

GEOS LANGUAGES PLUS/GEOS ENGLISH ACADEMY

2011 US SCHOOL CATALOG



This document is to be used by GEOS Languages Plus / GEOS English Academy only and may not be reproduced in whole or in part without prior authorization from GEOS Languages Plus.

TABLE OF CONTENTS

General School Information	2
School Policies	5
School Procedures	15
Academic Assessment	16
Student Services	19
Program Information	20
Fee Schedule	32
Accreditation Status, State Licensing	33
Statement of Understanding	34

General School Information

Campus Locations:

New York, NY (Main Campus)

1133 Broadway, Suite 1520
New York, NY 10010
(646) 674-0001

Costa Mesa, CA (Branch Campus)

949 South Coast Drive, Suite 405
Costa Mesa, CA 92626
(714) 662-7413

Los Angeles, CA (Branch Campus)

21235 Hawthorne Blvd. Suite 206/208
Torrance, CA 90503
(310) 792-7270

Boston, MA (Branch Campus)

294 Washington St., Suite 338
Boston, MA 02108
(617) 227-4600

San Francisco, CA (Branch Campus)

1 Sutter Street Suite 400
San Francisco, CA 94104
(415)392-6852

Facilities

Each campus is located in a commercial real estate district and provides ample reception space and classroom space for its scheduled instructional programs. Standard classroom equipment is used, including video and audio players. Directions to the campuses will be provided to prospective students upon request.

Ownership Disclosure

Sprachcaffe Languages Plus Florida is the shareholding company of GEOS New York Corporation. The owner and CEO is Marcello Sarno.

History

GEOS has operated in the United States since 1989. The GEOS North America group of schools was bought by Sprachcaffe Languages Plus in 2011. The group currently consists of 11 language schools in North America now referred to as GEOS Languages Plus.

GEOS Mission Statement

Through our international network of language centers, we shall promote international understanding and cross-cultural communication and, where appropriate, give instruction to enable students to successfully sit for recognized ESL examinations.

Institutional Philosophy

As a network of schools, GEOS' mandate is to encourage and promote international understanding and cross-cultural communication. One of the key ways GEOS strives to accomplish this goal is to teach language, and especially English. GEOS' network of language schools is intended to enhance students' linguistic and communicative competence.

As a network of schools, GEOS believes that English and other major languages have become more than regional tools for communication. These are international languages and therefore, can serve as a means for the internationalization of people from different cultures. GEOS aims at helping students communicate effectively in all areas of their social and professional lives and use language as a way to express their feelings, fears, values, opinions and experiences. They are given the skills and tools needed to foster a continual desire to learn and appreciate other cultures and to relate with people from other cultures using a common language.

GEOS is founded on the belief that people desire and benefit from the learning of other languages and other cultures. The institution's objectives are to provide:

- A nurturing environment in which students may pursue the study of English
- Assistance to international students in obtaining accommodation during their study period.
- Small group and individual instructional services tailored to the proficiency level of every student
- Entertaining, educational, invigorating and exciting experiences to international students

General Educational Objectives

Each GEOS program has been designed to provide students with an opportunity to acquire language skills methodically using an integrated skills approach. Students should improve their language skills because the courses are taught by qualified instructors within small group settings and the standardized, integrative skills-based curriculum assures a systematic approach to language acquisition. No placement assistance is offered to students seeking work. Assistance is available to students who wish to apply to a college or university.

School Calendar & Holidays

GEOS observes the following holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, the day after Thanksgiving Day, and Christmas Day. Lessons are not given on these days and, in general, are not recuperated.

Class Size

Classes are generally limited to a maximum of 14 students so as to ensure that each student receives individualized attention from instructors. Typically there are about 12 students in an Intensive English class. Some tutoring classes are limited to 3 participants.

Faculty

GEOS programs are delivered by faculty members with a wide range of backgrounds. All are university graduates and many hold TESOL Certificates. Many of our instructors have taught abroad and some are pursuing graduate or post-graduate degrees in teaching English as a Second Language or other related subjects.

School Policies

Non-Discrimination Policy

GEOS is a non-sectarian school. It does not discriminate with regard to race, religion, color, ethnic origin, age, sex, sexual orientation, disability or marital status in any of its academic programs, admissions policies, employment practices, advertising policies or any other aspect of operations.

Admissions Process (All Students)

A student may apply locally or overseas by completing an application form. To be admitted to a program of study, the student must complete a placement test to determine an appropriate starting level. The student's objectives are discussed and compared to the objectives of the courses offered so as to determine which course would be most suitable.

The applicant will be taken on a brief tour of the school. After the school has provided a school catalog, brochure and various other disclosures to the student and provided the student with a copy of the enrollment agreement, the student will be offered a written enrollment agreement to be executed in English. The applicant will receive a copy of the signed enrollment agreement.

No special facilities are provided for disabled students, but all campuses are equipped for disabled access.

