

SAN FRANCISCO INSTITUTE OF ENGLISH
CATALOG



3301 Balboa Street, San Francisco, CA 94121

(415) 750-1755 (Fax) (415) 750-9939

www.sfie.net info@sfie.net

January 1, 2012 to December 31, 2012

Table of Contents

3 SCHOOL LOCATION.....	1
4 BPPE APPROVAL.....	2
5 QUESTIONS	2
6 REVIEW DOCUMENTS.....	2
7 COMPLAINTS.....	2
8 ADDRESS OF INSTRUCTIONAL LOCATION	2
9 PROGRAMS.....	2
10 PROFESSIONS – REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE	3
11 DIRECTOR AND FACULTY.....	3
12 ADMISSIONS POLICIES	5
13 STUDENT’S RIGHT TO CANCEL.....	6
14 ACADEMIC PROBATION AND DISMISSAL POLICIES	7
15 ATTENDANCE POLICY – ALL PROGRAMS.....	7
16 LEAVES OF ABSENCE	7
17 CHARGES: TUITION & FEES.....	8
18 POLICIES AND PROCEDURES REGARDING FINANCIAL AID (TITLE IV)	8
19 LOAN REPAYMENT.....	8
20 FINANCIAL STABILITY – BANKRUPTCY HISTORY	8
21 PLACEMENT SERVICES	9
22 STRF DISCLOSURE.....	9
23 NOTICE CONCERNING TRANSFERABILITY OF CREDITS.....	9
25-1 BEGINNING AND END DATES.....	10
25-2 MISSION, ALL PROGRAMS, & TRAINING OUTCOMES	10
25-3 VISA RELATED SERVICES.....	10
25-4 LANGUAGE PROFICIENCY	10
25-5 LANGUAGE OF INSTRUCTION	10
25-6 FINANCIAL AID	10
25-7 EXPERIENTIAL CREDIT	10
25-8 STANDARDS FOR STUDENT ACHIEVEMENT - SATISFACTORY PROGRESS	10
25-9 DESCRIPTION OF THE FACILITIES & TYPE OF EQUIPMENT USED FOR INSTRUCTION	10
25-10 LIBRARY RESOURCES.....	11
25-12 STUDENT SERVICES	11
25-13 STUDENT HOUSING	11
25-14 STUDENT GRIEVANCE PROCEDURES.....	11
25-15 STUDENT RECORDS	12
PRIVACY ACT.....	12
STUDENT CONDUCT	12
NONDISCRIMINATION POLICY.....	12
ACADEMIC FREEDOM.....	13
SEXUAL HARASSMENT	13
OTHER TOPICS	13

SAN FRANCISCO INSTITUTE OF ENGLISH

School Catalog

Welcome

By choosing our school, you have made a decision that will remain valuable throughout your life. You will acquire a better knowledge of American Language and culture in both academic, and social interaction settings. It is the mission of San Francisco Institute of English to provide high quality intensive English language instruction, designed to provide non-native speakers the competence to meet academic, professional, social, and personal goals, both in the U.S. and their home country. Our objective is to promote positive social interactions, cultural knowledge, and increased global awareness, through enjoyable academic, and social activities.

The San Francisco Institute of English has an enrollment of approximately 250 students from all over the world. It is a division of The Challenge of Learning School Inc., a nonprofit educational organization serving the needs of students from all walks of life and every cultural heritage since 1972. SFIE is a private institution approved by the California Bureau for Private Postsecondary Education and authorized by the United States Customs and Immigration Service to accept non-immigrant students.

This school offers ESL designed to enable foreign students to speak English fluently, learn American customs and prepare for further study at the university level. All classes are conducted at the school's campus, located at 3301 Balboa Street, San Francisco, CA. The curriculum includes speaking, reading, writing, idioms, vocabulary and grammar at all levels and TOEFL/GMAT/GRE test preparation. We have a computer lab that is used by all classes. We also have free "WIFI" on all four floors.

The San Francisco Institute of English teaches ESL, Graduate Management Admission test (GMAT), and the Test of English as a Foreign Language (TOEFL), paper based and the IBT (Internet-based TOEFL) to a variety of foreign students. All instruction is delivered in the English Language. The ESL program offers a comprehensive curriculum enabling students to communicate effectively in the shortest possible time, TOEFL and GMAT/GRE are preparation for further study at the university level.

