Jan 16 (M.L. King), Feb 20 (Presidents' Day), April 6 (Good Friday), May 28 (Memorial Day),
Jul 4 (Independence Day), Sep 3 (Labor Day), Oct 8 (Columbus Day), Nov 22-23 (Thanksgiving), Dec 25 (Christmas).

2012 Housing Prices

Residence Clubs & Homestays



rates per week

weekly rate × number of weeks = total price

	room type	1 3 weeks	4 52 weeks
Vantaggio Cosmo Payable upon check-in (<i>cash or credit card</i>): • cleaning fee \$25 (one-time charge) • key deposit \$25 • security deposit \$250 (double room), \$400 (single room) Roommates for shared rooms selected by the residence club. Summer surcharge: 5% for arrivals between June 1 and August 31; ends September 30	shared room, private bath, lower floor (2-9)	\$335	\$222
	shared room, private bath, upper floor (10-16)	\$347	\$228
	single room, private bath, lower floor (2-9)	\$624	\$413
	single room, private bath, upper floor (10-16)	\$647	\$425
Vantaggio Union Square Payable upon check-in (<i>cash or credit card</i>): • cleaning fee \$25 (one-time charge) • security deposit \$100 (double room), \$400 (single room) Roommates for shared rooms selected by the residence club. Summer surcharge: 5% for arrivals between June 1 and August 31; ends September 30	shared room, hall shower	\$208	\$138
	shared room, shared bath	\$226	\$145
	shared room, private bath	\$272	\$174
	single room, hall shower	\$364	\$238
	single room, shared bath	\$405	\$263
	single room, private bath	\$462	\$313
Vantaggio Jefferson Square Payable upon check-in (<i>cash or credit card</i>): • cleaning fee \$25 (one-time charge) • security deposit \$250 (double room), \$400 (single room) Roommates for shared rooms selected by the residence club. Summer surcharge: 5% for arrivals between June 1 and August 31; ends September 30	medium, triple room, private bath	\$203	\$113
	medium, shared room, private bath	\$266	\$162
	large, shared room, private bath	\$289	\$169
	small, single room, private bath	\$434	\$269
	medium, single room, private bath	\$462	\$280
	large, single room, private bath	\$491	\$294
The Ansonia Payable upon check-in (<i>cash or credit card</i>): • cleaning fee \$25 (one-time charge) • security deposit \$300 (double room), \$500 (single room) Roommates for shared rooms selected by the residence club. Summer surcharge: 5% for arrivals between June 1 and August 31; ends September 30	shared room, shared bath	\$252	\$188
	shared room, private bath	\$287	\$213
	single room, shared bath	\$371	\$275
	single room, private bath	\$441	\$325
Homestay Homestay rates include accommodation in a family (might be single person). Many host families have children and pets and host more than one student at the same time. Host family profile will be provided approximately 2 weeks prior to arrival. Meals: B&B includes daily breakfast; Full homestay includes daily breakfast and dinner. Saturday or Sunday arrival/departure; add \$50 for weekday arrival/departure (Mon-Fri). Please make arrangements to arrive before 9 p.m. Roommates for shared rooms selected by homestay organization. All homestays provided by San Francisco Homestay are SafeLodging® certified. Travel distance to school by public transportation: average 45-60 minutes.	Economy B&B - shared room, shared bath	\$215	\$215
	Standard B&B - single room, shared bath	\$240	\$240
	Executive B&B - single room, pvt bath	\$310	\$310
	Economy Full - shared room, shared bath	\$240	\$240
	Standard Full - single room, shared bath	\$280	\$280
	Executive Full - single room, private bath	\$350	\$350

Accommodation Placement Fee (non-refundable): \$100 residence clubs, \$150 homestays. All weekly rates listed above are per room, for 1 person. 15.5% San Francisco Hotel Taxes included in rates where applicable (less than 4 wks). Rates subject to availability and change without prior notice. **Summer Surcharge:** all residence clubs add a 5% surcharge for arrivals between June 1 and August 31. Higher rates effective until September 30.

Housing Cancellation Policy: \$250 cancellation fee if canceled less than 30 days prior to arrival for all confirmed bookings, or after check-in. All accommodation providers require a 30-day written notice for all changes or early departure. Refunds paid by check within 45 days of check-out.

2012 Enrollment Form



Personal Information

Exactly as it appears in your passport!

