

CATALOG - 2012

AMERICAN ACADEMY OF ENGLISH
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SAN FRANCISCO, CALIFORNIA

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Table of Contents

A Note from the Director	5
1.0 Mission • Accreditation • Approvals • Memberships	6
1.1 Mission Statement & Objectives	
1.2 Accreditation	
1.3 Approvals	
1.4 Foreign Student Eligibility	
1.5 Memberships	
<hr/>	
2.0 General Information	9
2.1 English as a Second Language Instruction	
2.2 Brief History of the Academy	
2.3 Institutional Philosophy and Objectives	
2.4 Policy of Open Communication	
2.5 Anti-Discrimination Policy and Mutual Respect	
2.6 Our Educational Goals	
2.7 Visa	
2.8 Locations of Classes	
2.9 Facilities, Equipment and Materials used for Instruction	
2.10 American Academy of English - ETS TOEIC, iBTTOEFL and Institutional TOEFL Test Center	
<hr/>	
3.0 Admissions, Placement & Articulation Agreements	16
3.1 Admission Policy	
3.2 Acceptance of Credits Earned at Other Institutions (Transfer In)	
3.3 Admission Requirements for “Ability to Benefit” Students	
3.4 Transfer Agreements with Other Institutions	
3.5 Level of English Language Proficiency Required to enter Various Courses	
3.6 Admission Procedures - English as a Second Language Program/ Core Classes/TOEFL	
3.7 Admission Procedures - Intensive ESL for Academic Purposes	
3.8 Admission Procedures - Disable Students	
3.9 Rejection of an Applicant	
3.10 Transferability of Credits and Credentials Earned at the Academy (Transfer Out)	
<hr/>	
4.0 Educational Program, Courses	22
4.1 Scope and Objectives of Program Offered	
4.2 Level Completion	
4.3 Program Completion	
4.4 Time Normally Required for Completion of a Program	
4.5 Workshops	
4.6 Student Assessment Policies, Grading Policy	
4.7 Satisfactory Student Achievement and Maintaining “Good Standing”	
4.8 Advancement in the Program (Performance and Completion Standards)	
4.9 Number of Students in a Typical Class	
4.10 Make-Up Work Policy	
4.11 Certificate of Completion	
4.12 Occupations to which Courses May Lead	
4.13 Retention of Student Records	

5.0 Tuition and Expenses	28
5.1 English as a Second Language Program - 432 Hours of Instruction	
5.2 Intensive English as a Second Language (ESL) for Academic Purposes	
5.3 Methods of Payment	
5.4 Delinquent Tuition - Late Fee	
5.5 Federal, State and Other Financial Aid Programs	
5.6 Student Responsibility to Repay a Loan	
5.7 Total Charges for Entire Educational Program	
6.0 Student Services	31
6.1 Counseling	
6.2 Student Cafe/Lounge	
6.3 Field Trips	
6.4 Health Insurance Plans	
6.5 American Academy of English Students Pursue Higher Education	
6.6 Job Placement Assistance	
7.0 Housing	34
7.1 Housing Assistance - Academy Provides Limited Assistance Only	
7.2 Residence Clubs Located Around or Near the Academy	
7.3 Our Housing and Accommodations Brochure	
8.0 Learning Resources	37
8.1 Computer Lab w/Internet Access	
8.2 Faculty Library	
8.3 San Francisco Public Library	
9.0 Student Responsibilities	38
9.1 Student Responsibilities	
9.2 Rules of Student Conduct	
9.3 Drug and Alcohol Policy	
9.4 Sexual Harassment	
9.5 Non-Smoking Policy	
9.6 Attendance Policy	
9.7 Attendance Requirements to Maintain Enrollment Status in Good Standing w/USCIS	
9.8 Tardiness and Early Departures	
9.9 Drop-Out, Leave of Absence, and Vacation Policies	
9.10 Academic Probation, Suspension, Dismissal/Termination and Re-admission Policies	
10.0 Student Rights	43
10.1 Notice of Student Rights	
10.2 Student Rights to Access their Own Files and Release of Student Information	
10.3 Student Rights and Responsibilities Concerning Health	
10.4 Student Rights to File a Student Grievance or Complaint	
11.0 Explanation of Students' Right to Cancel, Withdraw & Receive a Refund	48
11.1 Explanation of Students' Right to Cancel, Withdraw & Receive a Refund	
11.2 Procedures to Follow to Cancel, Withdraw & Receive a Refund	

12.0 Student Tuition Recovery Fund	51
12.1 Student Rights under the Student Tuition Recovery Fund	
12.2 Application for Student Tuition Recovery Fund (STRF)	
13.0 Faculty Members	53
14.0 Academic Calendar 2012	57
15.0 School Performance Fact Sheet	58

Policy for Updating this Catalog

This catalog shall be updated annually in December of each year and made available to students on January 2 of the following year. (*Policy and Procedures Manual*: Policy #814: Policy for Updating the Catalog)

Bankruptcy

The American Academy of English has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Guarantee of Accuracy

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules and policies, programs, services and fees change from time to time and that these changes may alter the information contained in this document. Changes may come in the form of statues enacted by the legislature, or rules and policies adopted by the Academy. For these reasons, we caution readers to verify the information in this catalog.

Disclaimer

The information contained in this document is accurate at the time of printing. It is intended for guidance purposes only, and does not confer contractual obligation on any student, faculty or staff of the American Academy of English.

Note from the Director

Welcome to the American Academy of English!

You have made a great choice to study at the American Academy of English (AAE) and we are delighted that you are joining our international community. At the Academy, we are committed to building a multicultural community that reflects and affirms global diversity. Your input and presence will be a welcome contribution to the task. This year will be one filled with many challenges, achievements and experiences...and we hope that you succeed in all that you set out to do. This catalog has been designed to help you learn about the the Academy. It also lets you know what services are available and gives you other helpful information. If you have concerns or questions about anything mentioned in this catalog, please feel free to discuss them with me or my staff.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the *School Performance Fact Sheet*, which must be provided to you prior to signing an enrollment agreement. The *School Performance Fact Sheet* is attached to your enrollment agreement and is also contained in this catalog.

Henry Law

Director
American Academy of English
San Francisco, California

Mission - Accreditation - Approvals - Memberships

1.1 Mission & Objectives

Mission Statement

The Mission of the American Academy of English, a private, commercial educational institution, is to develop, offer, and teach in a professional and ethical manner, an integrated curriculum of English language courses and programs. These programs prepare individuals from non-English speaking countries for academic, professional, and general language settings.

Educational Objective of Our Program



Our primary educational objective is:

To help our students acquire both the English language skills and the knowledge of American culture necessary to achieve their personal, professional, and academic objectives, which may include entering institutions of higher learning in the United States.

1.2 Accreditation

ACCREDITING COUNCIL FOR CONTINUING EDUCATION AND TRAINING

The American Academy of English, a private, commercial educational institution, has been accredited by the Accrediting Council for Continuing Education and Training (ACCET) for the past decade. ACCET was founded in 1974 for the purpose of improving continuing education and training and has been officially recognized by the U.S. Department of Education since 1978 as a "reliable authority" to the quality of education and training provided by the institutions they accredit. ACCET is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency. In support of ACCET's standards, the American Academy of English upholds the following principles of professional ethics in teaching English to international students:



- ❖ To provide programs of study that are educationally sound, up-to-date, of high quality and are demonstrably effective.
- ❖ To maintain fair, ethical and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing our institution and its services to all people.

- ❖ To provide effective student counseling and motivational programs that recognize individual differences and ensure successful student retention, graduation and employability where applicable.
- ❖ To demonstrate the ultimate benefit of private educational training programs through satisfied participants.
- ❖ To maintain an effective peer review system that ensures proper and ethical administration of all financial aspects of the institution.
- ❖ To promote the concept of voluntary self-regulation inherent in the accreditation process.
- ❖ To demonstrate a commitment to the people we serve through local community involvement and participation.
- ❖ To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive American workforce.
- ❖ To promote continuing education and training programs of the highest quality and integrity.



ACCET is located at: 1722 N St NW, Washington, DC 20036. Phone Number: (202) 955-1113, Fax Number: (202) 955-1118.

1.3 Approval

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION



The American Academy of English’s approved to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which became effective January 1, 2010. The American Academy of English under Section 94802(b) of CPPEA will, by operation of law, be licensed to operate until August 9, 2013. The Act is administered by the Bureau for Private Postsecondary Education (BPPE), under the Department of Consumer Affairs. The Bureau establishes educational standards that are intended to serve as the minimum standard for instructional quality and institutional stability for private postsecondary schools in California. The Bureau responds to student complaints and oversees a fund designed to help reimburse a student's tuition if a school closes unexpectedly.

What You Should Know About Our State Re-Approval

Although the American Academy of English was approved to operate by the former Bureau for Private Postsecondary and Vocational Education (BPPVE), our pending application for reapproval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education (BPPE). For more information, call the *Bureau For Private Postsecondary Education*: at Phone Number: (916) 431-6959, Toll Free: (888) 370-7589, Fax Number: (916) 263-1897.

1.4 Foreign Student Eligibility

The American Academy of English welcomes students from other countries. We enroll foreign students under the regulations set forth by the U.S. Department of Homeland Security. The American Academy of English is authorized under Federal Law to enroll non-immigrant alien students and we will vouch for their student status to the United States Customs and Immigration Service (USCIS) at no cost to the student.



1.5 Memberships

The American Academy of English maintains active memberships in the following organizations:

AMERICAN ASSOCIATION OF INTENSIVE ENGLISH PROGRAMS (AAIEP)
NATIONAL ASSOCIATION OF FOREIGN STUDENT ADVISORS (NAFSA)
TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL)
CALIFORNIA TEACHERS OF ENGLISH TO SPEAKERS OF OTHER LANGUAGES (CATESOL)

General Information

2.1 English as a Second Language Instruction

In keeping with our mission, the American Academy of English, a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE), offers programs and classes of instruction in English as a Second Language (ESL). Classes are offered at a variety of levels from Basic Literacy (for students with little or no English background) to Advanced ESL. Test preparation courses in TOEFL and TOEIC are also offered.

2.2 Brief History of the Academy



First Class - 1982

The American Academy of English is a private institution that first opened its doors in 1982. Today the Academy is part of American L&L Education, Incorporated, a California Corporation committed to educating international students. Since its inception thirty years ago, hundreds of students have attended the Academy and many have gone on to higher education. The Academy bases the quality of its instruction upon its instructors who are all degreed and experienced.

2.3 Institutional Philosophy and Objectives

The Academy respects each person's dignity and worth and believes that every student is equally entitled to develop their potential. Men and women of all ages, interests and ethnic backgrounds are welcome at the Academy to exchange ideas, enhance their linguistic skills, and gain an understanding of American culture. Education is a process of exploration that involves mutual responsibility. To fulfill this responsibility, the Academy offers a program that is sensitive to the needs of its international students by providing a professional staff dedicated to creating a language learning environment. Students are expected to respond by participating directly in their own education, challenging themselves and fellow students, as well as entering into a cooperative relationship with faculty.

2.4 Policy of Open Communication

The American Academy of English, a private, commercial educational institution, seeks to encourage and facilitate open communication among students, faculty, staff and administration in an effort to promote and enact any necessary improvements so as to enhance the overall educational experience of our student-body. The Academy will publish and disseminate its policies, procedures, and regulations concerning students, including those stating academic requirements and standards of student conduct, as well as any other information deemed to be important for the protection of all members of the Academy community.

2.5 Anti-discrimination Policy and Mutual Respect

The Academy prohibits discrimination in any form in employment practices and in the educational program. Specifically, it prohibits discrimination on the basis of age, gender, race, color, ancestry, national origin, religion, sexual orientation, physical or psychological handicap, medical condition, or marital status. The Academy shall take all steps necessary to provide a positive educational and employment environment.

2.6 Our Educational Goal

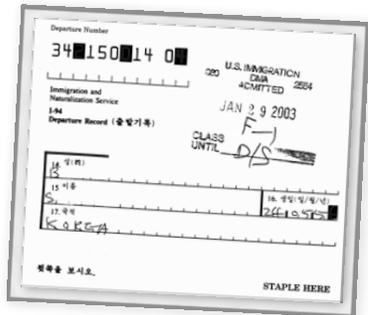
Our primary educational goal is:

To help our students acquire both the English language skills and the knowledge of American culture necessary to achieve their personal, professional, and academic goals, which may include entering institutions of higher learning in the United States.

2.7 Visa



❖ **F-1 Visa:** A visa represents permission from the U.S. State Department for you to enter the United States for a particular purpose (i.e. study, work, visit, etc.). In the past, visas were rubber-stamped on the passport page with multi-colored ink. Presently, a machine-readable, label-type of visa with your photograph is issued by the U.S. embassy or consulate overseas. You used the visa to enter the U.S. Your visa is numbered, and shows your name, the visa category (for example, F-1), the date and place of issue, the expiration date, and the name of the consular official who issued it.