GEOS admits students from other countries and will therefore assist with the issuance of the I-20 form, as well as vouch for our students' status. Students who require an I-20 in order to apply for an F-1 visa must pay a \$120 non-refundable fee for processing the form as well as a \$60 non-refundable shipping fee. GEOS does not assist with the visa process.

NOTE: According to state and federal laws, it is necessary that students provide their current home address and contact information as part of the admissions process. If a student changes their address or contact information at any time during their enrollment, it is the student's responsibility to notify the school of their new address or contact information in writing. A change of address form is available anytime through your school office. Also, one will be automatically provided to you with your evaluations at the end of each term.

Admission Requirements

Programs are open to post-secondary-aged non-native English speakers. GEOS has no prerequisites with reference to prior course work, degrees or diplomas. GEOS does not accept, allow students to earn or transfer out credits of any kind. Some programs are targeted to persons under the age of 18 and enrollment by parents or a guardian is required in these cases. The enrollment of overseas students under the age of 16 is at the discretion of the School Manager.

Attendance Policy

All students are expected to maintain good attendance and adhere to their scheduled completion date. Students must work diligently to acquire the many learning objectives needed for successful completion of each class.

Full-time students must maintain a current attendance of 80% or higher. Failure to comply with this policy will result in the student being placed on attendance probation. The student must immediately attend class and participate fully in classroom activities. Students placed on attendance probation are not eligible for class advancement or a Leave of Absence. If a student's current attendance falls below 80%, they may be expelled from the school at the discretion of the School Manager. Additionally, students whose overall attendance falls below 80% will not receive an end-of course certificate.

If a full-time student's overall attendance falls below 70%, they will be automatically expelled from the school and their I-20 will be terminated unless the student can provide documentation to prove extenuating circumstances exist. All evidence will be reviewed and adjudicated by the School Manager. Furthermore, students cannot make up or defer any missed classes unless the absence is part of an approved Leave Of Absence.

Tardiness Policy

Students are not allowed into any class more than 15 minutes after the start of class and will be counted absent. Students that miss a class will be allowed into subsequent classes, as long as they are on time for them. Students that arrive late but within the first 15 minutes of class more than twice in any week, on the third and subsequent incidences, will not be allowed into class and will be counted absent.

English Only Policy

English is the only language spoken at our school, as it is the only language that all staff and students speak. If you are found speaking any language other than English, you will be given a warning on the first instance. On the second instance, you will be asked to write a report or give a presentation on the importance of speaking only in English. Failure to comply will take you to the next level which is that for a third offence, you will be barred from attending one class and will be counted absent for it. On the fourth and subsequent instances, you will be barred from class for an entire day and counted absent. These absences will count negatively towards your overall attendance.

Student Conduct Policies

GEOS is strongly committed to educational programs that provide a foundation for intellectual, cultural and social growth. GEOS has standards of behavior for all students, instructors and coordinators. They are expected to conduct themselves in an honorable and dignified manner. Any student may be dismissed from the school for inappropriate behavior such as aggressive or threatening actions, theft, vandalism of any sort, illegal drug use, or the use of alcohol. Similarly, sexual harassment, racial discrimination, behaviors that violate school rules, disobedient or disrespectful behavior toward students, staff, or instructors will also not be tolerated and will result in students being placed in counseling sessions, probation, suspension or, at the School Manager's sole discretion, dismissal from the school. If dismissed from school, the student will be expelled.

Smoking is not permitted anywhere in school buildings, including restrooms. Students are asked to step outside of the building if they wish to smoke.

Leave of Absence (LOA) Policy

Students must submit an LOA Request form to the office staff at least 1 week prior to the day they wish to begin their LOA. All students enrolled as an F1 student in a full-time program are eligible for a 4-week LOA at the discretion of the School Manager. Any exceptions to the guidelines in this section are at the discretion of the School Manager.

General Guidelines:

- Emergency time off for illness or family/work related emergencies is permitted. However, requests must be accompanied by written instructions from a doctor or employer.
- Students must maintain a current attendance of at least 80% to be eligible.
- Leaves of Absence should be taken at the beginning or end of a 12-week term of study.
- Students must have completed 12 weeks of consecutive study.
- Students are not eligible for an LOA within 4 weeks of the end of the enrollment period unless there is a paid enrollment extension.
- LOAs must begin on a Monday and finish on a Friday.
- An LOA must be 1, 2, 3 or 4 weeks in length. If a student chooses to take an LOA for less than 4 weeks, they may apply for a subsequent LOA which may be given at the discretion of the School Manager
- Unauthorized LOAs will be considered “absences”
- Any absences in group courses cannot be made-up or rescheduled

Overseas Student Transfer Policy

F1 student visa holders are eligible to transfer to other academic institutions in the USA provided that they are considered to be ‘In Status’ (not ‘Out of Status’), and provided that the institution to which they will be transferring is able to support their I-20. However, only students who complete a minimum of 12 weeks of class, or 100% of their contract (whichever comes first), with an overall attendance average of 80% or higher, will be eligible to receive an end-of-course certificate from the school.