Name <i>last</i> <i>first</i> <i>middle</i>			<input type="checkbox"/> female <input type="checkbox"/> male
Address <i>street</i> <i>city</i> <i>state or province</i> <i>postal code</i> <i>country</i>			
Date of Birth	month: day: year:	Phone		
Country of Birth		Country of Citizenship		
E-mail				
Emergency Contact <i>name</i> <i>relationship</i> <i>phone</i>			

Course Information

Start Date	month: day: year:	Duration: weeks	Level of English	<input type="checkbox"/> Beginner	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Advanced
<input type="checkbox"/> General English (16 hrs/wk) <input type="checkbox"/> Intensive English (20 hrs/wk) <input type="checkbox"/> Super Intensive English (25 hrs/wk) <input type="checkbox"/> TOEFL Preparation (20 hrs/wk) <input type="checkbox"/> TOEIC Preparation (5 hrs/wk) <input type="checkbox"/> Business English (20 hrs/wk) <input type="checkbox"/> Intensive English Plus (20 + 4 hrs/wk) <input type="checkbox"/> Business English Plus (20 + 4 hrs/wk) <input type="checkbox"/> Communication Skills (5 hrs/wk) <input type="checkbox"/> FCE Cambridge Preparation (20 hrs/wk) <input type="checkbox"/> CAE Cambridge Preparation (20 hrs/wk) <input type="checkbox"/> Private Classes (number of hours:)						

Visa & Health Insurance Information

Health insurance is mandatory for all F-1 students. Must show proof of coverage upon arrival.

Will you need an I-20 Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is this a transfer I-20 Form?	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, name of previous/current school</i>
Would you like to purchase Health Insurance coverage from the school? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, coverage start date: month day year duration: number of weeks				

Enrollment Agreement

Please read carefully, initial and sign below to complete your enrollment.

This agreement is a legally binding instrument when signed by the student and accepted by the school.

- I have received a copy of the **school catalog** and the **fees & dates 2012**. *Student initials:*
- I have received a copy of the **"Important Information"**, including the refund and cancellation policy. I understand the course fees, schedules and starting dates and I agree to the terms and conditions. *Student initials:*
- I hereby affirm that I have **sufficient funds** to pay for all course costs, as well as the cost of food, accommodation and all other personal expenses during the full period of my course at Brandon College. *Student initials:*
- In case of illness or injury, I **grant permission to be examined** or treated as necessary. *Student initials:*

We encourage you to talk to any admissions staff at the school if you have any questions or issues related to your studies. Concerns about the school that have not been satisfactorily answered or resolved by the school should be directed to the student's consulate, the U.S. Department of Homeland Security, the Bureau for Private Postsecondary Education, California Department of Consumer Affairs; 2535 Capitol Oaks Drive, Suite 400, Sacramento CA 95833, phone (916) 431-6959, or AC CET Accrediting Council for Continuing Education & Training, 1722 N St NW, Washington, DC 20036, phone (202) 955-1113.

.....
student signature

.....
date

.....
signature or parent or guardian (if student is under age of 18)

Welcome to Brandon College!



We are happy to welcome you as a new student here at Brandon College! During your studies at Brandon College, you will be part of an international community of students from different parts of the world. You all have at least two things in common: the desire to improve their English language skills and to have a good time.

Being in a new culture can be challenging at times, and especially during the first days you might get nervous and feel strange in your new surroundings, but keep in mind that you are not alone in this situation! You will make new friends to explore the city, get to know new things and places, learn together, have fun – and you won't feel alone! Besides, we are also here to assist you. We can answer visa questions, resolve housing issues, or help you with any other questions or problems. Please do not hesitate to talk to us – we are always here to help!

One of the biggest responsibilities of our teachers is to encourage and guide you as you will improve your listening, speaking, reading, and writing skills. We believe that the daily attendance and active participation in class are the key to success. Take your language learning seriously, and you will be well on your way to better understand, speak, read and write in English.

With this **Student Manual** we try to provide you with some important facts and information about the school and San Francisco:

- Information about the school
- Your first day schedule
- Emergency Phone Numbers
- Map of San Francisco and Public Transportation System
- Activity Program

Please do not hesitate to talk to anyone of us here at Brandon College. We are all here to assist you during your entire stay with us.

Have a great time!