Classes

Classes are conducted daily from 9:00am until 1:30pm (Monday through Thursday). We also offer an Advanced afternoon class, Monday through Thursday 2:00 p.m. - 6:30 p.m.. We offer writing, conversation, accent reduction, pronunciation and other specialized classes by request. Each hourly session presents a self-contained lesson dealing with a particular aspect of English grammar: idiom; vocabulary; pronunciation, and usage in both written and spoken form.

Classes are taught by professionally trained, experienced teachers selected for academic as well as personal classroom qualifications: bright, friendly, and energetic. SFIE teachers are adept at making language instruction an interesting and creative adventure.

3 School Location

3301 Balboa Street
San Francisco, CA 94121
Office (415) 750-1755
Fax (415) 750-9939

4. BPPE Approval

San Francisco Institute of English is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education. (BPPE)

5. Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589 Fax (916) 263-1897

6. Review Documents

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.

7. Complaints

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

8. Address of Instructional Location

San Francisco Institute of English
3301 Balboa Street, San Francisco, CA 94121

9. Programs

SFIE offers a variety of courses at various levels, ESL, GMAT/GRE and TOEFL. Each level is covered in a four-month term or 240 clock hours.

English as a Second Language (ESL):

Beginning Level 2

Intermediate Level 1 and Level 2

Advanced Level 1 and Level 2

Beginning Level 2 emphasizes verbal structures and a vocabulary of over 1,000 words, listening and speaking competencies, pair drills and dialogues, role playing, structured conversation, listening exercises, reading practice, basic grammar patterns, writing, spelling, idiomatic expressions, and punctuation.

Intermediate Level 1 and Level 2 lead to relative fluency in speaking, reading, and writing. Grammar is fully covered from simple tenses to adjective and adverb clauses. Conversation is practiced daily in pairs and groups. Vocabulary is increased through reading, with audio and video used for pronunciation and comprehension. Speaking and writing skills are improved through exercises and games of description, exposition, and narration. Through in-class practice and study, English language skills are acquired and strengthened.

Advanced Level 1 and Level 2 assume a solid knowledge of grammar, and proficient use of idioms and vocabulary. These classes prepare students for college or life in America. Students write essays, practice note taking, memo writing and conversational skills. Audio and video are an important part of

teaching instruction at these levels. Level 2 is our college preparation class that includes local college site visits, research paper development using library and Internet resources, and related skills.

TOEFL (Test of English as a Foreign Language). We are certified by the Educational Testing Service (ETS) to administer the TOEFL (paperbased) test. This test is administered when needed.

TOEFL (level 1) takes a systematic approach towards test-taking strategies in preparation for the Paper-Based (PBT) version of the TOEFL test. Students taking both the institutional and official PBT are prepared for the three areas of the test, listening comprehension, grammar (structure and written expression) and reading comprehension/ vocabulary, using various materials and methods. A TOEFL assessment is given to determine a student's aptitude and proficiency for the exam. Weekly simulations are given in order to ready students for the real examination. Students taking the official PBT, which includes the Test of Written English (TWE), are tutored on composition outline, organization and vocabulary building.

TOEFL (level 2) Internet based test (IBT) course is designed to familiarize students with all aspects of this exam: reading, listening, speaking and writing. Each week will be devoted to learning skills and techniques for the different sections of the test. Practice tests will be given every week and will be graded according to general TOEFL criteria. Students will learn how write essays using appropriate TOEFL grammar, syntax and vocabulary. Recordings of the speaking tasks will be done in class and evaluated. Several communicative exercises will also be done during the course to enhance the skills that are necessary for the TOEFL.

GRE & GMAT (Graduate Record Exam, Graduate Management Admissions Test)

Is an advanced-level English language course that prepares students for the Writing, Verbal and Quantitative sections of the two tests. In addition to test-taking, pacing, and elimination strategies, students expand their English vocabulary and advance their writing ability in preparation for graduate-level courses. The course covers all relevant question types on both tests as well as graduate school application preparation, specifically, writing letters of intent and personal statements. The ultimate objective of the course is ensuring that students are prepared to enter graduate school by completing graduate school applications and achieving the requisite test scores. This course prepares students for the GMAT/GRE test. Students learn test taking strategies, i.e. managing time, on computer-adaptive tests. Also covered are all the requirements needed for this exam.

10. Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

11. Director and Faculty

Anna Toth-Mulwa, Director

B.A. International Law/International Relations, Mount Saint Mary's College in Los Angeles TEFL/Peace Corps Certified; RSA Credential/British Council - Taught ESL at the Language Center-Nairobi-Kenya - Director from 1985 to 1992. TEFL Instructor for two years with the Peace Corps in Morocco. Assistant Director at SFIE from 1992 to 1994. Current Director since 1995. California Bureau for Private Postsecondary Education certification.

Barrantes, Anna C.

B.A. English, Universidad Latinoamercia de Ciencia Y Techologia– Teaching and Translating, 6 years of ESL teaching experience. Teacher at SFIE since October of 2009.

Gholamali, Bita

B. A. English Language and Literature, Tehran, Iran 2009
 Everest College – San Francisco - Test Administrator 2009 – 2011
 Iran Language Institute – ESL Instructor 1995 – 2009
 Emphasis in TOEFL Instruction

Rueda, Connie

Advanced CTESOL Certificate 2002 – Transworld Schools
 ESL Instructor – Kaplan Schools – San Francisco 2006 – 2008
 ESL Instructor – San Francisco and San Jose Dental Tech College, Oakland, CA. 2002 – 2003
 EFL/ESL Instructor – Papoutsis Language School – Athens, Greece 1989 – 1994

Schutz, Jill Marie

San Francisco State University – M.A. in TESOL 2007. UC Berkeley B.A. in English Literature 2002
 Mills College – TOEFL Instructor 2007 – 2008.
 American Academy of English – ESL Instructor 2006 – 2007
 SFIE – ESL Instructor since 2010

Shirley, Inda

Union Institute and University, Cincinnati, Ohio – Doctor of Philosophy in Language and Culture 2004
 University of Birmingham, Birmingham, England – M.A. in Applied Linguistics-1999
 Tohoku Gakuin University, Sendai, Japan – ESL Instructor 1990 – 2001
 SFIE – ESL Instructor 2001 – 2004 Return Instructor in ESL 2012

Rocci, Kevin

B.A. Politics, 2004, University of California, Santa Cruz, California; Minor, film and digital media, experienced writer, extensive writing/media background, Dailystoke.com, 5 years of ESL teaching experience. Teacher at SFIE since February 2009

Sullivan, Moira Jean

M.A. cinema and media studies, Stockholm University, 1997; MA in cinema studies and filmmaking San Francisco State; BA in Political Science, UC, Riverside, Berkeley; minor in Scandinavian studies, Comparative literature; member of US Debate Team; Top speaker awards in California; Honors student, Educational Abroad Program, Lund University, Sweden; RSA/Certificate in English Language. Uppsala, Sweden, International Summer session, university adjunct, language and cultural studies, 1996 to 2009. Extensive background teaching abroad and at the university level. Teacher at SFIE since August of 2011.

Toussaint-Caron, Jeannine

B.A. University of Orono, Maine, 1975, MA in Gerontology from San Francisco State University, CA, 1989, ESL/EFL Certificate from University of California, Berkeley, CA. 2004, 6 years of ESL teaching experience, teacher at SFIE since December of 2005.

Garrigues, Gale, Lisa

BA in English, San Francisco State University, Specialized course in teaching English as a Second Language from the American Cultural Institute, Paris, taught abroad and at the university level, 16 years of ESL experience, teacher at SFIE since 2010.

Finali, Sylvia

M.A. English Literature and Linguistics, M.A. American Studies, Eotvos Lorand University, Budapest, Hungary, 2009. Teacher of English, Dover Language School, Budapest, 2006 to 2011. Independent English Language Teacher, 2005 to present.

12. Admissions Policies

The school is authorized by the United States Customs and Immigration Service to accept non-immigrant alien students. Academic students and students in language training programs are eligible for the F-1 visa. These students attend schools in the United States, which are approved by the US Customs and Immigration Service. It is the school's policy to conform to all USCIS regulations pertaining to students. USCIS regulations pertain to visa status, financial responsibility, and school attendance.