Payment (collections) Policy

All students are required to pay the tuition in full and in advance. No scholarships are awarded.

Student Loans and Financial Aid

This institution does not participate in federal or state financial aid programs.

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur;(1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan. (2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Cancellation and Refund Policy

Students' Right To Cancel (New York & Boston):

If a program is cancelled, all monies will be refunded to students.

If an international student is not able to obtain a visa to enter the United States, a full refund of all monies paid, less any non-refundable fees as shown as being non-refundable on the enrollment agreement, will be made to the applicant after the school receives a copy of the U.S. consulate's visa denial letter from the student.

The combined total of all fees retained by the school shall not exceed \$350

New York and Boston Locations Refund Policy/Calculation: Full-Time Courses (Intensive English/TOEFL/TOEIC)

Cancellation (prior to or on the first day of class)

If an applicant accepted by GEOS cancels for any reason prior to or on the first day of class, he/she will receive a full refund of all monies, less any non-refundable fees as outlined in the enrollment agreement (if applicable).

Withdrawal (after start of class)

The term of enrollment varies for each student based on the number of weeks specified on his or her enrollment documents. Refund calculations for students who withdraw after the beginning of their classes is based on the term of enrollment.

- 1) If notice of withdrawal is received by GEOS, or a student is dropped administratively for reasons other than a violation of GEOS' written disciplinary and/or attendance policies or local, state or federal law* within the first 4 weeks of the program of study's duration, GEOS will retain the pro-rated 4-week price of tuition and will refund the remaining amount of paid tuition.
- 2) If notice of withdrawal is received by GEOS after 4 weeks of the term of study and before the midpoint of the term, GEOS will retain the pro-rated price for the number of weeks completed and will refund the remaining amount of paid tuition.
- 3) If a student withdraws after the midpoint of the term of study, no refund will be given.
- 4) If an already enrolled student signs up for additional terms of study but withdraws before the midpoint of their new term, GEOS will retain the pro-rated price for the number of weeks completed and will refund the remaining amount of paid tuition up

to the midpoint of the new term. There will be no refund after the midpoint of the new term.

*GEOS is not obligated to make any refunds to students who are dropped administratively due to the violation of its written disciplinary and/or attendance policies or local, state or federal law

Boston Cancellation Refund Example: \$3,180.00 (Amount paid for the program of instruction: \$3,180 for 12 weeks tuition)

Less - \$250.00 (Amount retained by the institution for the non-refundable fees included in the tuition)
Equals Refund Amount: \$2,930.00

Boston Withdrawal Refund Example:

Hours/Weeks Completed:	3 Weeks	5 Weeks	51% or more of the Term of Study
Refund Amount:	\$1,870.00	\$1,605.00	\$0

New York Cancellation Refund Example: \$3,180.00 (Amount paid for the program of instruction: \$3,180 for 12 weeks tuition)

Less - \$0.00 (Amount retained by the institution for the non-refundable enrollment fee)

Equals Refund Amount: \$3,180.00

New York Withdrawal Refund Example:

Hours/Weeks Completed:	3 Weeks	5 Weeks	51% or more of the Term of Study
Refund Amount:	\$2,120.00	\$1,855.00	\$0

*No refunds are made if a student withdraws or shortens their course after completing more than 50% of the program of instruction.

Refund Due Dates:

All refunds will be paid within 45 calendar days of the first day of the term for those students that cancel.

All refunds will be paid within 45 calendar days of notification for those students that withdraw.

Students who enroll at GEOS with an overseas agency should collect their refund from that agency directly.

Note: All tuition discounts or special offers are dependent upon completion of the total contracted weeks of study. If a student withdraws or shortens their course after the first day of class, but before completing 50% of their contracted number of weeks, the student will be charged the pro-rated price for the number of weeks completed when calculating a refund.

New York and Boston Locations Refund Policy/Calculation: Part-Time Programs (All Programs Other Than Intensive English / TOEFL / TOEIC)

Cancellations

If a program is cancelled by the institution all monies will be refunded to students.

If a student does not appear at the school for their classes and later asks for a refund, the institution will refund all monies paid by the student, less any non-refundable fees shown as being non-refundable on the enrolment agreement and all other fees for services rendered.

If a student cancels a contract prior to the class start date, all refunds due will be made within 45 days of the first scheduled day of class or the day of cancellation, whichever is sooner.

For enrolled students, the refund due will be calculated through the last day of attendance and will be paid within 45 days from the documented date the student drops from the program.

Refund Calculation

If notice of withdrawal is received by GEOS on the first day of class and through the midpoint of the contracted term of study, GEOS will retain the pro-rated price for the number of hours completed and will refund the remaining amount of paid tuition. After the student has completed 50% of the contracted term of study no refund is due the student. Charges for extra costs such as books, supplies or equipment and other non-refundable fees are not subject to these refund computations.

Note: No refunds are made after the student has completed more than 50% of the program of instruction.