Kana Okada & Jasmin Young
Admissions Team

Brandon College • Mission Statement

At Brandon College, our established mission is to ...

- provide students with a quality English language and cultural immersion program, in which students will increase their confidence in using the language in professional and social situations.
- provide the necessary support services to both students and agents/representatives, while maintaining ethical and professional operating practices.
- provide a work environment which encourages and rewards team spirit, innovation, and a commitment to professional responsibility at all levels of the organization.
- ensure that the programs and services we offer are economically and competitive in the current market.

Important Information

about Brandon College



Please read before starting your Classes

Following is some important information all students should know prior to their first day at Brandon College. Please do not hesitate to contact us should you have any questions.

Missions Statement

At Brandon College, our established mission is to...

- provide students with a quality English language and cultural immersion program, in which students will increase their confidence in using the language in professional and social situations.
- provide the necessary support services to both students and agents/representatives, while maintaining ethical and professional operating practices.
- provide a work environment which encourages and rewards team spirit, innovation, and a commitment to professional responsibility at all levels of the organization.
- ensure that the programs and services we offer are economically and competitive in the current market.

History of Brandon College

Brandon College was originally established as a San Francisco institution in 1938 and we are proud to be celebrating our 74th anniversary in 2012. Brandon College is one of the oldest, private language schools in the beautiful San Francisco Bay Area. The school is owned and operated by Brandon College Inc., which is owned 100% by Res Helfer.

Accreditation & Memberships

Brandon College is accredited by ACCET (Accrediting Council for Continuing Education & Training), a national accrediting agency listed by the U.S. Secretary of Education. We are also an active member of AAIEP (American Association of Intensive English Programs), the San Francisco Visitor & Convention Bureau, as well as NAFSA, TESOL and CATESOL.

Location & Facilities

Brandon College is centrally located in downtown San Francisco, just steps away from Powell Station. The school occupies the entire 2nd floor of an office building at the corner of Market & Mason Streets. Our brand new facilities include 12 classrooms, a conference room, a Multimedia/PC room, a student lounge, as well as a student lounge, two executive offices and a reception area. All classrooms are filled with natural light and equipped with ergonomic student desks and a PC for in-class use. The school can be accessed by elevator or stairs and all facilities are handicap accessible.

PC's & Internet Access

We know how important it is to stay connected with friends, family, school and work. Therefore, our students have full access to the Multimedia Internet lounge with 12 PC's. Students also have access to a laser printer and free Wifi is available throughout the entire school.

Admissions Process (*minimum age: 16*)

Students who wish to sign up for classes at Brandon College must submit a completed and signed application form. We accept both the paper-based as well as the online application form. In addition, students applying for an F-1 visa must submit a copy their passport and proof of financial support (*bank statement*). Upon acceptance, a detailed confirmation will be sent to the student with a list of all fees and charges. All students are required to make an initial payment to complete the admissions process. Details will be listed on the enrollment confirmation.

Students who need accommodations are asked to complete the housing application form. We will confirm the availability and issue a confirmation, which lists the booking fees and all housing charges. All students are required to make the full payment at least 2 weeks prior to the arrival date to confirm the accommodations. Details are listed on the enrollment confirmation.

Brandon College does not discriminate on the basis of sex, race, ethnic origin or religion. The director can make an exception to the minimum age requirement if the student can demonstrate an appropriate level of maturity and an excellent academic record. Private students do not have a minimum age requirement.

Access to Student Records & Privacy Protection

All students have the right to access and view their own academic record at Brandon College. Students must complete the "Student Records Access Request" form. An appointment will be scheduled and access granted within no more than 2 business days. We take our students' privacy very seriously. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to students who are at least eighteen years old while attending Brandon College. It is the policy of Brandon College to comply with all provisions of FERPA. No education records or information about our students is released to any third party unless we receive a written and signed request by the student.

Important Information

about Brandon College *(cont.)*



Student Services

The staff and counselors at Brandon College are always available to help students with academic matters, accommodations, visa questions, and any problems that the students may have. We also provide advice to students who wish to attend a college or university in the United States after completing their English Program at Brandon College.

Housing Information

Brandon College offers a variety of housing options for our international students. We can make arrangements to suit all ages and budgets, from low-budget to deluxe rooms. We choose all accommodations very carefully and our experienced housing coordinators are always happy to assist you before and during your stay.