Admission Eligibility

Enrolling students must be 18 years of age and have completed high school.

Application Procedure for F-1 students

Complete and sign the application form.

Submit \$100 non-refundable application fee

Submit proof of financial responsibility, including bank statement

Provide a copy of high school diploma (if necessary)

Provide a copy of passport photo identification and visa

Provide copies of all previous I-20's

Upon completion of the above the school will issue a letter of acceptance and form I-20.

Change of Status: If a student seeks a change of status from B-2 (tourist); B-1 (business); or any other visa to an F-1 (student) visa, the school will provide the proper forms, which the student sends to Immigration officials. The student cannot start classes until he/she gets the approval from immigration. Once they receive the approval, they must start classes immediately. We have open enrollment so students may start classes at anytime. The student must send in all of the documents to immigration at least 90 days before the (I-94) expires-white card. J-1 visa holders must send all of documents at least 60 to 90 days before the DS expires. The 30 days after the J-1 expires can only be used to leave the U.S.

Transfer from another school Students transferring from another school must present all of their previous I-20 visas, bank statements, and passport and be ascertained as in-status. The school will notify the previous school and send a transfer form and acceptance letter to that school. SFIE does not award transferable credits, and does not accept credits earned at other institutions.

Students must take a placement test when enrolling. Teachers will administer tests throughout the term and at the end of the term to determine placement to the next level. The teachers use standardized tests and material covered during the term for this purpose.

Student Transfers

- a. To another language school: USCIS regulations governing student transfer states those students must not leave one school until they have found another school. Please notify the office immediately so we can issue you a release date on your SEVIS I-20. We will need the acceptance letter and transfer form from that school. Once we receive these documents, we will release your I-20 form to the new school.

- b. To a college or university: Students must complete their current term before they can start classes at the college or university. For example, if our term ends December 16th-students that have been accepted for the next term (January of the next year) must study until that date.

13. Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials. If the 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.

How to Cancel

A notice of cancellation shall be in writing, and 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. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution 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).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, 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 this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the 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.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement 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. www.bppe.ca.gov (916) 431-6959 (fax) (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (800) 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

14. Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's progress will be monitored at the end of each enrollment period. Should the student's progress fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her progress up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Dismissal: A student may be dismissed for:

- Failure to maintain the minimum attendance requirement
- Failure to progress academically
- Unacceptable conduct as defined in this catalog
- Default on tuition payments or fees due.
- A student may be placed on probationary status at the discretion of the director.

15. Attendance Policy – All Programs

- Our attendance policy requires full-time F-1 students to attend at least 80% of all classes each session.
- Each teacher will be issued a monthly attendance chart, take a daily role call and mark each student with (X) for here or (A) for absent. This attendance chart will be handed to the office daily for database recording and returned to the teacher for the next class session.
- The database is programmed to record the student's attendance percentage.
- A designated supervisor will review each student's attendance record monthly. If any student falls below the 80% required attendance rate during the month, they will be counseled and/or sent or emailed a warning notice. After 3 subsequent notices a student will be considered "Out of Status" and will be required to see the Director to discuss their status. Any failure to report to the Director will be subject to immediate "cancellation of enrollment" along with a report to USCIS through SEVIS. Consequently, the student will NOT be allowed to: extend the period of study, transfer to another school, or receive a tuition refund.
- Any student with a seriously significant attendance violation will be notified and required to see the Director by the next school day, one written warning will be issued and any further absence violations will warrant immediate expulsion from the program.

16. Leaves of Absence

Medical leave

If a student becomes seriously ill and must spend recovery time under a doctor's supervision or in a hospital, the student must call or email the school within one week to notify the DSO/Director. The student must submit supporting documents and fill out a "leave of absence" form within one week of

the absence notification. A doctor's written excuse must be submitted if the student is absent for more than three days. Sick days cannot be deducted from your tuition.

Personal Emergency leave

In the event of a personal emergency, contact the director immediately. Emergency leave may be allowed at the discretion of the director, and in accordance with applicable procedure.