GEOS is not obligated to make any refunds to students who are dropped administratively due to the violation of its written disciplinary and/or attendance policies or local, state or federal law. In the case of private tuition, lessons must be cancelled the day before the scheduled lesson. Same-day cancellations will be forfeited. All cancellations and schedule changes must be made through the school office – no exceptions. In the case of semi-private tuition, absences cannot be made up or rescheduled.

Refund Due Dates:

All refunds will be paid within 45 calendar days of notification of cancellation or withdrawal. Students who enroll at GEOS with an overseas agency should collect their refund from that agency directly.

Note: All tuition discounts or special offers are dependent upon completion of the total contracted hours of study. If a student withdraws or shortens their course after the first day of class, but before completing 50% of their contracted number of hours, the student will be charged a pro-rated price for the number of hours completed when calculating a refund.

STUDENT'S RIGHT TO CANCEL for all California Locations

Refund Policy/Calculation:

Notice of cancellation must 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.

(a) If notice of cancellation is made by the 1st class session, or the 7th class day after enrollment, whichever is later, GEOS shall refund 100% of the amount paid for institutional charges, less the non-refundable fees as outlined in the school catalogue and enrollment agreement.

(b) Students who have completed 60% or less of the period of attendance shall receive a pro rata refund (total tuition, less the non-refundable fees included in the tuition, divided by the number of days in the program, minus the number of days attended). There is no refund for students who have completed 61% or more of the period of attendance.

(c) All refunds will be made within 45 days of a student's cancellation or withdrawal.

Note: GEOS is not obligated to make any refunds to students who are dropped administratively due to the violation of its written disciplinary and/or attendance policies or local, state or federal law.

California Cancellation Refund Example: \$3,180.00 (Amount paid for the program of instruction: \$3,180 for 12 weeks tuition)

Less - \$250.00 (Amount retained by the institution for the non-refundable fees included in the tuition)

Equals Refund Amount: \$2,930.00

California Withdrawal Refund Example:

Hours/Weeks Completed:	3 Weeks	5 Weeks	61% or more of the Term of Study
Refund Amount:	\$2,135.00	\$1,605.00	\$0

No refunds are made if a student withdraws or shortens their course after completing more than 60% of the program of instruction.

Students who enroll at GEOS with an overseas agency should collect their refund from that agency directly.

Complaint Resolution Policy and New York State Tuition Reimbursement Fund Disclosure

If you find you have a problem at GEOS, please discuss the problem with your instructor or the Program or Academic Coordinator at your school. GEOS is dedicated to providing you with an atmosphere that helps you to learn. The School Manager would be your next point of contact for complaints. If for any reason you are unable to resolve the matter as suggested above, you may submit a written complaint to:

Christian Kuhn
GEOS North America Director of Operations
59 Adelaide Street East
Toronto, ON M5C 1K6
CANADA
Email: info@geosutoronto.com

If you are not satisfied with the response of the North America Director of Operations, you may contact the New York State Education Department requesting an interview for the purpose of filing a written complaint.

16 West 32nd Street, 5th Floor, New York, New York 10001. 212-643-4760

Bring all relevant documents with you to the interview, including your enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail. All students enrolling at our school in New York should see the Information for Students Disclosure Pamphlet included at the back of this catalog.

Or, you may also submit your complaint to:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE
1722 N Street, NW, Washington, DC 20036 Tel: (202) 955-1113 www.accet.org

The written complaint should contain your name and address, the nature of the problem you encountered, the date that the problem occurred or began, the names of individuals involved in the problems, copies of documents, if any, which contain information regarding the problem, evidence that, or an assertion that the complaint procedure was properly followed and the student's signature. You should expect to receive a written response within ten business days.

For California Schools:

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.

Any questions a student may have regarding your enrollment agreement that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
West Sacramento, CA 95833
www.bppe.ca.gov, Telephone: (888) 370 – 7589 or 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 (888) 370 - 7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website www.bppe.ca.gov.

California State Student Tuition Recovery Fund (STRF)

The State of California created the **Student Tuition Recovery Fund (STRF)** to relieve or mitigate economic losses suffered by students 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 fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. 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.

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

1. You are a student, who is a California resident, or are enrolled in a residency program, and prepays 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 fee, 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.

Guarantee of Access to Files

The content of all student files is confidential. Information about students is not available to anyone without written authorization from the student, a court order or a request from state operated oversight agencies. However, if a student wishes to see his or her file, he or she has the right to inspect the documents and challenge the information contained therein. An appointment with the School Manager may be made if one wishes to review his or her file. No documents may be removed from the file without written permission from a GEOS Administration Staff member.

It is the policy of GEOS New York Corp. that all student records are to be kept on file for 7 years.

School Procedures

Termination of Student's Enrollment

- Students may be terminated from the program if they fail to meet minimum standards for academic progress, violate the conduct rules of the school, fail to meet their financial obligations, or fail to meet the attendance requirements and adequately participate in class.
- A notice of termination will be sent by first class mail to the student's local address. The notice will be mailed within three school days of the school's decision to terminate the student.
- *Appeal:* A terminated student may appeal the action to the School Manager within ten class days of the mailing of the notice of termination. The School Manager's decision, made at his/her sole discretion, will be final.
- Students will be obligated for the entire amount of tuition and fees due under the contract.
- A student may be reinstated according to the special terms and conditions stipulated by the School Manager.