San Francisco is a very popular destination for foreign students and most residence clubs and homestays fill very quickly. Please try to book at least 3-4 months before your arrival, especially during the busy summer season (June - September). Please compare the various housing options described on our website or contact one of our experienced housing coordinators for additional details.

Open Enrollment

Brandon College has an open enrollment policy. This means that students can start most courses on any given Monday. Cambridge and TOEIC Test Preparation have specific start dates which are listed on the "Fees & Dates 2012".

School Holidays

Brandon College is open year-round. The school only closes on certain national holidays. No credit or make-up time is provided for time lost due to school holidays. Classes start on Tuesday if Monday is a holiday.

In 2012, Brandon College will be closed for the following holidays: Jan 16 (M.L. King), Feb 20 (Presidents' Day), April 6 (Good Friday), May 28 (Memorial Day), Jul 4 (Independence Day), Sep 3 (Labor Day), Oct 8 (Columbus Day), Nov 22-23 (Thanksgiving), Dec 25 (Christmas).

Payment Methods

The following are acceptable methods of payment at Brandon College: cash, check, credit card or bank transfer (wire). A \$30 service charge applies for all bank transfers. The necessary instruction and details for bank transfers are listed on the invoice and confirmation.

Complaint Procedures

Please remember that we are always here to help if you have any questions. Students are encouraged to talk to any of the school staff in order to resolve any issues or concerns. We take our students' feedback very seriously and always try our very best to find a satisfactory solution should a problem arise.

In the unlikely event that a question or problem concerning this school could not be satisfactorily answered or resolved directly by the school, the student should contact the Bureau for Private Postsecondary Education in the Department of Consumer Affairs (BPPE), P. O. Box 980818, W. Sacramento, CA 95798-0818, (916) 431-6959 for assistance.

Brandon College is also recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and Brandon College to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the school first to find a fair and reasonable solution.

Should a student have exercised all channels available at Brandon College to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem has not been resolved, the student has the right and is encouraged to contact ACCET in writing:

*ACCET Chair, Complaint Review Committee
1722 N Street, NW, Washington, DC 20036
phone (202) 955-1113, fax (202) 955-1118
complaints@accet.org www.accet.org*

If the student is still unable to satisfactorily resolve the complaint with the institution, the student may also contact the consulate of his/her country or the United States Department of Homeland Security for further guidance.

Student Conduct and Termination

Students in violation of the institution's written disciplinary and/or attendance policies or local, state, or federal law are first counseled in person. Should the violation continue, two written warnings are sent or given to the student before he/she is put on probation. Should a student violate the probation agreement, he/she will immediately be terminated from the school. F-1 Students in violation of their immigration status will be terminated in SEVIS.



Important Information

Refund & Cancellation Policy

Student's Right to Cancel a Course

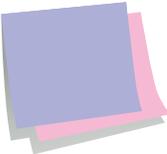
We know that sometimes plans can change. Every student has the right to cancel a course and obtain a refund by providing a written notice to the school.

Refund Policy

The student has a right to a full refund of all tuition charges, less the total amount paid for the non-refundable application fee (\$100), if the student cancels a course prior to the first day of instruction, the student never attends Brandon College (no-show), or the visa application was denied.

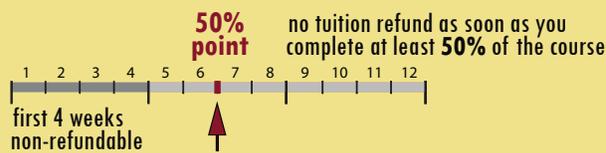
If an F-1 student enters the U.S. on an I-20 issued by Brandon College and cancels prior to the start date or never attends (no show), the institution may retain all tuition charges for up to four (4) weeks, all actual accommodation costs incurred and a maximum of \$500 for non-refundable charges, including any application, booking and cancellation fees.

The first four (4) weeks of any course are non-refundable. After the first four (4) weeks, a pro-rata tuition refund through the fifty percent (50%) point of the course will be provided. After the fifty percent (50%) point of the course, no tuition refund will be made. Prorated refunds will be calculated on a weekly basis.



The institution will consider a partial week the same as if a whole week was completed, provided the student was present at least one day during the scheduled week.

Refund Policy - for 12-week Enrollment (example)



Brandon College is not obligated to make refunds to students who are terminated due to violation of the institution's written disciplinary and/or attendance policies or local, state, or federal law. Students in violation of their immigration status do not qualify for a refund.