❖ **English Language Services:** In keeping with our mission, the American Academy of English offers programs and classes of instruction in learning English as a Second Language. Classes are offered at a variety of levels, from Basic (for students with little or no English studies background) to Advanced. Test preparation courses in TOEFL and TOEIC are also available.

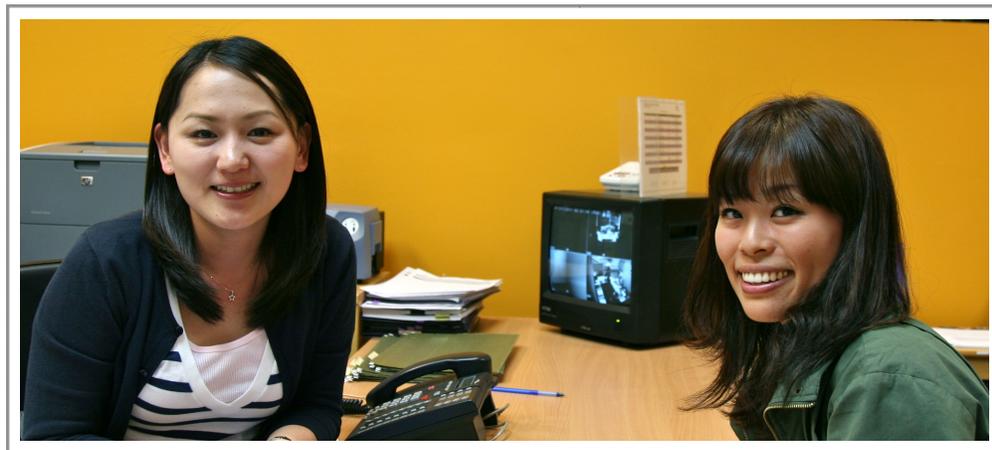
❖ **Vouching for Student Status:** Students entering the United States on our student visa, or transfer students into our program, also on our student visa: we will vouch for their student status to the United States Customs and Immigration Service (USCIS) at no cost to the student.

❖ **English Language Proficiency Required:** To be accepted into the program, no proficiency in English is required; however, to move through the program, certain levels of English language proficiency must be achieved as students move from level to level.

2.8 Locations of Classes

❖ *Main Campus - Civic Center - San Francisco, California*

The American Academy of English holds classes on its main campus at 530 Golden Gate Avenue in San Francisco, California. All classrooms have modern equipment to make the study of English enjoyable. We also have a computer lab available for our enrolled students with Internet access and WiFi.





❖ **Oakland, California - Auxiliary Classrooms**

The Academy maintains an auxiliary classroom in Oakland, California at 212 – Ninth Street, Suite 313, two blocks from Laney College, one block from the Lake Merritt BART Station and Oakland’s Chinatown. Students living in the East Bay are encouraged to attend classes at this location if traveling to San Francisco is inconvenient. This is a convenient location for students living in the East Bay.



Mrs. Cristal Watcher, Instructor



Oakland's Chinatown

2.9 Facilities, Equipment and Materials Used for Instruction

❖ Main Campus



The San Francisco Main Campus has a student run coffee shop at the entrance, classrooms, and a game room. The second floor contains a reception area, offices and more classrooms. In addition, there is a student computer lab, a faculty lounge and a faculty library.

❖ Oakland Auxiliary Classroom & Language Lab



The Oakland facility has an auxiliary classroom and a computer lab. In addition, there is a faculty office with ESL materials for classroom use.

❖ Equipment

Both the main campus and the auxiliary classroom in Oakland have overhead projectors, computer-projectors, DVD, CD and videotape players, tape deck players, slide projectors, and TV monitors. We also have videotape cameras that can be used to record students making classroom presentations. In addition, there are computer monitors and computers with Internet access in our computer labs and classrooms. Numerous software programs assist students with accent reduction, TOEFL test preparation, and general ESL practice. All enrolled students have access to computer lab, Wifi and software programs designated for student use.

❖ Materials

The ESL materials for our programs are selected from the offerings of Pearson-Longman, Prentice Hall, and The University of Michigan Press as well as other well known publishers in the field. Textbooks address the four-skills (reading, writing, speaking and listening) and the knowledge sets of grammar and vocabulary building at all levels (basic through advanced). The *Focus on Grammar* series by Pearson-Longman is used throughout the program as is the University of Michigan Press, *Words for Students of English* series. (Complete list of textbooks available upon request.)

2.10 American Academy of English - An Official TOEIC, iBTOEFL and Institutional TOEFL Test Center



❖ TOEIC Test Center

The Test of English for International Communication (TOEIC) measures the ability of non-native English speaking examinees to use English in everyday workplace activities. The two hour test consists of 200 questions evenly divided into listening comprehension and reading comprehension. Students wanting to take the TOEIC should register for the test with the Admissions Office. The Academy is an official TOEIC test center.

❖ iBTOEFL Test Center

The iBTOEFL test measures the ability of non-native speakers of English to use and understand English as it is spoken, written and heard in college and university settings. The American Academy of English is an official iBTOEFL test center. However, due to the number of computers we have available, students need to register early if they want to take the test here at the Academy.

❖ Institutional TOEFL Test Center

Students attending the Academy may also register to take the Institutional (Paper-Based) TOEFL test. This test is offered on campus every semester and is accepted by most junior colleges in the Bay Area. The paper-based TOEFL is a little different from the iBTOEFL in that it also tests grammar, vocabulary, listening and reading comprehension. The Academy is an official ETS test center for both the iBTOEFL and the Institutional TOEFL test.



Admissions, Placement, Articulation Agreements



3.1 Admission Policy

The Academy's instruction and services are available to all international students who might benefit. Our focus is on educating students whose native language is not English. As an English as a Second Language Program, the Academy has open enrollment and no TOEFL entrance score requirement, so all international students may attend. Minimum Level of Education Required for Admission: None.

The American Academy of English will admit any student who fits the following criteria:

- 1) Student applicants must be native speakers of languages other than English. (i.e.) non-native English speakers.
- 2) Student applicants must be at least fifteen (15) years of age.
- 3) Student applicants may possess any level of English language proficiency.
- 4) Student applicants must possess a U.S. government approved I-20 issued by the American Academy of English or have demonstrated legal presence in the United States.
- 5) Student applicants must exhibit sufficient funds as required by the *U.S. Department of Homeland Security* for living and studying in the United States as students.

3.2 Acceptance of Credits Earned at Other Institutions or through Challenge Exams (Transfer In)

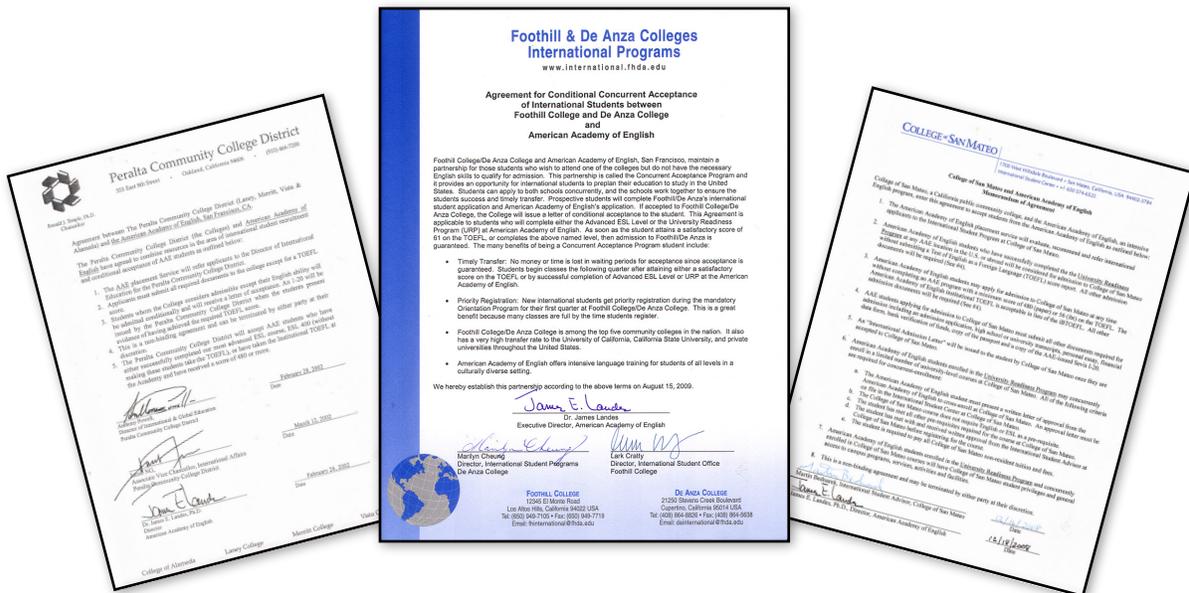
The American Academy of English does not accept credits earned at other institutions nor does it award credit for prior experiential learning. All students entering the American Academy of English must take the University of Michigan *English Placement Test* for placement in our program.

3.3 Admissions Requirements for “Ability to Benefit” Students

Not Applicable as none of our students are American citizens and therefore ineligible to receive Title IV (federal) financial aid.

3.4 Transfer Agreements with Other Institutions

Transfer agreements are designed to build strong partnerships between ESL schools and two-year community colleges and sometimes four-year universities. A transfer agreement usually provides a simplified, guaranteed transfer process for transfer students. The American Academy of English has several transfer agreements in place. The following community colleges and universities have agreements with the Academy: *College of San Mateo, Peralta College District, Canada College, Foothill College, De-Anza College, City College of San Francisco, Northern California Polytechnic, Lincoln University, Seattle Central Community College, Gurnick Medical Arts, Notre Dame de Namur University, Canada College.* These colleges will accept our students who have completed the advanced level of our English as a Second Language (ESL) Program without requiring the TOEFL test.



Agreements with Peralta College District, Foothill & De Anza Colleges, and the College of San Mateo

3.5 Level of English Language Proficiency Required to Enter the Various Courses

As many of our students are just beginning their study of English, we have no entrance requirement regarding placement test scores to enter our **English as a Second Language (ESL) Program** at the Basic Literacy level. Progression through the program, however, requires certain test scores on the *University of Michigan English Placement Test*. Our program is total immersion and we are able to handle the most advanced of students as well as students who have had little or no previous English training. In the admissions process the Academy uses the University of Michigan English Placement Test to place students at their level. For scores on the *University of Michigan English Placement Test* required for admittance into the various ESL levels of classes including TOEFL and TOEIC preparation, see Table 1.

Michigan Test Scores Needed to Place



Table 1. Test Scores Needed to Place

3.6 Admission Procedures - English as a Second Language (ESL) Program - Core Courses/TOEFL & TOEIC

Admission Procedures
Core Courses & TOEFL or TOEIC Test Preparation
Total Hours to Complete: 432 Hours of Instruction (24 Weeks)
Tuition: \$2,300/24 Weeks



* A bank statement is the standard document verifying the amount of money you have to study in the USA.
** Application fee and any bank fees are nonrefundable.

All documents, unless otherwise specified, can be mailed, faxed or e-mailed to us. Allow one to two weeks for processing. Upon approval of your application, you will be issued a *Letter of Acceptance* and a SEVIS I-20 from the Academy. Transfer students can pick up their I-20 upon arrival for registration.

3.9 Rejection of an Applicant

In accordance with the California Education Code, if the American Academy of English rejects an applicant for enrollment, he or she shall be entitled to a full refund of all monies paid to the American Academy of English less the cost of any books or supplies he or she may have received, application fees, courier and transportation services.

3.10 Transferability of Credits and Credentials Earned at the Academy (Transfer Out)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at the American Academy of English is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the English as a Second Language (ESL) Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at the Academy is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at the Academy will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the American Academy of English to determine if your certificate will transfer.

Educational Program Offered, Courses

4.1 Scope and Objectives of English as a Second Language (ESL) Program¹



program is comprised of **core courses** that form a sequence of study, each component of which runs for 24 weeks (one semester). All components or courses may be repeated. All courses taught at the Academy are taught in the English language. Each course in the sequence is based upon an integrated or mixed skills approach and works on *reading, writing, listening* and *speaking*, as well as the knowledge sets of *grammar* and *vocabulary building*. **Total Clock Hours to Complete each course: 432.** Eighteen (18) hours of instruction per week; No lab hours; Eighteen total hours/week. Total length of program: 24 weeks.