Academic Assessment

General Educational Objectives

Each program has been designed to provide students with an opportunity to acquire language skills methodically using an integrated skills approach. Students should improve their language skills because the courses are taught by qualified instructors within small group settings and the standardized, integrative skills-based curriculum assures a systematic approach to language acquisition. No placement assistance is offered to students seeking work. Assistance is available to students who wish to apply to a college or university.

Student Progress

Intensive English students are assessed for academic progress every session, but the type of assessment used varies depending on the course (e.g. tests, presentations, student-instructor interviews, class assignments, etc.). Students receive reports on their academic progress in each major language skill (e.g. listening, speaking, reading, writing and grammar) in each IE course. In addition, students' attendance and class participation are factors taken into account when composing student progress reports.

Grading Policy

For the Intensive English & TOEFL Programs, GEOS uses percentage scores to show academic progress. Where needed, letter scores, rubric scores and any other type of scoring system used is converted into percentage scores.

Rubric Score	Percent	Letter Grade
3.63 – 4.00	96 – 100	A
3.24 – 3.62	90 – 95	A-
3.09 – 3.23	85 – 89	B+
2.92 – 3.08	80 – 84	B
2.76 – 2.91	75 – 79	B-
2.50 – 2.75	70 – 74	C+
2.25 – 2.49	65 – 69	C
2.00 – 2.24	65 – 69	C-
1.84 – 1.99	60 – 64	D+
1.51 – 1.83	55 – 59	D
0.01 – 1.50	0 – 54	F

For All Other Courses & Tutoring:

O = Outstanding S = Satisfactory U = Unsatisfactory

Advancement Requirements

In order for a student to advance to the next level, the student must meet all criteria as outlined below:

1. 12 weeks in the level
2. 80% minimum overall attendance
3. 80% minimum average on all skills on the weekly assessments*
4. IS and AL teacher approval

*Please note: if a student is absent on more than two test days in the semester and therefore missed the weekly assessment, they will be required to take and pass the MEPT advancement test.

If a student asks to advance after 8 weeks, he/she must meet the following criteria:

1. 80% minimum overall attendance
2. 80% minimum average on all skills on the weekly assessments
3. IS and AL teacher approval
4. passing score on the MEPT advancement test

All advancements must be approved by the academic department; in some cases, a student may be given a trial advancement at the discretion of the academic department.

Course Retention Guidelines

Students who are assessed for advancement but have failed to meet all the requirements stated above will be retained in the current level.

Graduation, Certificates of Attendance

Students who complete the highest proficiency level within an ESL course with a minimum grade average of 80% or better are awarded a Certificate of Completion for that course. Entrance placement is based on proficiency; so prior knowledge, skill, training or ability will affect the student's placement.

Students not able to complete an entire course will receive a Certificate of Attendance for the length of time they were enrolled.

GEOS schools do not grant graduation diplomas or degrees.

Notice Concerning Transferability Of Credits and Credentials Earned At Our Institution

The transferability of the certificate you earn at GEOS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at GEOS 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 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 this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending GEOS to determine if your certificate will transfer.

Student Services

Academic Counseling

GEOS schools provide students with academic counseling. All new students are given academic counseling one to two weeks after their start date. At this time the Academic Coordinator meets with the new students to ascertain their level of satisfaction with their classes thus far, learn more about their English learning goals as well as their professional goals. The Academic Coordinator works with the student to help them with their future endeavors.

Accommodation

GEOS schools offer a variety of accommodation options to international students including home stays, residences and self-catering apartments. Each school has a designated staff member who is assigned to sourcing accommodation, ensuring its maintenance, assigning students to the accommodation they have requested and ensuring their satisfaction with the accommodation they are placed in. As GEOS makes every effort to place students from different language backgrounds together in accommodation, this experience helps them use English outside of the classroom in everyday life circumstances.

The weekly cost of accommodations can range from \$290 - \$565 depending on accommodation option, city location and meal plan. Please check with the specific campus for further details.

Monthly Social Calendar with extracurricular activities:

GEOS schools provide an after school activity program and the activity calendar is posted throughout the school. School activities are scheduled to include trips to a variety of local attractions and sights. This gives the students an opportunity to try something new and socialize outside of the school with the supervision of an instructor or staff member.

Computers and wireless internet access

GEOS schools provide internet access along with wireless internet access for those students with laptops. Students can surf the web, prepare for classes or stay in touch with family and friends by email. These computers are made available for students before and after class and during lunch.

Open Door Policy

Each member of the administrative staff makes him or herself available to students at almost any time during the day. This enables the staff to provide personal attention to the students on an as needed basis.

Program Information

Program/Course Availability

GEOS programs vary from one location to another. The following is a list of programs/courses that may be available at the location in which you are studying.