If the institution cancels or discontinues a course, the school will make a full refund of all charges for that course. Brandon College does not participate in the State of California Student Tuition Recovery Fund.

Private Instruction (one-one-one course)

Please give us at least 24-hour prior notice (phone, email, in person) to cancel or reschedule the next class. No make-up for lost time due to short insufficient notice, late arrival or early departure. Tuition paid for group instruction cannot be used for private instruction.

Supplies and Materials

The books and materials fee is charged for every 4 weeks or any portion thereof. It is generally not refundable after the student has received the books and started the course.

Accommodations

A non-refundable housing placement fee is charged for all accommodation bookings (\$100 residence club; \$150 homestay). To change any confirmed booking, a \$50 service fee may apply. There is a \$250 cancellation fee if a confirmed booking is cancelled less than thirty (30) days prior to check-in. After the check-in date, a thirty (30) day written notice is required to shorten a booking and a \$250 early check-out fee applies.

Airport Pickup

The airport pickup fee is non-refundable unless it is cancelled in writing at least ten (10) days prior to the scheduled arrival or departure date.

Course Extensions

If a student extends a course, each extension shall be considered a new enrollment for purposes of this refund policy. The student will be asked to sign a new agreement for each extension.

F-1 Visa Denial (you must return the original I-20!)

The original Form I-20 and a copy of the denial letter from the U.S. embassy are required to process the cancellation and obtain a refund of prepaid fees.

Payment of Refunds

Refunds will be paid by check in US Dollars within forty-five (45) calendar days of receipt of a written cancellation. Payment by wire transfer is available upon request. A processing fee of \$75 will be deducted from the refund amount for all wire transfers. If a student never attends class (no-show) and fails to notify the school of the cancellation, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class. Refunds can only be paid to a third party upon written request by the student or the agent representative.

Important Information

Office Hours

Monday - Friday
8:30 am - 5:00 pm



Who is who?

Res Helfer, Director
Doreen Glynn Pawski, Assistant Director
Kana Okada, Student Assistant
Jasmin Young, Student Assistant
Howard Do, IT Support & Accounting



*Remember, we are all here to assist you.
Don't be shy - talk to us anytime!*

Class Schedule

Intensive English, Business English, TOEFL Preparation, General English:

Mon - Thu	09:00-10:15

Friday Workshops

09:00-10:45	11:15-01:00
-------------	-------------

Please always be on time!



optional afternoon classes:
Conversation, TOEIC Prep.:
Monday to Thursday

02:00 pm - 03:15 pm

Private Classes
Monday to Friday

individual schedule

Building Security

The Security Guard may ask you for your Student ID. Please make sure to show your Student ID when asked by the guard.



Bring your laptop!

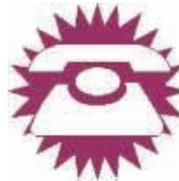


FREE High-Speed Wireless Internet Access

used id: 1938
passcode: **bc78997899**

The Internet is accessible anywhere in the school.

24-hour Emergency Telephone



In case of fire, accident or injury please call **911**

School Emergency Phone:
415-823-0663

Accreditation



Brandon College is accredited by a nationally recognized accreditation agency: ACCET. This means that the school has met high standards for quality education, instructors and student services.

You should always choose an accredited school for your studies!
www.accet.org

Feedback? We want to hear from you!



Please let us know what you think about the school, the classes and services we offer. We are always interested in hearing from you. Send us an email or click on the monkey logo on our home page to send us feedback.

Every 6 weeks and at the end of the course, we also ask all our students to complete an online survey. We will ask you questions about your experience at Brandon College.

No Food or Beverages in classrooms



Do not bring any food or beverages (other than water) into the classrooms.

Important Information

Academic Policies & Procedures



Placement & Exit Test

All students will take a placement test on the first day of class.

During their last week of the course, students are asked to take an exit test.

The Final Progress Report will include both test results.

Grading System

The following grading system is used at Brandon College:



5	excellent	90%	-	100%
4	very good	80%	-	89%
3	good	70%	-	79%
2	fair	60%	-	69%
1	poor	50%	-	59%
0	very poor	< 50%		

Progress Reports

All students take weekly tests and quizzes, which are graded. A Final Progress Report at the end of the course.