<p>ESL 100 - Basic Literacy in English as a Second Language (ESL) (24 Week Program)</p>	<p>An integrated or mixed skills course for students with no formal training in English as a Second Language. Emphasis is on oral grammar for communication and building a basic vocabulary. Focus of this course is on developing a basic level of grammar and vocabulary through listening, speaking, reading and writing so that learners can communicate with other English speakers in and outside the classroom. Prerequisites: None. Course may be repeated.</p>
<p>ESL 200 - Beginning English as a Second Language (ESL) (24 Week Program)</p>	<p>An integrated or mixed skills course for learners of English as a second language who already have a basic level of speaking, listening, reading and writing. The focus of this course is to help learners advance in their development of grammar and vocabulary through listening, speaking, reading and writing. Prerequisites: ESL 100 and/or a University of Michigan English Placement Test Score: 30-47. Course may be repeated.</p>
<p>ESL 300 - Intermediate English as a Second Language (ESL) (24 Week Program)</p>	<p>An integrated or mixed skills course for learners of English as a second language who are at an intermediate level. Focus is on comprehension, communication, grammatical accuracy, understanding, and communication of new information. Students examine logical relationships in spoken and written contexts. Prerequisites: ESL 200 or a University of Michigan English Placement Test Score: 48-74. Course may be repeated.</p>
<p>ESL 400 - Advanced English as a Second Language (ESL) (24 Week Program)</p>	<p>An advanced integrated or mixed skills course for learners of English as a second language. Emphasis on understanding and communication of abstract ideas as well as concrete new information in spoken and written contexts. Expansion of vocabulary study to meet specific needs of students. Review of essential grammar and greater in-depth examination of grammatical and lexical structures. Prerequisites: ESL 300 or University of Michigan Placement Test Score: 75 or above. Course may be repeated.</p>

¹ All classes are conducted in the English Language. All classes may be repeated.

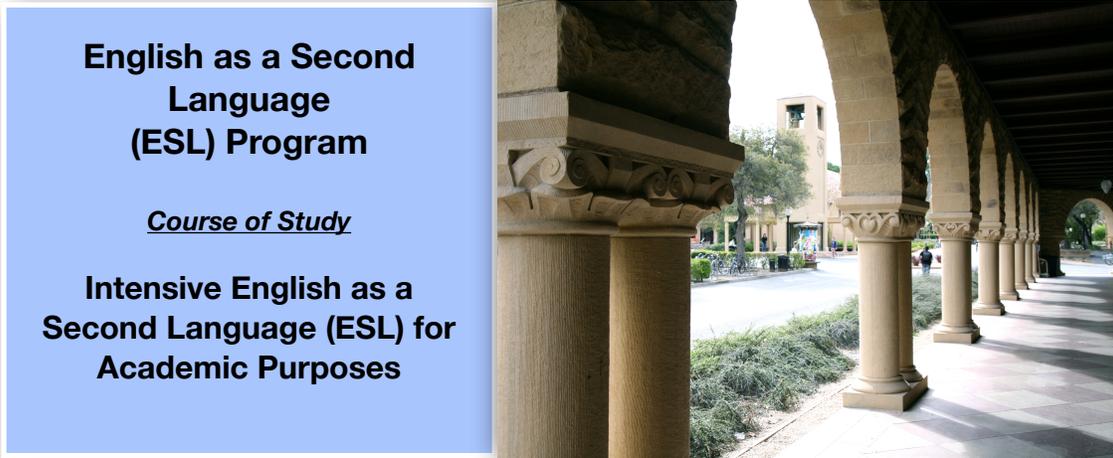


Our **English as a S** ESL 500 *Test of English as a Foreign Language (TOEFL) Test Preparation* and ESL 600 *Test of English for International Communication (TOEIC) Test Preparation*. Our test preparation (TOEFL/TOEIC) courses help students bridge the gap between general English language knowledge and recognized acceptance of linguistic ability by colleges, universities and the business world. In the TOEFL course of study, students are introduced to the overall format of the test, the types of questions they can expect in each section, strategies and guidelines for selecting the best answer, and practice testing. No equipment necessary for students to purchase to take these classes, however, there are required textbooks. And remember - the American Academy of English is an official **Educational Testing Service (ETS) TOEFL Test Center**...you can take the official iBTTOEFL or Institutional TOEFL Test right here! **Total Hours to Complete this Course: 432.** Eighteen (18) hours of instruction per week; Total length of program: 24 weeks. No lab hours; Eighteen (18) total hours/week. Course may be repeated. All classes are conducted in the English language.

<p>ESL 500 - Test of English as a Foreign Language (TOEFL) Test Preparation</p> <p>(24 Week Program) 432 Clock Hours</p>	<p>All the skills needed to pass the iBTTOEFL. The iBTTOEFL (Internet-Based Test of English as a Foreign Language) is required for admission of international students into most U.S. colleges and universities. The iBTTOEFL course is a comprehensive review of all the types of questions that appear on the test, as well as a course designed to increase English language proficiency. Students use the computer to take practice iBTTOEFL tests and write weekly essays to prepare for the exam. Prerequisites: ESL 300 or University of Michigan Placement Test Score: 48</p>
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TOEIC is an acronym that stands for **Test Of English for International Communication**. It is one of the most widely used English language exams, taken by more than 4 million business professionals worldwide. The TOEIC test measures your ability to use English in daily business situations. A growing number of international companies recognize the TOEIC as an objective indicator of a person's proficiency in business English. Course may be repeated. **Total Hours to Complete this Course: 432.** Eighteen (18) hours of instruction per week; Total length of program: 24 weeks. No lab hours; Eighteen (18) total hours/week. Course may be repeated. All classes are conducted in the English language.

<p>ESL 600 - Test of English for International Communication (TOEIC) Test Preparation</p> <p>432 Clock Hours</p>	<p>TOEIC - the internationally recognized standard test of English proficiency in the business world. Students focus on the skills needed to achieve a high score. Prerequisite: University of Michigan English Placement Test Score: 48.</p>
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Our **English as a Second Language (ESL) Program** offers a special course entitled: **Intensive English as a Second Language (ESL) for Academic Purposes**, which is designed to provide ESL students with the ideal environment for language training and the practical preparation they will need for academic success at the college level. The course of study works on an integrated approach, emphasizing *reading academic type materials, preparation for writing college level essays, listening and note-taking, a general review of grammar and academic vocabulary building*, as well as work on developing study skills. A number of colleges have agreed to accept completion of this program in lieu of taking the TOEFL test. Prerequisites: A University of Michigan English Placement Test Score of 70+. **Total Hours to Complete this Course: 552;** Twenty-Three (23) hours of instruction/week; No lab hours; Twenty-Three (23) Total Hours of Instruction/Week. Total length of program: 24 weeks. Course may be repeated. All classes are conducted in the English language.

<p>ESL700 - Intensive English as a Second Language (ESL) for Academic Purposes</p> <p>(24 Week Program)</p> <p>552 Clock Hours</p>	<p>An advanced integrated or mixed skills course for the foreign student intending to transfer to a college or university in the United States. Listening/speaking focuses on preparing students for listening to authentic lectures and classroom discussions. Practice with classroom interactional, discussion and presentation skills. Pronunciation work to develop intelligible speech and ability to comprehend naturally spoken English in academic contexts. Vocabulary building focuses on expansion of academic vocabulary to meet the specific needs for students in an academic setting. Multiple exposures to target words in meaningful contexts and rich information about each word. Reading works on the development of critical reading skills using selected readings which present a range of cultural experiences and perspectives. Writing works on practice in writing expository essays based on personal experience, observations, and class readings with a review of acceptable English sentence structure. Grammar work provides a review of essential grammar and greater in-depth examination of grammatical and lexical structures used in academic and professional writing designed for nonnative speakers of English. Prerequisites: University of Michigan English Placement Test Score: 70+. Course may be repeated.</p>
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4.2 Level Completion

Level completion shall occur when a student has finished a minimum course load of one level with a C- average (or above), attended at least 75% of that level; and (for Beginning through Intermediate levels), achieved a Michigan *English Placement Test* score that places the student into the next level. Fulfillment of these requirements entitles a student to a *Certificate of Completion* for that particular level of study. (Includes the Basic Level, Beginning Level, Intermediate Level, Advanced Level, and the TOEFL/TOEIC Program).

4.3 Program Completion

Program completion shall occur when a student leaves the Academy having completed a minimum of one or more levels with a C- average (or above); and when a student has a cumulative attendance record in a program of at least 75% of 432 clock hours. Such students are entitled to receive a *Certificate of Completion* indicating the highest level completed.² If a student leaves before the end of a semester, they do not get a Certificate of Completion and must file a withdrawal form. Students in the Intensive English as a Second Language (ESL) for Academic Purposes course must complete 75% of 552 clock hours of instruction to receive a Certificate of Completion.

4.4 Time Normally Required for Completion of a Program

Students learn at different rates. While some students seem gifted at language learning, others need to put more time and effort into the process. Students entering the Academy with little or no English language ability may be in the entire program for three or more years (assuming they start at Basic Literacy in ESL (ESL 100) and progress to the most advanced level). Each course runs for 24 weeks, but a student may remain in a course for two or even three semesters before moving on to the next level. Promotion to the next level depends upon the score a student gets on the University of Michigan English Placement test which is given every 3 months. Even at the most advanced level, (the TOEFL preparation course for example) some students will learn enough English to reach their TOEFL score goal in three months while others will require six or even nine months of training and practice to get to the score they want. Students may repeat a course at the discretion of their instructor or Chief Academic Officer, if either feels the student can benefit.

4.5 Workshops³

The Academy offers optional workshops each semester on a rotational basis. Students may enroll in one, two or more optional workshops at no extra charge each semester. Optional workshops which may be offered include: *Accent Reduction, Conversation, American Slang, ESL through Music, Public Speaking, Exam Preparation: Speaking, and Business English.*

4.6 Student Assessment Policies, Grading Policy

Students are assessed regularly on their acquisition of English each 3 months through the administration of achievement tests and standardized tests. Furthermore, students are individually assessed by their instructors for each class and course of study. Each semester, students receive a course grade along with an evaluation of their general proficiency levels in all four language skills.



² See [Policy and Procedures Manual #307.3](#) "Minimal Attendance Requirement and Minimal Course Load for Program Completion."

³ All workshops are conducted in the English language.

4.7 Satisfactory Student Achievement & Maintaining “Good Standing”

Academy policy toward satisfactory achievement identifies students who perform adequately within their courses by achieving and maintaining a grade point average of C-, attending classes regularly (maintaining at least 75% attendance), and meeting their financial responsibilities to the institution. Students who achieve these minimum standards are considered to be in “good standing”, and their work is considered “satisfactory.”

4.8 Advancement in the Program (*Performance and Completion Standards*)

There are four evaluation tools that set the performance and completion standards for courses. These tools are the University of Michigan *English Placement Test*, the *Comprehensive Adult Student Assessment System* (CASAS), the CIEP *English Proficiency Chart* published by the National Association of Foreign Student Advisors (NAFSA), and the instructors’ *Report Card* for each student.

The University of Michigan English Placement Test and CASAS supply test score rankings for entrance and exit requirements of each level. NAFSA’s CIEP *English Proficiency Chart* establishes a standard for qualitative evaluation of a student’s performance in different skills. In order to progress to the next level or complete the program, students need passing test scores and a “C-” average on their coursework in addition to an English Placement Test score that places the student into the next level. Instructors inform their students of these passing requirements the first day of class in their introductory presentations of the course and its materials, and reiterate these requirements periodically throughout the semester. All requirements are also published in written form in the syllabus for all courses. Instructors and/or the administration distribute syllabi on the first day of each class and answer any questions students may have.

For the TOEFL preparation course, the University of Michigan *English Placement Test* is the only test used for performance evaluation. For this test, there is no minimum score established or accepted by the Academy for course completion standards. Instead, since the TOEFL course is in preparation for admission into institutions of higher learning, the students’ chosen institute of higher learning determines the minimum score acceptable for any particular student’s completion of the TOEFL course. In other words, TOEFL students set their own pace and goals based upon where they want to continue their education and training. In the TOEFL course, instructors are aware of the students’ chosen institution of higher learning and individually discuss their testing goals in the first week of class and throughout the course. The Academy also offers a TOEIC preparation course that is an alternative to the TOEFL class. This course’s performance and completion standards are based on the students’ individual needs similar to the TOEFL course. TOEIC has a set of levels from AAA (*Academic*) to D (*Beginning*); however, B, C, and D levels are not taught because the skills and materials are covered in other courses. TOEIC test scores can also be used to assess students’ performance and completion standards. TOEIC scores are actually sometimes accepted in lieu of TOEFL scores for graduate work, particularly in the field of Business Administration.

4.9 Number of Students in a Typical Class

The number of students in a class varies according to season. In the fall, classes are usually smaller than they are in spring and summer. Normally, a class will not have less than 15 students or more than 25.