Program/Course
Intensive English Beginner
Intensive English Intermediate
Intensive English Advanced
Super Intensive English Beginner
Super Intensive English Intermediate
Super Intensive English Advanced
Communicative Grammar I Elective
Listening and Pronunciation I Elective
Literacy I Elective
Writing I Elective
Communicative Grammar II Elective
Listening and Pronunciation II Elective
Writing II Elective
Intro to TOEFL II Elective
Power Speaking II Elective
Listening and Pronunciation III Elective
Writing III Elective
TOEFL III Elective
Business Communication III Elective
IELTS III Elective
TOEIC III Elective
Holiday Groups
Japanese
Spanish
Introduction to TOEFL
TOEFL Preparation
TOEIC

Full-Time Courses, Clock Hours, Objectives and Graduation Requirements¹

Intensive English (Beginner) (*540 clock hours/24 weeks/22.5 clock hours per week*)

Level 1 & 2

Objectives:

Beginning ESL teaches basic communication skills, the ability to greet others in English, provide basic personal information, share family information, make requests, and extend invitations. Students learn to talk about present events, send greetings to others, ask for information about locations, give and receive directions, tell time, do basic food shopping, and talk about simple everyday activities.

In the second half of the Beginning ESL course students are involved in more complex interpersonal exchanges, they will be able to talk about a problem, make a suggestion, make short phone calls, give reminders, talk about past activities, and seek opinions from others on present day topics.

Students develop the ability to use present tense verbs, use contractions, cardinal and ordinal numbers, pronouns you and I, make negative statements, use Could I, and May I, use possessive pronouns, use the simple past tense, make comparisons, and use "will" and "may".

Completion Requirements:

To receive a certificate of attendance a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Intensive English (Intermediate) (*540 clock hours/24 weeks/22.5 clock hours per week*)

Level 3 & 4

Objectives:

Intermediate students learn how to start and end conversations, talk about past events, places visited, and things done. They learn to share fantasies, give advice, listen for directions, leave messages, ask favors, and are involved in many other aspects of personal expression.

The intermediate student also is introduced to the English speaking and listening skills required for other everyday activities in various situations, restaurants, medical facilities, housing.

¹ All Programs May Be Repeated - NOT ALL PROGRAMS ARE OFFERED AT ALL SCHOOLS

Students develop the ability to use more complex verb forms, time clauses, comparatives and superlatives, infinitives, tag questions, comparative adverbs, for and since, gerunds, the passive voice, negative questions, "have to" versus "supposed to", and direct versus indirect speech.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Intensive English (Advanced) (*540 clock hours/24 weeks/22.5 clock hours per week*)

Level 5 & 6

Objectives:

Advanced ESL students develop proficiency in a wide range of interpersonal exchanges. They report on decisions made, tell short stories, discuss customs, and support opinions with reasons. These students can show concern, express regret, comment on the future, enter into debate, speak to inform, and express likes, dislikes and preferences. Advanced ESL students develop proficiency in the use of conjunctions, connectors such as whereas and while, and learn to speak and write using more complex structures.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Introduction to TOEFL (*270 Clock Hours, 12 Weeks, 22.5 Hours/Week*)

Objectives:

A course of study designed to assist intermediate level students in preparing for the Test of English as a Foreign Language, a test that is used by many colleges and universities to assess the English competency of adult students. The objectives of this course are to improve each student's aural, writing and reading skills and to improve their test scores on sample TOEFL exams as measured by commercially available sample TOEFL tests. The main purpose of this course is to prepare students to enter the TOEFL Preparation course.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

TOEFL Preparation (270 Clock Hours, 12 Weeks, 22.5 Hours/Week)

Objectives:

A course of study designed to assist advanced level students in preparing for the Test of English as a Foreign Language, a test that is used by many colleges and universities to assess the English competency of adult students. The objectives of this course are to improve each student's aural, writing and reading skills and to improve their test scores on sample TOEFL exams as measured by commercially available sample TOEFL tests.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

TOEIC (270 Clock Hours, 12 Weeks, 22.5 Hours/Week)

Objectives:

A course of study designed to assist students in preparing for the Test of English for International Communication, a test that is used in many countries to assess the English competency of adult students. The objectives of this course are to improve each student's aural and reading skills and to improve their test scores on sample TOEIC exams as measured by commercially available sample TOEIC tests.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Super Intensive English (Beginner, Intermediate or Advanced) (720 clock hours, 24 weeks, 30 hours/week)

Objectives:

Super Intensive English is Intensive English plus a second elective. This course is designed for students who are looking to enhance the skills they learn in Intensive English

by studying an extra 7.5 clock hours per week of a second elective. Electives are available at the beginner, intermediate and advanced levels.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Part-Time Programs, Clock Hours, Objectives and Graduation Requirements

Holiday Groups (*15 to 60 Clock Hours, 1 To 4 Weeks, 15 Hours/Week*)

Objectives:

The contents of the curriculum reflect the topics that the students will need for everyday social purposes. They receive instruction and information about American social behavior, shopping, food, travel and entertainment.