The Final Progress Report includes grades, attendance and test scores. Students attending 4 weeks or less will receive one final report.

Arriving Late or Leaving Early

Late students interrupt the class. Please be on time and do not leave class early.

A student who arrives late or leaves class early (1-29 min. or more) will be marked "L" on the attendance record.

3 x Late/Early = 1 Absence

F-1 Student Visa Regulations

All students with an F-1 Student Visa must follow these Immigration regulations:

- attend a full-time course (*at least 18 hrs per week*)
- maintain a minimum of 80% attendance
- notify the school within 10 days of an address change
- follow the school's vacation policy
- do not accept unauthorized employment
- upon successful completion of the program, students have 60 days to prepare and leave the United States.



Attendance

We monitor each student's attendance. F-1 students must be in school full-time, for a minimum of 18 hours per week (80%).

You can be excused from class if you are sick. Please call the school before 9 am. A doctor's note is required for excused absences of more than 3 days.

Excused Absence

Short absences of less than a week must be requested in advance. Study time lost due to an excused absence cannot be made up at the end of the course.

F-1 students are allowed a maximum of 4 days of excused absence during any 12-week enrollment.

Certificate of Completion

All students who meet the following minimum requirements will receive a certificate upon successful completion of their course:

- 80% attendance
- average grade: 3
- take exit test (students studying 8 weeks or more must take exit test)



Vacation Policy

In order to comply with SEVIS Immigration regulations, F-1 students must complete at least 16 weeks of full-time study before being allowed to take a vacation.

Maximum allowed vacation:

- after 16 wks study = 2 wks vacation
- after 24 wks study = 3 wks vacation
- after 28 wks study = 4 wks vacation



No more than 4 weeks of vacation will be authorized at any time. A minimum of 4 wks tuition for classes scheduled after the return must be prepaid before a vacation will be approved.

Change of Level Change of Address Vacation Request Excused Absence

Please click on the monkey logo on our home page and complete the request form. We will answer very quickly.



Performance Fact Sheet

Schoolyear 2011



1) 2011 Completion Rates

General English	= 98%	Intensive English	= 98%
Business English	= 100%	Intensive English Plus	= 100%
Cambridge Preparation	= 100%	Private Instruction	= 100%
Conversation	= 96%	TOEFL Preparation	= 98%
TOEIC Preparation	= 100%		

Completion rates are calculated by dividing the number of students who started our program but finished before their scheduled completion date, by the number of students who started our program and finished on their scheduled completion date.

- 2) Placement Rates: **All our courses are avocational** in nature. **We do not offer job placement** as our students are not eligible for employment in the USA.
- 3) License Examination Passage Rates: **All our courses are avocational** in nature. **We do not offer job placement** and therefore our students do not take any state licensing exams.
- 4) Salary and Wage Information: **Our students are not eligible for employment in the USA**, so we can not provide any wage or salary information.

"This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to California state law."

"Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
 P.O. Box 980818
 West Sacramento, CA 95798-0818
 Website: www.bppe.ca.gov
 E-mail: bppe@dca.ca.gov
 Toll Free: (888) 370-7589
 Main Fax: (916) 263-1897."

School Calendar 2012

School Holidays • Course Start Dates



JANUARY

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2. New Year
16. M.L. King Day

FEBRUARY

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

13. TOEIC
20. Presidents' Day

MARCH

				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5. TOEIC
19. Cambridge

APRIL

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6. Good Friday
2. TOEIC
30. TOEIC

MAY

			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

28. Memorial Day
29. TOEIC

JUNE

						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

25. TOEIC

JULY

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4. Independence Day
23. TOEIC