4.10 Make-Up-Work Policy

Students who are behind in their work or assignments should contact their instructors. Make-up work policies at the Academy are established by individual instructors for the courses they teach.

4.11 Certificate of Completion

All students at the Academy are expected to meet attendance requirements, complete required assignments, and cooperate with instructors and classmates in maintaining a good learning atmosphere. Students who meet these requirements in the English as a Second Language (ESL) Program receive a *Certificate of Completion* upon finishing their studies at the Academy.



Certificate of Completion

English as a Second Language (ESL) Program

Certificates of Completion are awarded students after completion of a minimum of one semester. Certificates indicate the level and program completed.

4.12 Occupations to Which Courses May Lead

The programs offered by the Academy are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

4.13 Retention of Student Records

The American Academy of English maintains student records for a period of not less than five years at its principal place of business in San Francisco, California. These records are available during normal business hours for inspection and copying by the BPPE, the Attorney General, or other government agency and contain all of the following: (1) The name and addresses, both local and home, of each of its students; (2) original application, (3) copy of student passport and visa, (4) copy of bank statement (5) record of attendance.

Tuition & Expenses⁴

5.1 English as a Second Language (ESL) Program - Core Classes & TOEFL/TOEIC Test Preparation

ESL 100 - Basic Literacy in ESL

ESL 200 - Beginning ESL

ESL 300 - Intermediate ESL

ESL 400 - Advanced ESL

ESL 500 - Test of English as a Foreign Language (TOEFL) Test Preparation

ESL 600 - Test of English for International Communication (TOEIC) Test Preparation

Each course listed above:

432 Hours/Semester (24 Weeks)	18 Hours/Week of Instruction	No Lab Hours
Tuition: \$2,300/Semester/Course		

No equipment necessary for students to purchase to take these classes; however, there are required textbooks.

Schedule of Total Charges for a Period of Attendance of 24 Weeks Core Courses & Test Preparation (ESL 100 - ESL 600)

Estimated Schedule of Total Charges for the Entire Educational Program** Core Courses & Test Preparation (ESL 100 - ESL 600)

* Student Tuition Recovery Fund (STRF) assessment rate for eligible students is \$2.50 per \$1,000 of institutional charges. For more information about STRF refer to section "12.0 Student Tuition Recovery Fund" of this catalog.

** Three academic years is the average time to complete the entire educational program.

⁴ Prices are subject to change without notice.

5.2 English as a Second Language Program - Intensive English as a Second Language (ESL) for Academic Purposes

ESL 700 - Intensive English as a Second Language (ESL) for Academic Purposes

Course listed above:

552 Hours/Semester (24 Weeks)	23 Hours/Week of Instruction	No Lab Hours
Tuition: \$7,200/Semester/Course		

No equipment necessary for students to purchase to take these classes; however, there are required textbooks.

Schedule of Total Charges for a Period of Attendance of 24 Weeks Intensive English as a Second Language (ESL) for Academic Purposes (ESL 700)	

Estimated Schedule of Total Charges for the Entire Educational Program** Intensive English as a Second Language (ESL) for Academic Purposes (ESL 700)	

* Student Tuition Recovery Fund (STRF) assessment rate for eligible students is \$2.50 per \$1,000 of institutional charges. For more information about STRF refer to section “12.0 Student Tuition Recovery Fund” of this catalog.

** Twenty four weeks is the average time to complete the entire educational program.

5.3 Methods of Payment

Students may pay by cash, check, money order, debit card, Visa, MasterCard or JVC. Students must pay the first 12 weeks of classes at time of registration. After the first 12 weeks, students may pay tuition on a month-to-month basis. Please check with administration for monthly rates.

5.4 Delinquent Tuition - Late Fee

Tuition is due on or before the program start date and each subsequent session start date. Delinquent tuition may be subject to a \$30 late fee after five (5) calendar days. Bounce checks may be subject to a \$25 non-sufficient funds fee.

5.5 Federal, State or Other Financial Aid Programs

The American Academy of English does *not* participate in either federal or state financial aid programs. Nor do we participate in any other form of financial aid program. (*Policy and Procedures Manual: Policy 287*)

5.6 Student Responsibility to Repay a Loan

If a student obtains a loan to pay for our educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

5.7 Total Charges for Entire Educational Program

Total charges for an entire educational program will vary according to the number of semesters or fraction there of a student remains in the program. Some students come for just the summer and stay for 3 months; others may stay for one, two or three years as they work their way through the entire program.

Student Services

6.1 Counseling

Our academic and personal counseling service is available to students at any time during office hours, and instructors remind students of its usefulness, especially when a student nears the completion of a program. Academic advancement and achievement are the primary areas of academic counseling. Guidance in university or college selection and assistance with admissions procedures are common examples of academic counseling issues.



Personal counseling covers a student's experience that involves personal issues either inside or outside the classroom. These experiences may be either completely independent of or directly related to academic issues. The key to this type of counseling is a commitment to the student's wellbeing, respect for the student, and an equitable resolution. All counseling, either personal or academic, is confidential.

6.2 Student Cafe/Lounge



Located on the first floor near the entrance to the building, the student cafe/lounge is a super convenient way to spend half an hour between classes or dash in and out for a quick cup of coffee. The cafe offers a wide section of teas, sodas, and other beverages, as well as breakfast muffins, pound cakes, and Italian specialties.

6.3 Field Trips

Every month students take field trips around the Bay Area. Often students visit the Asian Art Museum, San Francisco City Hall and the Exploratorium at the Palace of Fine Arts, pictured below. The Palace of Fine Arts, in the Marina District of San Francisco, is a monumental structure originally constructed for the 1915 Panama-Pacific Exposition in order to exhibit works of art. One of only a few surviving structures from the Exposition, it is the only one still situated on its original site. It was rebuilt in 1965, and renovation of the lagoon, walkways, and a seismic retrofit were completed in early 2009.





In addition to organized field trips, San Francisco offers students opportunities to visit interesting and educational attractions on their own. Within the city limits and accessible by public transportation, these attractions include the San Francisco Public Library, Alcatraz, the Cable Car Museum, Golden Gate Park, the Asian Art Museum, the DeYoung Museum, and the Palace of the Legion of Honor.

6.4 Health Insurance Plans



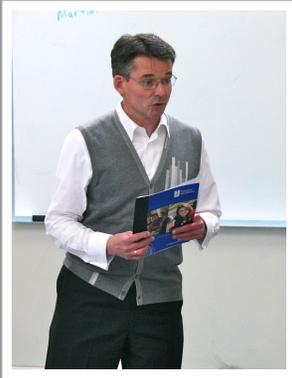
Students from abroad should consider purchasing health insurance. Designed specifically to meet the health insurance needs of international students, these insurance companies offer a variety of valuable services including helping you locate a doctor, covering prescription drugs, and learning about safety advisories. All of these programs have competitive pricing and most have monthly payment options to fit every student budget. Remember, seeing a doctor in the U.S. is very expensive and many students don't think about medical coverage until it's too late and they need to see a doctor. Get medical insurance now and take the worry of seeing a doctor off your mind.



Health Brochures available to Students at the Front Desk



De Anza College Visits AAE

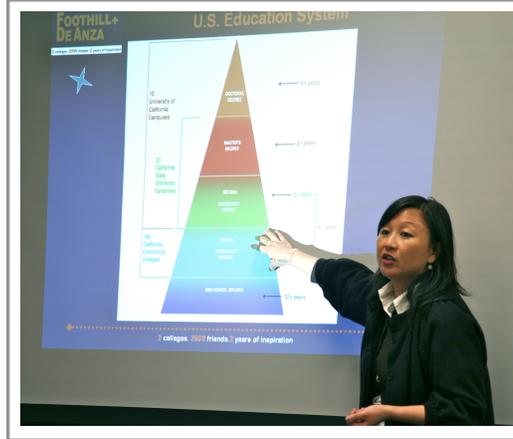


College of San Mateo Visits AAE



6.5 AAE Students Pursue Higher Education

Every three months representatives from local colleges and universities visit the Academy to inform our students of what university programs they can pursue after finishing their English studies. Here, representatives from *De Anza College*, *Foothill College*, *the College of San Mateo*, and *Notre Dame de Namur University* address our student



body.

Foothill College Visits AAE



Notre Dame de Namur University Visits AAE

6.6 Job Placement Assistance

The American Academy of English does not provide job placement assistance, as most of our students are here in the United States on F-1 student visas. To maintain F-1 student status, students must not engage in work unless specifically authorized by the United States Citizenship and Immigration Service (USCIS) or unless they are working on campus.

Housing

7.1 Housing Assistance - The Academy Provides Limited Assistance Only

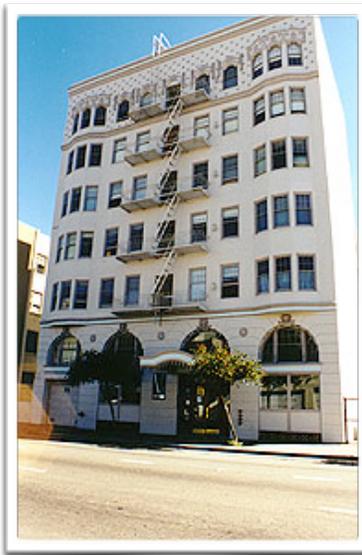


Student services at the Academy include limited assistance in finding student housing in San Francisco as the Academy assumes no responsibility in finding or assisting a student in finding housing. Although the Academy does not have dormitories for its students, we will provide contact information to a home stay placement service and names of local residence clubs, but students must connect with them directly and make their own housing arrangements. To obtain this list contact the administrative staff. Phone: (415) 567-0189, e-mail: esl@aae.edu

For students wishing to live in a residence club, the Academy recommends they stay at the Vantaggio Suites, a few blocks from school. Students should expect to pay \$650/month for a shared room, \$1100/month for a single. Ask for our housing brochure.

7.2 Residence Clubs Located Around or Near the Academy

❖The Vantaggio Suites



The Vantaggio has two locations, one on Turk Street a few blocks from the Academy, one on O'Farrell. All rooms have cable TV, free WiFi & cable Internet access, mini refrigerator, microwave, telephone with VM, study desk and chair, dishes and silverware. Service includes weekly housekeeping and complimentary breakfast.

Costs: \$650/Month - Shared Room; \$1100/Month - Single*

* Rates may vary without notice. The American Academy of English is not responsible for these rates. Please check with each housing service for their current rates.

❖ **The Harcourt**

Situated in San Francisco's Cultural District, the Harcourt is close to Grace Cathedral, the Asian Art Museum, and Union Square. In addition to a library and laundry facilities, the Harcourt features coffee in the lobby and dry cleaning/laundry services. Housekeeping is offered daily.



Costs: \$200+/Week - Double; \$225+/Week - Single*

❖ **The Kenmore**



Located atop Cathedral Hill in the heart of San Francisco, the Kenmore is a favorite spot for travelers. Included in the room price are full-choice American-style breakfasts and dinners. Maid service is also provided.

Costs: \$1180+/Month - Shared; \$1680+/Month Single*

❖ **Hosteling International**



Just a few blocks from the Academy, Hosteling International is the perfect base for exploring cultural hot spots, from nightclubs to experimental theater, live music venues to the opera, symphony, and ballet. The neighborhood is also home to some of the city's most affordable restaurants, where you can sample San Francisco's world class cuisine without breaking the bank. Amenities include free continental breakfast; free WiFi; free unlimited local phone calls, free coffee and tea, free breakfast, daily housekeeping service, high speed Internet facilities, and luggage and bicycle storage.

Costs: \$30+/Night - 4 beds per room*

* Rates may vary without notice. The American Academy of English is not responsible for these rates. Please check with each housing service for their current rates.

7.3 Our Housing and Accommodations Brochure

Described above are just a few of the many options students have for housing in San Francisco. Please request a copy of our *Housing and Accommodations Brochure* for more ideas, as well as possibilities of living with host families. The brochure provides suggestions and lists of Student Rate Hotels, Residence Clubs, Short-Term Apartments, American Host Families, Home stays, Hosteling, and finding your own apartment.



Student Rate Hotels • Residence Clubs • Short Term Apartments

Student Rate Hotels

- Alisa Hotel**
447 Bush Street, San Francisco, CA 94101
Tel: (800) 956-4322 Fax: (415) 956-0399
reservations@alisahotel.com
www.alisahotel.com
- Beresford Hotel**
635 Sutter Street,
San Francisco, CA 94102
Tel: (415) 673-9900 Fax: (415) 474-0449
info@beresford.com - www.beresford.com
- Mosser Victorian Hotel**
54 Fourth Street, San Francisco, CA 94103
Tel: (415) 986-4400 Fax: (415) 495-7653
reservations@themosser.com
www.themosser.com

Residence Clubs

As an ideal short-term housing solution, residence clubs are preferred by many students because of the diverse people they meet from around the world. All residence clubs include weekly maid service, controlled access entry, and on-site laundry facilities. Most include meals - breakfast and dinner, brunch on Sundays. Rates range from \$700-\$1200/month, depending on room size and shared or private bath. For additional details, please contact them directly. If you prefer, we can also make the reservation for you with the appropriate \$150 Residence Club Accommodation Fee.