Vacation leave

Immigration law allows I-20 students to take 3 months vacation after 9 months of study each year. "VACATION" MEANS THAT YOU WILL RETURN TO OUR SCHOOL. "TRANSFER" MEANS THAT YOU ARE LEAVING THIS SCHOOL AND NOT RETURNING TO THIS SCHOOL. YOU MUST WAIT UNTIL THE END OF THE CURRENT TERM TO TRANSFER TO A COLLEGE OR UNIVERSITY. Students must be in "good standing", having maintained satisfactory attendance, and kept current with all tuition, and other fees payable to the school. A request to take a vacation must be in the form of a written notice to the director at least one week in advance. If you are traveling outside of the U.S., make sure that we sign the back of your I-20 and that the U.S. visa in your passport is valid.

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

17. Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Application Fee.....	\$ 100.00	Nonrefundable
Tuition (4 Weeks).....	\$ 410.00	Refundable per State Policy
Tuition for 14 Week Course	\$ 1,435.00	Refundable per State Policy
Materials Fee.....	\$ 75.00	Per Course (nonrefundable)
STRF Fee.....	\$ 2.50	Per Thousand Dollars of Tuition (nonrefundable) Student Tuition Recovery Fund (STRF)

18. Policies and Procedures Regarding Financial Aid (Title IV)

The school does not provide either State or Federal financial aid.

19. Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the 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.

20. Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not 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

21. Placement Services

This institution does not provide placement assistance.

22. STRF Disclosure

STRF Fee (California Residents, Nonrefundable, \$2.50 per \$1,000 of tuition)

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 payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident, or are not enrolled in a residency 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.”

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

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 cost.
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 judgment 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 tax identification number.

23. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at San Francisco Institute of English is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in San Francisco Institute of English certificate program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the

institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending San Francisco Institute of English to determine if your certificate will transfer.

25-1 Beginning and End Dates

January 1, 2012 through December 31, 2012

25-2 Mission, All Programs, & Training Outcomes

The mission of this institution is to provide a high quality educational experience to all enrolled students, designed to provide non-native speakers the competence to meet academic, professional, social, and personal goals, both in the U.S. and their home country. Our goal is to contribute to the language instruction available to residents, and international students who aspire to increase their abilities, and develop proficiency required for entrance into colleges and universities in the English speaking world.

Our programs, and faculty provide intensive training to prepare students with reading, writing, speaking and listening comprehension skills. Our objectives are to have each student acquire the essential attributes, and skills that are commensurate with their program, and level of instruction, to be adequately prepared for special testing such as the TOEFL or GRE/GMAT, and to promote positive social interactions, cultural knowledge, and increased global awareness, through enjoyable academic, and social activities.

25-3 Visa Related Services

Please refer any visa related issues to the director.

25-4 Language Proficiency

No minimum English proficiency is required for ESL Programs.

25-5 Language of Instruction

Instruction is delivered in English.

25-6 Financial Aid

The school does not provide either State or Federal financial aid.

25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

25-8 Standards for Student Achievement - Satisfactory Progress

Student achievement is assessed each term based on classroom participation, completion of course work, tests, and attendance. A student must meet the learning objectives in each of these areas, and pass the exit exam in order to advance to the next level. Students who have made satisfactory progress during the term of their enrollment will receive a Certificate of Completion at the end of their studies at this institution.

25-9 Description of the Facilities & Type of Equipment Used for Instruction

Each classroom has a minimum of 500 square feet capable of seating twenty-five. Some classrooms can hold up to 35 students. Each classroom is equipped with a white board, desk chairs and tables.

Video, DVD players, computers, television sets, overhead projectors and audio equipment are available.

25-10 Library Resources

No library is needed to meet the instructional needs of the students. Library materials would not be critical to meet the objectives of this program, as the acquisition of speaking and other language skills are the critical elements for completion of these programs. A computer lab and wireless internet services are provided.

25-12 Student Services

The school maintains a library of college guides, catalogs and university placement center information. We have a counselor available for our students. The counselor can assist you in obtaining information on a college or university, host family information, landlord or roommate problems, immigration issues, free clinic information and other issues. This institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Students can always consult the administration whether it pertains to questions regarding school, housing, USCIS, or personal matters. Students should register for college or university at least 9 months before starting classes there (most institutions will accept the paperwork without the TOEFL score but once the student receives the TOEFL score they must send it to the college or university). Two-year colleges require registration at least 6 months before starting classes. In addition, students wishing to continue their education in the U.S. are encouraged to contact the Foreign Student Advisor. The administration is knowledgeable and helpful in these matters. This institution also provides a library of university and college catalogs for the student's convenience.