AUGUST

				1	2	3	4
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

20. TOEIC

SEPTEMBER

							1
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

3. Labor Day
10. Cambridge
17. TOEIC

OCTOBER

		1	2	3	4	5	6
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

8. Columbus Day
15. TOEIC

NOVEMBER

					1	2	3
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

12. TOEIC
22-23. Thanksgiving

DECEMBER

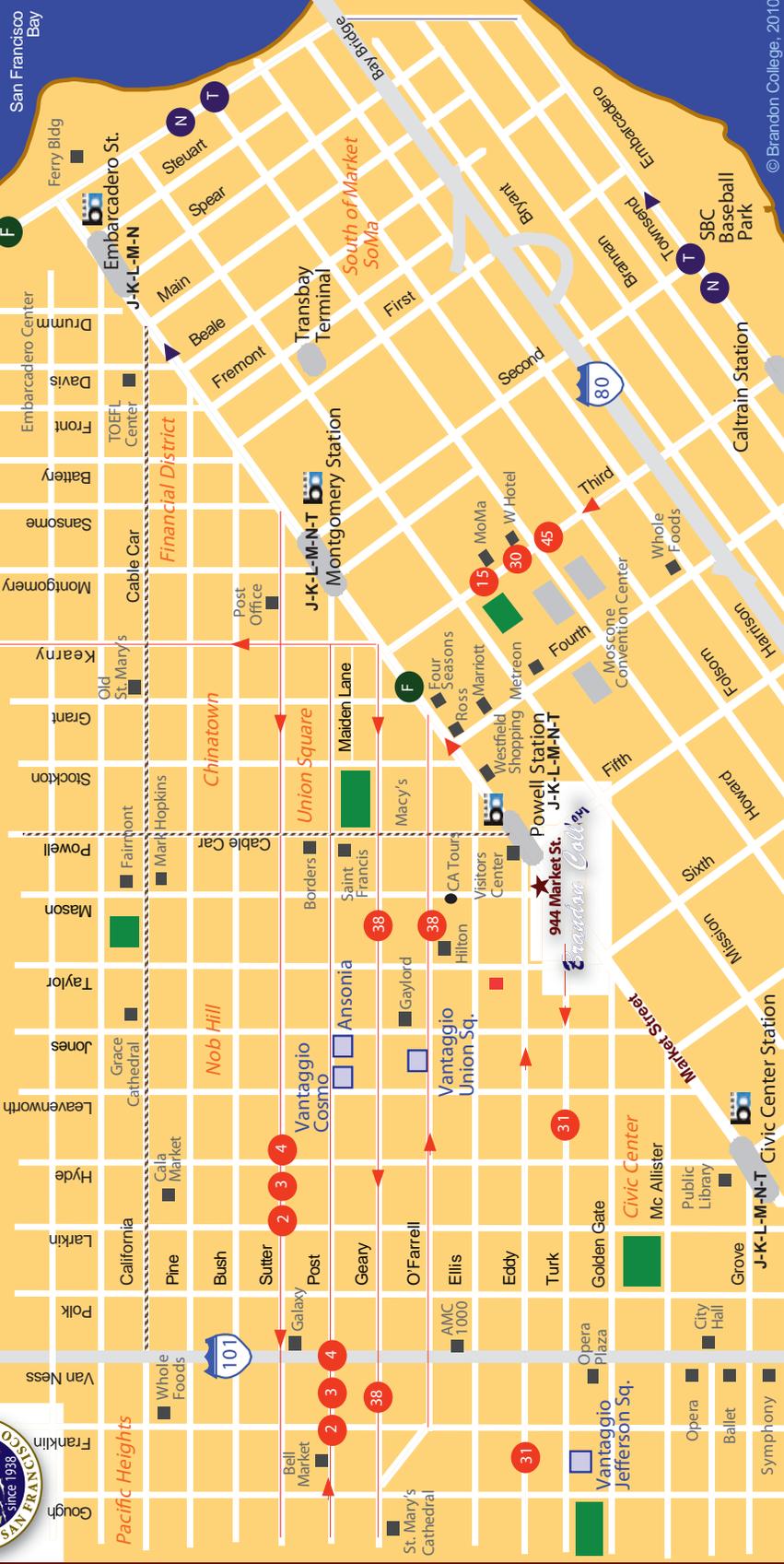
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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