- Baker Acres**
2201 Baker Street, San Francisco, CA 94415
Tel: (415) 921-3088 Fax: (415) 474-0449
bakeraresf@aol.com
- Beresford Manor**
860 Sutter Street, San Francisco, CA 94109
Tel: (800) 533-6533, or (415) 673-3330
Fax: (415) 474-0449
www.beresford.com/manor
- Cornell**
715 Bush Street, San Francisco, CA 94109
Tel: (415) 421-3154 Fax: (415) 399-1422
info@cornellhotel.com - www.cornellhotel.com

- 7 Kenmore**
1570 Sutter Street, San Francisco, CA 94109
Tel: (415) 776-5815 Fax: (415) 776-9659
kenmore1@mindspring.com
www.kenmorehotel.com
* single: \$900/month
* shared: \$680/month
- 8 Marine View**
2820 Scott Street, San Francisco, CA 94123
Tel: (415) 346-3717 Fax: (415) 346-9833
- 9 Mary Elizabeth Inn (Women only)**
1040 Bush Street, San Francisco, CA 94109
Tel: (415) 673-6768 Fax: (415) 441-7451
meinn@telis.org
- 10 Monroe**
1870 Sacramento Street, San Francisco, CA 94109
Tel: (415) 474-6200 Fax: (415) 346-1870
monroe9@mindspring.com
www.monroeresidenceclub.com
* single: \$900-\$980/month
* shared: \$680-\$720/month
- 11 S. F. Residence Club**
851 California Street, San Francisco, CA 94108
Tel: (415) 421-2220 Fax: (415) 421-2335
inkeeper@sfresclub.com
www.sfresclub.com
- 12 Vantaggio Suites - I**
835 Turk Street, San Francisco, CA 94102
Tel: (415) 922-0111 Fax: (415) 922-0166
sf@vantaggiosuites.com
www.vantaggiosuites.com
* single: \$950-\$1050/mo.
* shared: \$575-\$600/mo.
* double: \$1000/mo.
- 13 Vantaggio Suites - II**
580 O'Farrell Street, San Francisco, CA 94102
Tel: (415) 885-0111 Fax: (415) 885-0314
sf@vantaggiosuites.com
www.vantaggiosuites.com

Short Term Apartments

- 14 Fox Plaza Apartments**
1390 Market Street, San Francisco, CA 94102
Tel: (415) 626-6900 Fax: (415) 863-3190
www.foxplazaapts.com
- 18 The Gaylor**
620 Jones Street, San Francisco, CA 94102
Tel: (415) 673-8445 Fax: (415) 673-8476
- 16 Oakwood Geary Courtyard**
639 Geary Boulevard, San Francisco, CA 94102
Tel: (415) 749-0101 Fax: (415) 749-0617
- 17 Opera Plaza**
601 Van Ness Avenue, San Francisco, CA 94102
Tel: (415) 474-6600 Fax: (415) 775-0637
- 18 Webster Towers**
1489 Webster Street, San Francisco, CA 94115
Tel: (415) 931-6300 Fax: (415) 931-7156
www.webstertower.com

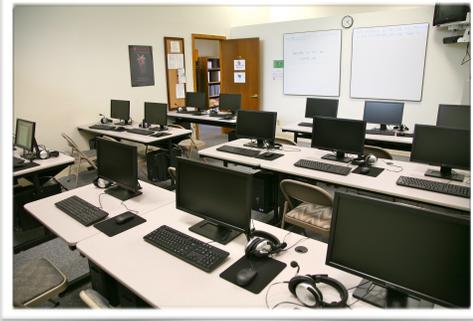
American Academy of English Call Today (415) 567-0189 Visit Us Online www.aael.com

Housing and Accommodations Brochure

Learning Resources

8.1 Computer Lab w/Internet Access

Our computer lab is located on the second floor and offers open Internet access during normal school hours when not used for classes. The lab includes fifteen (15) workstations, one networked laser printer, and various software programs. Classes, such as our iBTOEFL Test Preparation Course often use the lab to take practice TOEFL tests. Other classes also use the lab to do research on writing assignments. Accent reduction software programs help students improve their pronunciation. The lab is also used to take the Educational Testing Service (ETS) iBTOEFL test, as we are an official ETS - TOEFL Test Center. Students often use the lab to keep in touch with friends and relatives abroad.



8.2 Faculty Library



The faculty library contains hundreds of books, many newly published, for teachers to use as resources for their classes. Books are conveniently arranged according to skill.



8.3 San Francisco Public Library

At a cost of \$105 million dollars, San Francisco's main public library is located approximately three blocks from the Academy. It offers 200 computer workstations with Internet access. The library hosts an assortment of events, exhibits, and classes. They have an extensive English as a Second Language (ESL) collection that includes books on vocabulary building, English grammar, and writing. The Academy makes frequent field trips to the library for tours to acquaint our students with their services.



Student Responsibilities

9.1 Student Responsibilities

Learning a language is hard work. In an intensive program, students must be prepared to put a lot of time and energy into learning English, both in and outside of class. All students at the Academy have the following responsibilities:

- ▶ Attend every class every day in its entirety and arrive on time;
- ▶ Be active in class:
 - Ask questions;
 - Offer ideas and opinions;
 - Listen to classmates;
 - Let your teacher know when you do not understand;
 - Do not be afraid to make mistakes;
 - Participate in pair and small-group speaking activities to increase fluency;
- ▶ Speak English at all times during and after school;
- ▶ Speak with and try to understand students from different cultures with different communication styles;
- ▶ Take all quizzes and exams;
- ▶ Balance social activities with schoolwork;
- ▶ Talk to the teacher if you have problems or questions about a class;
- ▶ Help teachers make the classes interesting and productive.



If you follow these rules, you can expect your English to improve rapidly.

9.2 Rules of Student Conduct

The American Academy of English requires that each student and staff member adhere to acceptable standards of personal conduct. (Violation of 9.2; 9.3; 9.4 may lead to suspension, probation, dismissal or expulsion.)

❖ Sexual Assault

The Academy will not tolerate any form of sexual assault or sexual harassment on Academy property or at any Academy sponsored event. The Academy realizes that these situations may or may not be deemed criminal offenses and so may have to be handled both internally by administrative action and externally by the appropriate law enforcement agency. Internally, disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees. If the victim decides to report the incident to the appropriate law enforcement agency, the Academy will make every effort to insure that it will be handled in the most private and confidential manner possible.

9.3 Drug and Alcohol Policy

The unlawful possession, use, or distribution of any illicit drug or alcohol by students or employees on Academy property or at Academy sponsored events is prohibited. Violation may constitute criminal conduct, which could result in criminal prosecution under state and/or federal law. It is the policy of the Academy to impose appropriate disciplinary sanctions on employees and students for the unlawful possession, use, or distribution of illicit drugs or alcohol. Appropriate disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees.

9.4 Sexual Harassment

Students, instructors, staff and visitors must be able to study and work in an atmosphere of mutual respect and trust. It is the policy of the Academy to provide an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by Federal and State law. Sexual harassment may include, but not be limited to:

- ▶ Conduct that is explicitly or implicitly made a term or condition of an individual's employment or education.
- ▶ A decision based on the submission to or rejection of a sexual advance.
- ▶ Verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates an intimidating work or educational environment. Immediate action shall be taken against individuals determined to be in violation of this policy. Any individual who believes that he or she has been a victim of sexual harassment should file a complaint within one year of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment incident.

9.5 Nonsmoking Policy

Smoking shall be prohibited in all enclosed facilities owned by, leased by, or under the control of the American Academy of English without exception. This includes common work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeteria, employee lounges, stairs, restrooms, and all other enclosed facilities. Smoking shall be prohibited in vehicles which are used to transport students or which are operated in the course of employment for the use of more than one person at a time during the time of employment.



9.6 Attendance Policy

Satisfactory attendance is the responsibility of the individual student. Students are encouraged to attend *all* classes, not only because they are responsible for material discussed therein, but also because active participation is frequently essential to insure maximum benefit for all members of the class. Another reason that students should attend all class sessions is to ensure compliance with U.S. Citizenship and Immigration Services (USCIS).



Failure to attend classes does not guarantee that a student will be automatically dropped from the class roster. If students have been out of school for one or more days, they should report to their instructors upon their return to inquire about making up lost work. Students who know that they will miss one or more classes should inform their instructors in advance. We understand that absences are sometimes unavoidable. Therefore, students are allowed a maximum of 25% absence per semester for *personal leave*. Personal leave may be used for illness, important personal business that cannot be conducted outside of class hours, taking the TOEFL, religious observances, etc.

9.7 Attendance Requirements to Maintain Enrollment Status in Good Standing w/USCIS

Most students attending the Academy are in the United States on F-1 student visas. U.S. Citizenship and Immigration Services (USCIS) require students on F-1 visas to attend a full course of study. They must attend classes 18 hours a week to maintain student status. Any F-1 student not attending the required number of hours can be considered out of status, and thus ineligible for transfer to other programs. This could lead to deportation and being banned from entering the United States for five to ten years. Names of students not in attendance and their admission numbers will be turned over to U.S. Citizenship and Immigration Services (USCIS) upon their request. If students have an excused absence it is their responsibility to inform their instructor and the administration. It is also their responsibility to provide documentation, such as a doctor's note that excuses their absent day(s), to the administration in a timely manner.

9.8 Tardiness and Early Departures

A student shall be considered tardy if he comes to class ten minutes late. A student will be considered to have taken an early departure if he/she leaves ten minutes before class is scheduled to end. Two instances of tardiness or early departure will equal one absence from class.



9.9 Drop-Out, Leave of Absence and Vacation Policies

❖ Withdrawal

A student will be considered to have withdrawn from school only if he or she has first written a letter expressing this intent, addressed to the Academy, indicating the date he/she intends to withdraw. Any

student withdrawing from school must return all materials (textbooks) lent to him/her during his/her stay at the Academy. (See Cancellation, Withdrawal and refund Policies pg. 48).

❖ **Leave of Absence**

Students are not allowed leaves of absence unless they are for very short periods of time to take care of family business or other pressing matters. According to U.S. Immigration law, students here on I-20's are supposed to be attending classes regularly to remain in good standing with the U.S. Citizenship and Immigration Services (USCIS).

❖ **Vacation Period**

Students are allowed a three (3) month vacation period after they have completed nine (9) consecutive months of classes and are returning to the Academy to continue their studies.

9.10 Academic Probation, Suspension, Dismissal/Termination and Re-admission Policies

❖ **Academic Probation**

The purpose of Academic Probation is to notify a student when his or her behavior or academic progress is below standard, and to put into motion a plan for correction. The student will receive written notification stating the unsatisfactory status and the correction required.

A student may be placed on Academic Probation for any of the following reasons:

1. Not conducting oneself in a professional and responsible manner and/or failing to follow the policies and procedures of the school.
2. Failing to complete a required evaluation or failing to pass a course.
3. Failure to meet attendance standards.

When a student receives a failing grade, support is available as follows: First, the student meets with his or her instructor to plan a strategy of preparation to retake the test or redo the assignment. Strategies may include further study, improved study techniques, additional or alternative testing methods, or other recommendations. Once a strategy is selected, the student agrees to do his or her part. Be proactive. As soon as you are aware that you might be falling behind or are in need of additional support, please inform your instructor, and/or someone in Student Services.

Academic Probation is for a period of one term. During this time, the student is required to correct the behavior and/or complete all outstanding evaluations, tests, and assignments. Failure to do so may result in dismissal.

❖ **Probation, Suspension and Dismissal**

Any student, for good cause, may be put on probation, suspended or dismissed by the Director or given a lesser sanction for one or more of the following reasons which must be school related:

- 1) Obstruction or disruption, on school property, of the educational process, administrative

- process, or other school function.
- 2) Physical abuse on or off school property of the person or property of any member of the school community or of their family, or the threat of such abuse.
 - 3) Theft of, or non-accidental damage to, school property, or property in the possession of, or owned by, a member of the school community.
 - 4) Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of school personnel.
 - 5) Sexual assault, including rape.
 - 6) Unlawful use or possession of drugs, alcohol and/or firearms on school premises.
 - 7) Sexual harassment or bullying. (See *Policy and Procedures Manual* for more on this.)