Completion Requirements:

To receive a certificate of completion the student must meet the minimum attendance requirement and actively participate in class activities, completing assignments and receive at least an S (Satisfactory evaluation from the instructor).

Japanese Program

Japanese (Beginning)	(<i>80 Clock Hours, 40 Weeks, 2 Hours/Week</i>)
Japanese (Intermediate)	(<i>60 Clock Hours, 30 Weeks, 2 Hours/Week</i>)
Japanese (High Intermediate)	(<i>60 Clock Hours, 30 Weeks, 2 Hours/Week</i>)
Japanese (Advanced)	(<i>40 Clock Hours, 20 Weeks, 2 Hours/Week</i>)
Japanese (Master)	(<i>20 Clock Hours, 10 Weeks, 2 Hours/Week</i>)

Objectives of the Series of Courses in Japanese:

Students at each proficiency level learn to speak, read, write and understand Japanese.

Completion Requirements:

To receive a certificate of completion the student must meet the minimum attendance requirement and actively participate in class activities, completing assignments and receive at least an S Satisfactory evaluation from the instructor.

Japanese Communication (California Locations)

Japanese (Beginning)	(100 Clock Hours, 50 Weeks, 2 Hours/Week)
Japanese (Intermediate)	(100 Clock Hours, 50 Weeks, 2 Hours/Week)
Japanese (High Intermediate)	(100 Clock Hours, 50 Weeks, 2 Hours/Week)
Japanese (Advanced)	(100 Clock Hours, 50 Weeks, 2 Hours/Week)

Objectives of the Series of Courses in Japanese:

Students at each proficiency level learn to speak, read, write and understand Japanese.

Completion Requirements:

To receive a certificate of completion the student must meet the minimum attendance requirement and actively participate in class activities, completing assignments and receive at least an S Satisfactory evaluation from the instructor.

Spanish Communication

Spanish (Beginning)	(50 Clock Hours, 25 Weeks, 2 Hours/Week)
Spanish (Intermediate)	(50 Clock Hours, 25 Weeks, 2 Hours/Week)
Spanish (High Intermediate)	(50 Clock Hours, 25 Weeks, 2 Hours/Week)
Spanish (Advanced)	(50 Clock Hours, 25 Weeks, 2 Hours/Week)

Objectives of the Series of Courses in Spanish:

Students at each proficiency level learn to speak, read, write and understand Spanish.

Completion Requirements:

To receive a certificate of completion the student must meet the minimum attendance requirement and actively participate in class activities, completing assignments and receive at least an S Satisfactory evaluation from the instructor.

Communicative Grammar I Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This elective is designed to help beginner level students develop and enhance beginner grammar skills while listening, speaking, reading and writing English. Special focus is on the development of language skills needed to communicate and understand basic needs in an English-speaking environment. Students will be given plenty of opportunities to practice in class, and will be given the tools and skills they will need to interact with other native speakers outside the classroom.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Listening and Pronunciation I Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This elective is for beginning level students who want to improve their pronunciation and speaking skills. Classes will focus on vowels, consonants, stress, rhythm, and intonation. Students will learn about reductions and joining in natural speech. The course will help students develop confidence and be better understood when speaking English.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Literacy I Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This literacy elective is designed to help beginner level students develop basic English literacy skills.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Writing I Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This is a beginner level writing elective designed to help students write sentences and paragraphs. Through lots of writing practice, students will feel more comfortable and confident in their ability to express themselves through writing in English.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Communicative Grammar II Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This elective is designed to help intermediate level students develop and enhance intermediate grammar skills while listening, speaking, reading and writing English. Special focus is on the development of language skills needed to communicate and understand basic needs in an English-speaking environment. Students will be given plenty of opportunities to practice in class, and will be given the tools and skills they will need to interact with other native speakers outside the classroom.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Listening and Pronunciation II Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This elective is designed to help intermediate students improve their pronunciation and speaking skills. Classes will focus on vowels, consonants, stress, rhythm, and intonation. Students will learn about reductions and joining in natural speech. The elective will help students develop confidence and be better understood when speaking English.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Writing II Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This elective is designed to help intermediate students improve confidence, accuracy and clarity in their writing. Students will be given plenty of opportunities to practice in class, and will be

given the tools and skills they will need to produce organized, clear and logical writing samples for personal, academic and work purposes.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Intro to TOEFL II Elective (*90 Clock Hours, 12 Weeks, 7.5 Hours/Week*)

Objectives:

The Intro to TOEFL elective is designed to help intermediate level students develop the necessary skills required for the TOEFL test: speaking, listening, writing, and reading. The elective is intensive in nature and requires a lot of work on the students' part. Students not only develop their language skills, but also have to focus on developing language taking strategies and critical thinking skills that will help them prove to evaluators that they have the required skills needed to study in a North American university. This class uses a curriculum based on the latest version of the TOEFL test.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Power Speaking II Elective (*90 Clock Hours, 12 Weeks, 7.5 Hours/Week*)