25. Christmas

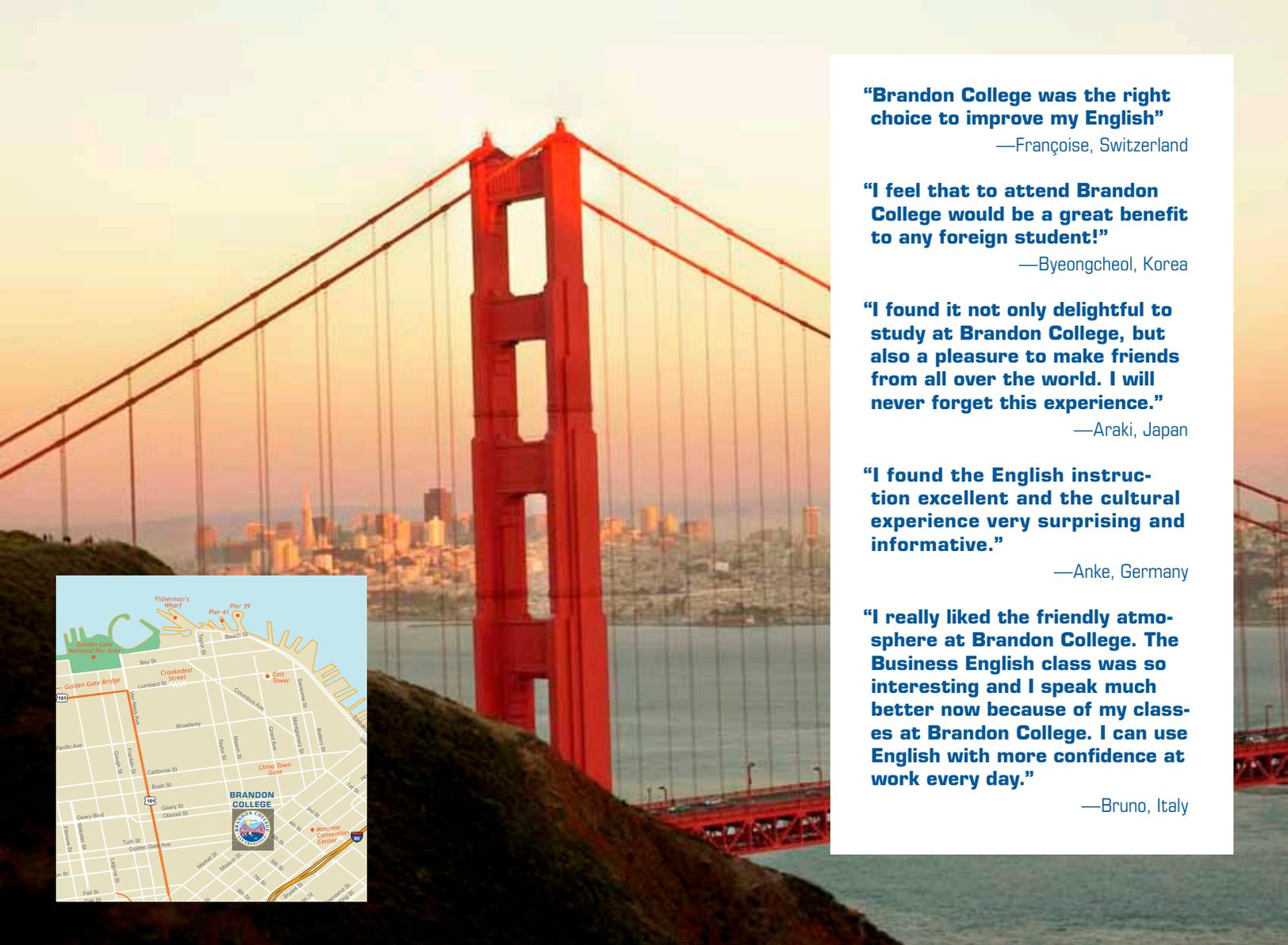
No refund or make-up for time lost due to holidays. Classes start on Tuesday if Monday is a holiday.



Downtown San Francisco Map



- Residence Club
- 2
- 3
- 4
- 38
- 31
- 30
- 15
- 45
- F
- N
- Cable Car Line
- MUNI Metro line
- MUNI Streetcar
- BART Station



“Brandon College was the right choice to improve my English”

—Françoise, Switzerland

“I feel that to attend Brandon College would be a great benefit to any foreign student!”

—Byeongcheol, Korea

“I found it not only delightful to study at Brandon College, but also a pleasure to make friends from all over the world. I will never forget this experience.”

—Araki, Japan

“I found the English instruction excellent and the cultural experience very surprising and informative.”

—Anke, Germany

“I really liked the friendly atmosphere at Brandon College. The Business English class was so interesting and I speak much better now because of my classes at Brandon College. I can use English with more confidence at work every day.”

—Bruno, Italy

BRANDON COLLEGE

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San Francisco, CA 94102
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fax (415) 391-3918
info@brandoncollege.com

WWW.BRANDONCOLLEGE.COM

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