The Director shall make a written report to the Board of Directors that contains the following information. (A copy should be given the student no later than the first day of his/her return to class.)

- 1) A statement of the facts, the violation(s), date, time, and place.
- 2) Name and statement of violating student(s).
- 3) Name and statement of witness(es).
- 4) Sanction imposed.

❖ Long Term Suspension/Dismissal - Termination

Only the Director or his designated representative may suspend/dismiss or terminate a student for more than two days. Within ten (10) days after the interim suspension/dismissal/termination, the student shall be notified by the Director, via certified mail, of the following: (1) Reason or reasons for suspension/dismissal/termination; and (2) The right to appeal the suspension/dismissal/termination. Students may appeal dismissal actions by following the Complaint Procedure stated in this catalog.

❖ Appeal Process

Based on extenuating circumstances, a student may appeal the determination of probation, dismissal, and/or termination status. To submit an appeal, follow AAE's formal complaint procedure (please refer to the information in "Complaint Procedure").

❖ Re-Admission Policy

Students dismissed from school for lack of satisfactory progress, or for other reasons, may apply to be re-admitted to AAE. AAE reserves the right to grant or deny a request to re-enter the program based on the applicant's ability to complete the program, the nature of his/her initial dismissal or withdrawal and outstanding tuition balance owed to the school.

If the application is approved, AAE will determine the point of entry into the program based on the student's previous accomplishments. This means that the student may re-start from where he/she left off in the program or may be required to repeat all or portions of the program based on the applicant's competency and length of leave.

Tuition is calculated based on the point of re-entry, prorated on the amount of credit hours needed to complete the program. Applicants will also be required to purchase applicable books and supplies, if it is determined that they are needed, and an administrative fee of \$100. The administrative fee must be paid when the application is submitted prior to receiving approval to start attending classes.



Student Rights

10.1 Notice of Student Rights

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Toll Free: (888) 370-7589; Phone: (916) 431-6959; Main Fax: (916) 263-1897; Tel: (916) 574-7774; Mailing Address: Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

A student or member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 916.574.7774 or by completing a complaint form, which can be obtained on the bureau's Internet web site, www.bppe.ca.gov.

10.2 Student Rights to Access their Own Files and Release of Student Information

As an AAE student, you have the right to inspect and review your educational records, to request corrections or deletions, and to limit the disclosure of your records in accordance with the Family Educational Rights and Privacy Act.

To access your files, send or deliver a written request to the Director. A time will be arranged for you to view your files.

Upon written request, the Registrar will provide you with an official transcript. For each student granted a certificate, permanent records of all of the following are maintained: a) the certificate granted and the date on which that certificate was granted, b) the courses on which the certificate was based, and c) the grades earned by the student in each course. Please allow four weeks for processing your request. There is a service charge for documents requested. In accordance with California BPPE regulations, AAE reserves the right to withhold transcripts from students who are not current with their tuition payments.

Unless otherwise requested, AAE may release to the public certain directory information pertaining to its students. This information can include any or all of the following: student's name, address, phone number, photograph, academic program, and dates of attendance. Students who do not wish this information to be released should inform AAE in writing.

10.3 Student Rights and Responsibilities Concerning Health

Individuals who elect to become Academy students have the right to a healthy, safe and drug-free environment. Students have personal responsibilities with regard to their own health and safety and the health and safety of the academic community.

Academy students will:

- ▶ Not attend class if they have a contagious condition (measles, hepatitis, etc.). Not attend class if they are under the influence of alcohol or illicit drugs.
- ▶ Notify Admissions if they will be absent for a week or more due to an illness.
- ▶ Observe sound personal hygiene habits.
- ▶ Obtain a physician's note and cooperate openly and honestly with school officials about medical problems that may threaten the health and/or welfare of self or others.

10.4 Student Rights to File a Student Grievance or Complaint

The purpose of these procedures is to provide every student with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of his or her rights on campus. The student grievance procedure adhered to is that described in section 73770 of Title 5, *California Code of Regulations*. A student may lodge a complaint orally or in writing to any teacher, administrator, staff member or counselor. These persons will register the complaint as soon as possible with the Director who will then investigate the complaint thoroughly, interviewing all people involved and reviewing all documents that relate to the complaint. The Director has the authority to reject the complaint if it is determined to be unfounded, or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.



The Director will then record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file and make an appropriate entry in the *Log of Student Complaints* as required by law. The student's participation in the complaint procedure and the disposition of a student's complaint does not limit or waive any of the student's rights or remedies. All complaints shall be responded to within ten (10) days from the receipt of the complaint.

❖ Informal Resolution: Definition of Grievance

A student who believes that he or she has been wronged by an act of the Academy must make a reasonable, good faith attempt to resolve the problem on an informal basis. Any appropriate administrator, faculty member, staff member, or student representative may be invited to participate and assist in achieving

an amicable resolution. If the matter cannot be resolved informally, the student may file a formal grievance. A formal grievance is a written allegation by a student alleging that he or she was directly wronged by a grievable action of the Academy. A *grievable action* is any action that violates an established rule or regulation of the Academy or any law that protects student rights.

❖ Filing of Formal Grievances

All formal grievances must be submitted on a Standard Grievance Form and must include specific details regarding the events involved and the rule, regulation, or law alleged to have been violated by the Academy. Full factual data (*including names, dates, times, records, etc.*) should be reported to support the allegations of the grievance and to make an impartial investigation and decision possible. A faculty or staff member of the student's choice may assist the student in preparing the grievance form but will not necessarily act as an advocate for the student. (Grievance forms are available at the front desk.)

❖ Formal Complaint Procedure

Should a problem arise during your training with us, we want to work with you to find a fair solution. Here is the procedure to follow:

1. Write the complaint on a Standard Grievance Form — or in a letter — and include the following information:
 - a. The nature of the problem
 - b. The approximate date that the problem occurred
 - c. The name(s) of the individual(s) involved
 - d. Key information regarding the problem (facts, not rumors, are necessary for finding solutions)
 - e. Your signature and the date.
2. Send or deliver the Grievance Form or letter to the Director, or deliver it to a Student Services staff person. Retain a copy for your records.
3. An appropriate party will respond to your complaint in writing, meet with you if necessary, and make every effort to find a fair solution.
4. If, after hearing the response, you do not feel you have a resolution to your problem, send or deliver a copy of your grievance along with a written explanation of what has occurred to AAE's Executive Director. Retain a copy of the written explanation for your records.
5. Upon receiving the complaint, the Executive Director will make every effort to find a fair solution and will notify you in writing and/or will meet with you to discuss his decision within two (2) weeks of receipt.

❖ Time Limit on Filing a Grievance

To be timely, a grievance must be filed with the Director no more than twenty (20) calendar days after the grievant learned of the event on which the grievance is based. If the grievance is based on a series of events, over a period of time, the grievance must be filed no more than twenty calendar days after the grievant learned or reasonably could have learned of the most recent of those events. In no case, however, shall the grievance be timely, if it is filed more than one year after the occurrence of the event or events upon which it is based, regardless of the date of discovery of the event or events.

❖ Bureau for Private Postsecondary Education (BPPE) Complaint Procedure

We encourage students and the public to exhaust AAE's complaint procedure before taking a grievance or issue up with an outside agency. A student or any member of the public may file a complaint at any time about this institution with **Bureau for Private Postsecondary Education (BPPE)** by calling (888) 370-7589 or by completing a complaint form which can be obtained on the Bureau's Internet Web site at www.bppe.ca.gov.

Bureau for Private Postsecondary Education (BPPE)**P.O. Box 980818****West Sacramento, CA 95798-0818****Tel: (916) 574-7774****❖ Accrediting Council for Continuing Education and Training (ACCET) Complaint Procedure**

Complaints may also be filed with our accrediting body (ACCET) which oversees our operations.

NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE

This institution is 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 the institution 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 institution to find a fair and reasonable solution.

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:

- a. A detailed description of the problem(s);
 - b. The approximate date(s) that the problem(s) occurred;
 - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
 - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
 - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
4. SEND TO:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE

**1722 N Street, NW
Washington, DC 20036
Telephone: (202) 955-1113
Fax: (202) 955-1118 or (202) 955-5306 Email: complaints@accet.org
Website: www.accet.org**

Note: Complainants will receive an acknowledgement of receipt within 15 days.

Explanation of Students' Right to Cancel, Withdraw & Receive a Refund

11.0 Explanation of Students' Right to Cancel, Withdraw, and Receive a Refund

11.1 Cancellation, Withdrawal & Refund Policies

You have a right to cancel your enrollment agreement or withdraw from the American Academy of English and obtain an applicable refund. Please request a refund by providing a written notice of intent to cancel or withdraw to: American Academy of English, attn: Director, 530 Golden Gate Avenue, San Francisco, CA 94102. Email: hlaw@aae.edu.

A *Notice of Cancellation/Withdrawal* form is included here to assist you in informing the Academy of your intent to cancel or withdraw. Other forms of written notification, however, are acceptable.

• Cancellations

If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later, the American Academy of English shall refund 100% of the amount paid for institutional charges, less application fee and any non-refundable fees. (94909(a)(8)(B))

Notice of Cancellation in Written Form:

All students should be advised that a notice of cancellations must be submitted in writing, by mail, or by electronic written form to the address or email above. (90920(a))

The Academy shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

An F-1 status student who cannot enter the United States for any reason before the program start date may cancel enrollment and receive a full refund of tuition charge that has been paid to the Academy.

• Withdrawals

A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. (94920(a))

The Pro-Rata Refund of Unearned Institutional Charges for Cancellations and Withdrawals during Period of Attendance

For students who cancel their enrollment agreements or withdraw during a period of attendance, the refund policy for students who have completed 60% or less of the period of attendance shall be a pro-rata refund.⁵

The pro-rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

⁵ *California Private Postsecondary Educational Act, 2009*; §94920(d)

Calculating the Return of Unearned Institutional Charges

- A. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
- B. All amounts paid by the student in excess of what is owed as calculated in (A) above, shall be refunded.
- C. For purposes of determining a refund under the Act, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in the school catalog.⁶ (94920(d)).
- D. The bureau may adopt by regulation a different method of calculation for instruction delivered by other means, including, but not necessarily limited to, distance learning.

Cancellation of a Course or Program by the Academy

If the Academy cancels or discontinues a course or educational program, the Academy will refund all unearned institutional charges paid to the Academy.

Non-Refundable Charges

Application Fee is nonrefundable.

Student Tuition Recovery Fund (STRF) Assessment is nonrefundable (94911).

Express mailing, courier fee or airport pickup fee is not a required institutional charge but an optional service. These fees are nonrefundable unless the service has not been rendered when the written cancellation is made.

A student is also responsible for expenses related to process and/or complete a refund (i.e.) **wire transfer fee, bank charge(s), mailing service fee**, etc.

Refund Policy for the Return of Unearned Institutional Charges

All refunds will be made by check. No cash refunds will be issued. The Academy shall pay refunds within 45 days of a student's cancellation, withdrawal or the Academy's cancellation of a course or program. (94920(e))

Educational Program is identified as one semester (24 weeks), or the length of time for which a student registers, whichever is less.

If a student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

11.2 Procedures to Cancel, Withdraw & Obtain a Refund (94909(a)(8)(B))

You may cancel the enrollment agreement or withdraw from the American Academy of English and receive the applicable refund by providing a written notice to: American Academy of English, attn: Director, 530 Golden Gate Avenue, San Francisco, CA 94102. Email: hlaw@aae.edu. If you are an international student in the United States on F-1 student status, as required by Federal Law, the Academy will notify the **Student Exchange Visitor Information System (SEVIS)** of your cancellation or withdrawal.

The following *Notice of Cancellation/Withdrawal* form is included to assist you in informing the Academy of your intent to cancel or withdraw. Other forms of written notification, however, are acceptable.

⁶ A-D from: Title 5, Division 7.5 *California Code of Regulation*: §71750(c)(1)(2)(3)(4)

Notice of Cancellation/Withdrawal Form
American Academy of English - 530 Golden Gate Ave., San Francisco, CA 94102

I wish to (check one) Cancel My Enrollment Agreement
 Withdraw from the American Academy of

English

A. Cancellation Information

Enter date of first class, date first lesson was received: _____/_____/_____

You may cancel this contract for the American Academy of English, without any penalty or obligation by the date stated below:

NO LATER THAN: _____/_____/_____

(Enter midnight of the date that is through attendance at the first class session or the seventh (7th) day after enrollment, whichever is later.)

If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment (whichever is later): The American Academy of English shall refund 100% of the amount paid for institutional charges less the application fee (\$75), not to exceed two hundred and fifty dollars (\$250).