25-13 Student Housing

The school does not have dormitory facilities, or any housing facilities under its control. We offer no direct assistance in finding housing for students. The school can refer students to host family services, and posts available accommodations on a bulletin board. The school is located in a residential area and housing can often be found reasonably near the school facility. Rooms in the neighborhood range from \$400 to \$800 per month on average.

25-14 Student Grievance Procedures

The director will receive complaints and problems and is available at any time, during school hours. A student complaint form may be obtained from the administrator and filed with the office. A record of the complaints, along with its disposition is placed in the student's file and an appropriate entry is made in the log of student's complaints. Students have the right to contact their own consulate or USCIS. A student may lodge a complaint orally or in writing to the director. The director will take all steps necessary to investigate and resolve the complaint. A written response to written complaints will be provided within ten days. If the complaint cannot be resolved after exhausting the school's grievance procedure, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at by calling 916-431-6959 or by completing a complaint form, which may be obtained at the bureau's internet website: www.bppve.ca.gov.

25-15 Student Records

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records. Records will only be released to the student upon receipt of a written request bearing the student's live signature. No record will be issued until all tuition and other fees due the institution are paid current. Student records only accessed by authorized staff, and not released without the student's permission, except to regulatory agencies. Students are responsible to immediately update the school with any changes to their address, telephone number, and email address.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question. Students must conform to acceptable social standards with respect to maintaining campus property, cleanliness and order. There is no eating or drinking in the classrooms, bathrooms or hallways. There is a cafeteria and student lounge area for this use.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

San Francisco Institute of English is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

San Francisco Institute of English encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

Harassment of one student by another student or teacher on any basis including, but not limited to, age, race, color, handicap, national origin, religion, and/or sex is prohibited. More specifically, the bases of harassment are slurs, epithets, threats, derogatory comments or visual depiction, unwelcome jokes, teasing, sexual advances, requests for sexual favors and other similar verbal or physical contact. Any student or employee who feels that (s) he is a victim of such harassment should immediately report the matter to the executive director or any other member of management. The school will investigate all such reports as confidentially as possible. Adverse action will not be taken against a student or an employee who reports or participates in the investigation of a violation of this policy.

Other Topics

Punctuality

Day classes begin promptly at 9:00am and end at 1:30pm. Afternoon classes begin at 2:00 p.m. and end at 6:30 p.m. Repeated lateness will result in a referral to speak the Director. Students leaving before the end of class will be considered absent as defined above.

Office Hours

The office is open from 8:30 am to 4:30pm (Monday to Thursday). The office closes at 4:00pm on Fridays.

No Smoking

Smoking is not permitted in the school building ANYWHERE OR AT ANY TIME, including the entrance and side doors. Cigarette ends must be discarded in appropriate receptacles on the sidewalk. No cigarette waste or trash may be discarded on sidewalks, in the gardens, under the trees in front of the building or along the sides of the building. Students caught smoking in inappropriate areas will be asked to speak with the director. Note: California and San Francisco city ordinances are stringent with regard to cigarette smoke and waste.

School ID Cards

Students that would like to have a SFIE student I.D. card need to bring a passport size photo with their name and class written on the back to the office. The office will issue the I.D. card within 3 to 5 working days.

Internet Access

Our students have free WIFI access to the Internet on all floors. The computer room is available to our students from 1:30pm to 4:00pm (Monday - Thursday) and 9:00am to 1:30pm on Fridays.

Telephone Use

Office telephones are available for students for emergencies. Please no cell phone calls are to be made during class time. All cell phones must be turned off while in class.

Parking

Street parking is available in the neighborhood. Please observe the street cleaning signs, and DRIVEWAYS, to avoid tickets and/or towing.

Common Areas

Students must not congregate in the hallways, balconies or near classroom doorways during class time; this is in courtesy to the other students.

Personal Property

The school is not responsible for lost or stolen property. The owner must guard all personal property; Lost and Found inquiries should be made at the office.

Litter

No litter may be deposited in the school buildings or sidewalk/grass environs. Please use the trash receptacles.