B. Withdrawal Information

If you have completed 60% or less of the period of attendance, the American Academy of English shall refund 100% of your unused tuition. (See Catalog for details.) Be advised that if you are an international student here on an F-1 Visa, the **Student and Exchange Visitor Information System (SEVIS)** will be informed of your cancellation/withdrawal.

Enter Date of Withdrawal: _____/_____/_____

NAME: (Last) _____ (First) _____

_____/_____/_____
(Date Signed)

(Student Signature)

(For Office Use Only)

Received by: _____ Date: _____/_____/_____

Student Tuition Recovery Fund

12.1 Students Rights Under the Student Tuition Recovery Fund (STRF)

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund.

❖ Purpose of Fund and Operation

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 he/she prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

❖ Requirements for Filing a Claim

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.

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, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two (2) 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 the Bureau for Private Postsecondary Education:

Bureau For Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589
Fax Number: (916) 263-1897

Web site: www.bppe.ca.gov

Email: bppe@dca.ca.gov

12.2 Student Tuition Recovery Fund Disclosures.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residence program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgement against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.⁷

12.3 STRF Assessment Rate

The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements signed is \$2.50 per \$1,000 of institutional charges. STRF assessments are due at the time the student first pays their institutional charges, regardless of whether the student pays the institutional charges in increments.

⁷ *California Private Postsecondary Education Act of 2009*: Article 14; Section 76215(a)

Faculty Members



Monica Berini, B.A., M.A.

- **Education:**
San Francisco State University M.A. (TESOL)
University of California - Berkeley B.A.
- **Previous Teaching Experience:**
City College of San Francisco - ESL Instructor
San Francisco State University - Tutor
San Francisco State University - Teaching Assistant



Frank Ching, B.A., M.A.

- **Education:**
San Francisco State University M.A. (TESOL)
San Francisco State University B.A.
- **Previous Teaching Experience:**
Stanley Kaplan International Colleges - ESL Instructor
Jewish Vocational Service - ESL Instructor
WuYi University, Guangdong, China - ESL Instructor



Lynn Craig, B.A., M.A.

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San Francisco State University B.A.
San Francisco State University Teaching Credential
- **Previous Teaching Experience:**
American Academy of English, Guangzhou, China -
ESL Instructor
Baywood School, San Mateo CA - School Teacher



Chloe Fane, B.A., M.A. Candidate

- **Education:**
 San Francisco State University M.A. Candidate (TESOL)
 University of California, Davis B.A.
 Transworld Schools, San Francisco - TESOL Certificate
- **Previous Teaching Experience:**
 Transworld Schools, ESL Instructor
 YMCA English in Action, Conversation Partner



William Benjamin Gill, B.A., M.A. Candidate

- **Education:**
 Salisbury University M.A. Candidate
 University of Arizona B.A.
- **Previous Teaching Experience:**
 Salisbury University
 Princeton Review



Alex Heimerl, B.A.

- **Education:**
 Blocherer Gebrauches Graphic Academy, Munich, Germany B.A.
 Professor Buser's Tochter Institute, Teufen, Switzerland
- **Previous Teaching Experience:**
 Berlitz, San Francisco - ESL Instructor



Lena Kelly, B.A., M.A.

- **Education:**
 San Francisco State University M.A. (TESOL)
 San Francisco State University B.A.
- **Previous Teaching Experience:**
 San Francisco State University - Teaching Assistant
 San Francisco State University - Tutor - Learning Assistance Center



Dr. James E. Landes, Ph.D.

- **Education:**
University of Michigan Ph.D. (Applied Linguistics)
University of Michigan M.A. (Linguistics)
San Francisco State University M.A. (TESOL)
San Francisco State University B.A.
- **Previous Teaching Experience:**
California State University - Fresno - Director American Language Institute
San Diego State University - Visiting Assistant Professor
University of Southern Illinois - Assistant Professor
Yale University, New Haven Connecticut - Instructor



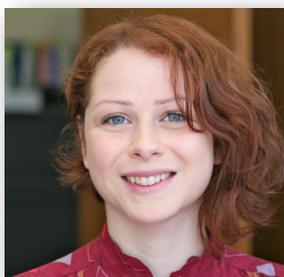
Madison Lee, B.A., M.A.

- **Education:**
San Francisco State University M.A. (TESOL)
San Francisco State University B.A.
- **Previous Teaching Experience:**
San Francisco State University - Teaching Assistant
Korean School of San Francisco - ESL Instructor
Solubase Co. Ltd, Seoul, Korea - ESL Instructor



Bali Nelson, B.A., M.A.

- **Education:**
San Francisco State University M.A. (TESOL)
Graduate Certificate in Teaching Composition
University of California, Santa Cruz B.A.
- **Previous Teaching Experience:**
American Academy of English - Lead Instructor
Russian Consulate - ESL Instructor
Monastery of Perpetual Adoration - ESL Instructor
California English Academy - ESL Instructor



Megan D. Neal, B.A.; B.S.

- **Education:**
University of California - Berkeley Magna cum Laude
B.S. Psychology
B.A. Anthropology
- **Previous Teaching Experience:**
ESL Instructor - Cambridge English Kindergarten
Xiamen, Fujian, China
ESL Instructor - Times Language Training Center,
Xiamen, Fujian, China



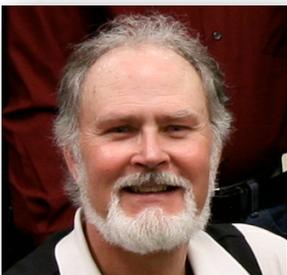
Anne Ochampaugh, B.A., M.A. Candidate

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Columbia College, Chicago Ill.
- **Previous Teaching Experience:**
Nichibe English School Shibuya, Tokyo, Japan
St Annie's International Kindergarten, Tokyo, Japan
Tokyo Kids Club, Tokyo, Japan
Sarasas Ektra Bilingual School, Bangkok, Thailand



Katelyn Roberts, B.A.

- **Education:**
TESOL Training International, TESOL Certificate
California State University - Chico B.A.
- **Previous Teaching Experience:**
American Academy of English, Guangzhou, China -
ESL Instructor



Geoffrey Turnbull, B.A.

- **Education:**
Transworld Schools, San Francisco, California,
Certificate in TESOL.
California State University – San Marcos B.A.
- **Previous Teaching Experience:**
Da Tang Middle School, Shandong, China, ESL
Instructor
South Science -Technological Training Institute,
Dongguan, China - ESL Instructor



Crystal Wachter, B.A.

- **Education:**
Oral Roberts University B.A.
- **Previous Teaching Experience:**
American Academy of English, Guangzhou, China - ESL
Instructor
New Day Learning Center, Beijing, China - ESL Instructor

Academic Calendar 2012

Winter Quarter 2012	January - March
Quarter Begins	January 2
Martin Luther King Day	Monday, January 16
President's Day	Monday, February 20
Quarter Begins	April 2
Easter Break	Friday, April 7
Memorial Day	Monday, May 28
Quarter Begins	July 2
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Quarter Begins	October 1
Columbus Day	Monday, October 8
Halloween Party	Tuesday, October 31
Veteran's Day	Monday, November 12
Thanksgiving Holiday	Thursday-Friday, November 22-25
Christmas Break	Monday-Friday, December 24 - January 1

School Performance and Fact Sheet

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 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 the **Bureau for Private Postsecondary Education** at P.O. Box 980818, West Sacramento, CA 95798-0818, Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (www.bppe.ca.gov), Tel. (888) 370-7589, Fax. (916) 263-1894.

As a prospective student, you are encouraged to review our catalog prior to signing an enrollment agreement. You must also review (initial and sign) our *School Performance Fact Sheet*, which must be provided to you prior to signing an enrollment agreement. In compliance with the *California Postsecondary Education Act of 2009*, the American Academy of English provides the following statements of fact:

Completion Rates - Completion rates for each of our programs on our main campus located at 530 Golden Gate Ave., San Francisco, CA and at our satellite location (auxiliary classroom) located at 212 - 9th Street, Unit 313, Oakland, CA are contained below. Completion rates reflect figures for the previous two calendar years (2009 & 2010). Completion rates indicate: *The Number of Students who Began the Program*,⁸ *Students Available for Graduation (Certification)*,⁹ *Graduates (Certificated Students)*,¹⁰ *Completion Rate*,¹¹ *150% Graduates*,¹² *150% Completion Rate*.¹³

⁸ “Number of Students who Began the Program” is the number of students who began the program who are scheduled to complete the program within the reporting calendar year. How many students do we anticipate graduating for that year?

⁹ “Students Available for Graduation” is the number of students who began program minus the number of “Students unavailable for Graduation,” which means those students who have died, been incarcerated, or called to active military duty.

¹⁰ “Graduates” is the number of students who completed the program within 100% of the published program length.

¹¹ “Completion Rate” is the number of Graduates divided by the Number of Students Available for Graduation.

¹² “150% Graduates” is the number of students who completed the program within 1101-150A% of the published program length.

¹³ “150 Completion Rate” is the number of students who completed the program in the reported calendar year within 101-150% of the published length divided by the Number of Students Available for Graduation in the published program length period.

Intensive English as a Second Language (IEP)

This form makes you aware of the American Academy of English’s current completion, employment and salary information for **Basic Literacy in English (ESL 100)**. The following statistics represent the campus located at 530 Golden Gate Avenue, San Francisco, California and cover the two year period of January 1, 2009 to December 31, 2010.¹⁴

Directions: *Students should Initial and Date by Program of Interest. Then initial and date Placement Rates, License Examination Passage Rates and Salary Information on the last page.*

Name of Program: **Basic Literacy in English (ESL 100)**

Program Length: (12 Weeks)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	100% Graduates	100% Completion Rate	Placement Rate *	License Exam Pass Rate**	Salary Information***
2010	0	0	0	0	N/A	N/A	N/A
2011	0	0	0	0	N/A	N/A	N/A

Student Initials & Date by Program of Interest

_____ Date: ____/____/201____

* **Placement Rates** - The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. “Placement Rates” does not apply to our program.

** **License Examination Passage Rates** - The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. “License Examination Passage Rates” does not apply to our program.

*** **Salary or Wage Information** - The American Academy of English makes no claims that the educational program it offers will lead to any salary or wage after students complete the program. Since students on F-1 Student Visas are unable to work according to law, this item does not apply to our program.

¹⁴ Sources of the information reported on this School Performance Fact Sheet may be obtained from the instructional records at the administrative office during business hours.

Intensive English as a Second Language (IEP)

This form makes you aware of the American Academy of English’s current completion, employment and salary information for **Beginning ESL (ESL 200)**. The following statistics represent the campus located at 530 Golden Gate Avenue, San Francisco, California and cover the two year period of January 1, 2009 to December 31, 2010.¹⁵

Directions: *Students should Initial and Date by Program of Interest. Then initial and date Placement Rates, License Examination Passage Rates and Salary Information on the last page.*

Name of Program: **Beginning ESL (ESL 200)**

Program Length: (12 Weeks)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	100% Graduates	100% Completion Rate	Placement Rate *	License Exam Pass Rate**	Salary Information***
2010	104	104	102	98%	N/A	N/A	N/A
2011	106	106	95	90%	N/A	N/A	N/A

Student Initials & Date by Program of Interest

 _____ Date: ____/____/201__

- * **Placement Rates** - The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.
- ** **License Examination Passage Rates** - The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.
- *** **Salary or Wage Information** - The American Academy of English makes no claims that the educational program it offers will lead to any salary or wage after students complete the program. Since students on F-1 Student Visas are unable to work according to law, this item does not apply to our program.

¹⁵ Sources of the information reported on this School Performance Fact Sheet may be obtained from the instructional records at the administrative office during business hours.

Intensive English as a Second Language (IEP)

This form makes you aware of the American Academy of English’s current completion, employment and salary information for **Intermediate ESL (ESL 300)**. The following statistics represent the campus located at 530 Golden Gate Avenue, San Francisco, California and cover the two year period of January 1, 2009 to December 31, 2010.¹⁶

Directions: *Students should Initial and Date by Program of Interest. Then initial and date Placement Rates, License Examination Passage Rates and Salary Information on the last page.*

Name of Program: **Intermediate ESL (ESL 300)**
Program Length: (12 Weeks)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	100% Graduates	100% Completion Rate	Placement Rate *	License Exam Pass Rate**	Salary Information***
2010	206	206	202	98%	N/A	N/A	N/A
2011	145	145	139	96%	N/A	N/A	N/A

Student Initials & Date by Program of Interest

 _____ Date: ____/____/201__

- * **Placement Rates** - The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.
- ** **License Examination Passage Rates** - The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.
- *** **Salary or Wage Information** - The American Academy of English makes no claims that the educational program it offers will lead to any salary or wage after students complete the program. Since students on F-1 Student Visas are unable to work according to law, this item does not apply to our program.

¹⁶ Sources of the information reported on this School Performance Fact Sheet may be obtained from the instructional records at the administrative office during business hours.

Intensive English as a Second Language (IEP)

This form makes you aware of the American Academy of English’s current completion, employment and salary information for **Advanced ESL (ESL 400)**. The following statistics represent the campus located at 530 Golden Gate Avenue, San Francisco, California and cover the two year period of January 1, 2009 to December 31, 2010.¹⁷

Directions: *Students should Initial and Date by Program of Interest. Then initial and date Placement Rates, License Examination Passage Rates and Salary Information on the last page.*

Name of Program: **Advanced ESL (ESL 400)**

Program Length: (12 Weeks)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	100% Graduates	100% Completion Rate	Placement Rate *	License Exam Pass Rate**	Salary Information***
2010	115	115	113	98%	N/A	N/A	N/A
2011	65	65	60	92%	N/A	N/A	N/A

Student Initials & Date by Program of Interest

 _____ Date: ____/____/201__

- * **Placement Rates** - The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.
- ** **License Examination Passage Rates** - The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.
- *** **Salary or Wage Information** - The American Academy of English makes no claims that the educational program it offers will lead to any salary or wage after students complete the program. Since students on F-1 Student Visas are unable to work according to law, this item does not apply to our program.

¹⁷ Sources of the information reported on this School Performance Fact Sheet may be obtained from the instructional records at the administrative office during business hours.

TOEFL Test Preparation Program

This form makes you aware of the American Academy of English’s current completion, employment and salary information for **TOEFL Test Preparation Program**. The following statistics represent the campus located at 530 Golden Gate Avenue, San Francisco, California and cover the two year period of January 1, 2009 to December 31, 2010.¹⁸

Directions: *Students should Initial and Date by Program of Interest. Then initial and date Placement Rates, License Examination Passage Rates and Salary Information on the last page.*

Name of Program: **TOEFL Test Preparation (ESL 500)**

Program Length: (12 Weeks)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	100% Graduates	100% Completion Rate	Placement Rate *	License Exam Pass Rate**	Salary Information***
2010	122	122	116	95%	N/A	N/A	N/A
2011	79	79	76	96%	N/A	N/A	N/A

Student Initials & Date by Program of Interest

 _____ Date: ____/____/201____

* **Placement Rates** - The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. “Placement Rates” does not apply to our program.

** **License Examination Passage Rates** - The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. “License Examination Passage Rates” does not apply to our program.

*** **Salary or Wage Information** - The American Academy of English makes no claims that the educational program it offers will lead to any salary or wage after students complete the program. Since students on F-1 Student Visas are unable to work according to law, this item does not apply to our program.

¹⁸ Sources of the information reported on this School Performance Fact Sheet may be obtained from the instructional records at the administrative office during business hours.

TOEIC Test Preparation Program

This form makes you aware of the American Academy of English’s current completion, employment and salary information for **TOEIC Test Preparation Program**. The following statistics represent the campus located at 530 Golden Gate Avenue, San Francisco, California and cover the two year period of January 1, 2009 to December 31, 2010.¹⁹

Directions: *Students should Initial and Date by Program of Interest. Then initial and date Placement Rates, License Examination Passage Rates and Salary Information on the last page.*

Name of Program: **TOEIC Test Preparation (ESL 600)**

Program Length: (12 Weeks)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	100% Graduates	100% Completion Rate	Placement Rate *	License Exam Pass Rate**	Salary Information***
2010	0	0	0	0	N/A	N/A	N/A
2011	0	0	0	0	N/A	N/A	N/A

Student Initials & Date by Program of Interest

 _____ Date: ____/____/201__

- * **Placement Rates** - The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. “Placement Rates” does not apply to our program.
- ** **License Examination Passage Rates** - The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. “License Examination Passage Rates” does not apply to our program.
- *** **Salary or Wage Information** - The American Academy of English makes no claims that the educational program it offers will lead to any salary or wage after students complete the program. Since students on F-1 Student Visas are unable to work according to law, this item does not apply to our program.

¹⁹ Sources of the information reported on this School Performance Fact Sheet may be obtained from the instructional records at the administrative office during business hours.

ESL for International Nurses (Program Retired)

This form makes you aware of the American Academy of English’s current completion, employment and salary information for **ESL for International Nurses**. The following statistics represent the campus located at 530 Golden Gate Avenue, San Francisco, California and cover the two year period of January 1, 2010 to December 31, 2011.²⁰

Directions: *Students should Initial and Date by Program of Interest. Then initial and date Placement Rates, License Examination Passage Rates and Salary Information on the last page.*

Name of Program: **ESL for International Nurses**

Program Length: (12 Weeks)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	100% Graduates	100% Completion Rate	Placement Rate *	License Exam Pass Rate**	Salary Information***
2010	0	0	0	0%	N/A	N/A	N/A
2011	0	0	0	0%	N/A	N/A	N/A

Student Initials & Date by Program of Interest

 _____ Date: ____ / ____ / 201__

- * **Placement Rates** - The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. “Placement Rates” does not apply to our program.
- ** **License Examination Passage Rates** - The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. “License Examination Passage Rates” does not apply to our program.
- *** **Salary or Wage Information** - The American Academy of English makes no claims that the educational program it offers will lead to any salary or wage after students complete the program. Since students on F-1 Student Visas are unable to work according to law, this item does not apply to our program.

²⁰ Sources of the information reported on this School Performance Fact Sheet may be obtained from the instructional records at the administrative office during business hours.

University Readiness Program (Program Retired as of January 2012)

This form makes you aware of the American Academy of English’s current completion, employment and salary information for **University Readiness Program**. The following statistics represent the campus located at 530 Golden Gate Avenue, San Francisco, California and cover the two year period of January 1, 2010 to December 31, 2011.²¹

Directions: *Students should Initial and Date by Program of Interest. Then initial and date Placement Rates, License Examination Passage Rates and Salary Information on the last page.*

Name of Program: **University Readiness Program**

Program Length: (12 Weeks)

Calendar Year	Number of Students Who Began Program	Students Available for Graduation	100% Graduates	100% Completion Rate	Placement Rate *	License Exam Pass Rate**	Salary Information***
2010	21	21	21	100%	N/A	N/A	N/A
2011	15	15	15	100%	N/A	N/A	N/A

Student Initials & Date by Program of Interest

 _____ Date: ____/____/201__

- * **Placement Rates** - The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. “Placement Rates” does not apply to our program.
- ** **License Examination Passage Rates** - The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. “License Examination Passage Rates” does not apply to our program.
- *** **Salary or Wage Information** - The American Academy of English makes no claims that the educational program it offers will lead to any salary or wage after students complete the program. Since students on F-1 Student Visas are unable to work according to law, this item does not apply to our program.

²¹ Sources of the information reported on this School Performance Fact Sheet may be obtained from the instructional records at the administrative office during business hours.

Career Placement/ License & Exam Passage/ Salary or Wage Rates

Directions: Please Read, Initial and Date each Item below; then Sign this Form.

Placement Rates - Not Applicable. The American Academy of English makes no claims that its educational programs lead to any particular career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.

 _____ Date: ____/____/201__

License Examination Passage Rates - Not Applicable. The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.

 _____ Date: ____/____/201__

Salary or Wage Information - Not Applicable. The American Academy of English makes no claims that the educational program it offers will lead to any salary after students complete the program. Since we are not preparing students for the workplace, "Salary" or "Wage Information" does not apply to our program.

 _____ Date: ____/____/201__

CERTIFICATION BY STUDENT

I, the undersigned, have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to my signing an enrollment agreement.

 _____ / ____/____/____
 (Signature of Student) (Date)

 (Print Your Name as it Appears on Your Passport)

_____ / ____/____/____
 (Signature of School Official/Representative) (Date)

 (Name of School Official/Representative)



The American Academy of English's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which became effective January 1, 2010. The American Academy of English under Section 94802(b) of CPPEA will, by operation of law, be approved until August 9, 2013. The Act is administered by the Bureau for Private Postsecondary Education (BPPE), under the Department of Consumer Affairs. The Bureau establishes educational standards that are intended to serve as the minimum standard for instructional quality and institutional stability for private postsecondary schools in California. The Bureau responds to student complaints and oversees a fund designed to help reimburse a student's tuition if a school closes unexpectedly.

What You Should Know About Our State Re-Approval

Although the American Academy of English was approved to operate by the former Bureau for Private Postsecondary and Vocational Education (BPPVE), our pending application for reapproval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education (BPPE). For more information, call the *Bureau For Private Postsecondary Education*: at Phone Number: (916) 431-6959, Toll Free: (888) 370-7589, Fax Number: (916) 263-1897.

INDEX

Ability to Benefit Students*	16	Faculty Members*	55
Academic Calendar 2011 - 2012 - 2013	59	Faculty Library	36
Academic Probation	40	Federal and State Financial Aid Programs*	29
Acceptance of Credits (Transfer In)	21	Field Trips	30
ACCET Complaint Procedure	45	Formal Complaint Procedure	44
ACCET Refund Policy	47	Formal Grievances	44
Accreditation	7	Foreign Student Eligibility	8
Admission and Placement	16	General Information	9
Admission Policy*	16	Grading Policy	24
Admission Procedures - Disabled Students	19	Guarantee of Accuracy	4
Admission Procedures - Intensive ESL Program	18	Health Insurance Plans	31
Admission Procedures - Test Preparation Program	19	History of the Academy	9
Advancement in the Program	24	Housing and Accommodations Brochure	35
Anti-Discrimination Policy	10	Housing Assistance	33
Appealing Probation, Dismissal	41	iBTOEFL Test Center	15
Application for Student Tuition Recovery Fund	51	Institutional Philosophy and Objectives	9
Approvals	7	Institutional TOEFL Test Center	15
Articulation Agreements w/Other Colleges	20	Intensive ESL Program	17
Attendance Policy*	39	Internet Access	36
Attendance Needed to Remain in Good Standing	39	Job Placement Assistance*	32
BPPE Complaint Procedure	45	Learning Resources	36
California State Refund Policy	47	Level Completion	25
Cancellation, Withdrawal & Refund Policies*	47	Locations of Classes	11
Catalog Certification Checklist	63	Maintaining "Good Standing"	24
Certificate of Completion	26	Make-Up Work Policy	26
Computer Lab	36	Mandated Disclosures	60
Counseling	30	Materials	14
Course Descriptions	22	Memberships	8
Credits Earned at Other Institutions* (Transfer In)	21	Methods of Payment	29
Delinquent Tuition - Late Fee	29	Mission Statement*	7
Disclaimer	4	Non-Smoking Policy	38
Disclosure Statements*	60	Notice of Cancellation	48
Dismissal	40	Notice of Student Rights	42
Drop-Out/Leave of Absence, and Vacation Policies*	39	Number of Students in a Class	25
Drug and Alcohol Policy	38	Occupations Courses May Lead To*	26
Educational Goal	10	Performance & Completion Standards	24
Educational Programs, Courses, Services	22	Placement in Program	17
English as a Second Language Instruction	9	Policy of Open Communication	9
English Language Proficiency Required	10	Probation	46
Entrance Testing and Placement	17	Program Completion	25
Equipment	14	Public Library	36
F-1 Visa	10	Purpose of STRF	50
Facilities and Locations*	13	Re-Admission Policy	41

Refund Policy	49	Student Rights to File a Grievance/Complaint	43
Rejection of an Applicant	20	Student Rights under the STRF	50
Releasing Information about Students	42	Student Services	30
Requirements for Filing a Claim w/STRF	50	Student Tuition Recovery Fund	50
Residence Clubs	33	Suspension	40
Responsibilities Concerning Health	43	Tardiness & Early Departures	39
Retention of Student Records	26	Termination	40
Right to File a Student Grievance	43	Test Preparation (TOEFL/TOEIC) Program	18
Rules of Student Conduct	37	Time Limit on Filing a Grievance	45
Scope of Programs Offered*	22	Time Required for Completion of Program	25
Satisfactory Student Achievement	24	TOEIC and iBTTOEFL Official Test Center	15
Sexual Harassment	38	Total Charges for Entire Educational Program	29
State Mandated Disclosures	59	Transfer and Articulation Agreements*	20
Student Assessment & Grading	24	Transferability of Credits* (Transfer Out)	20
Student Cafe/Lounge	30	Tuition and Expenses*	27
Students Pursue Higher Education	32	Tuition for Intensive ESL Program	27
Student Responsibilities	37	Tuition for Test Preparation (TOEFL/TOEIC)	28
Student Responsibility to Repay a Loan*	29	Visa	10
Student Rights	42	Vouching for Students on Student Visas	10
Student Rights Concerning Health	43	Where Classes are Held*	11
Student Rights to Access their Own Files	42	Withdrawal	47
		Workshops	24

* Mandated Items by the BPPE