Objectives:

This elective is designed to help intermediate level students improve confidence, accuracy and clarity in their speaking. Special focus is on the development of discussion strategies needed to communicate clearly and effectively. Students will be given plenty of opportunities to practice in class, and will be given the tools and skills they will need to interact with native speakers in a variety of situations. Students will also give speeches, participate in debates and design and lead discussions, which may be recorded for feedback and correction purposes.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Listening and Pronunciation III Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This elective is designed for advanced level students who want to improve their pronunciation and speaking skills. Classes will focus on vowels, consonants, stress, rhythm, and intonation. Students will learn about reductions and joining in natural speech. The course will help students develop confidence and be better understood when speaking English.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Writing III Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

This is an advanced level Academic Writing elective designed to prepare students for writing essays, book reviews, reports and summaries required in College and University courses. You will learn how to write an academic essay with a thesis statement and supporting ideas. You will get a lot of practice in writing academic reports that are organized, clear, and logical with an introduction, supporting paragraphs and conclusion. Even though this is a writing elective, you will have a lot of opportunities to talk, read and discuss interesting themes. If you want to use English for academic purposes, you will need to have good writing skills. This elective will help you refine your writing skills and increase your enjoyment of writing.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

TOEFL III Elective (90 Clock Hours, 12 Weeks, 7.5 Hours/Week)

Objectives:

The TOEFL Preparation elective is designed to help advanced level students develop the necessary skills required for the TOEFL test: speaking, listening, writing, and reading. The elective is intensive in nature and requires a lot of work on the students' part. Students not only develop their language skills, but also have to focus on developing language taking strategies and critical thinking skills that will help them prove to evaluators that they have

the required skills needed to study in a North American university. This class uses a curriculum based on the latest version of the TOEFL test.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

Business Communication III Elective (*90 Clock Hours, 12 Weeks, 7.5 Hours/Week*)

Objectives:

This Business English elective is designed to prepare advanced level students to use English in their present or future work situation. Special focus is given to the development of key vocabulary, social language and practical functions within a business context. Students will be given plenty of opportunities to practice realistic tasks in class, and will be given the tools and skills they will need in common professional situations.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

IELTS III Elective (*90 Clock Hours, 12 Weeks, 7.5 Hours/Week*)

Objectives:

This elective will help advanced level students develop their listening, reading, writing and speaking skills in preparation for the IELTS Test. In this elective, students will learn test taking strategies to help them reach their IELTS test score goal. Students will prepare specifically for the listening and speaking modules, as well as the Academic Reading and Writing components. Mini tests will be administered throughout the course to track the students' progress.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

TOEIC III Elective (*90 Clock Hours, 12 Weeks, 7.5 Hours/Week*)

Objectives:

This elective is designed to help advanced level students develop introductory language and test taking skills. The elective is intensive in nature and requires a lot of work on the students' part. Students not only develop their language skills but also focus on developing test taking strategies and critical thinking skills that will help them prove to evaluators that they have the required skills needed to work in an English speaking company.

Completion Requirements:

To receive a certificate of completion a student must complete the program for which he or she is enrolled, meet the minimum attendance requirement and complete all assignments with a final average grade of 80% or better.

***Total Program Cost for Japanese and Spanish (California Locations)**

Japanese Communication \$1,730 per class level
(Total tuition per level, application fee and textbook = Total Program Cost)

Spanish Communication \$930 per class level
(Total tuition per level, application fee and textbook = Total Program Cost)

Fee Schedule

Fee Schedule (*representative sample*)

Fees vary from time to time and location to location and are subject to change without notice at any time.

Enrollment Processing Fee*	\$190 (included in the cost of tuition)
Supplemental Materials Fee*	\$60 (included in the cost of tuition)
Additional Processing Fee	\$120 (for persons requiring an I-20)
Airport Pick Up	\$100 - \$375
Class Materials (Per Class Level)	\$40-\$160
Private Tutoring (student services)	\$45 per lesson
Document Shipping Fee	\$60

*The New York school does not charge for the enrollment processing fee or the supplemental materials fee. These fees are also not included in the tuition for the New York location.

Program	Tuition
Intensive English	\$3,180 per class level
Holiday Groups (1 ~ 4 weeks)	\$600 ~ \$2,600 (Varies depending on inclusions)
TOEFL	\$3,180 per course

Accreditation Status, State Licensing

“Our New York school is a non-publicly funded English as a second language school certified by the New York State Education Department which has meet alternative licensing requirements and therefore is not subject to all of the licensing standards and requirements in Article 101 of the Education Law and Part 126 of the Regulations of the Commissioner of Education which are applicable to licensed private schools and registered business schools/computer training facilities.”

Our California schools are private institutions licensed to operate by the Bureau for Private Postsecondary Education. For more information, call the Bureau for Private Postsecondary Education at (916) 431-6959, or toll-free at (888) 370-7589, or visit its website at www.bppe.ca.gov.”



All GEOS United States Schools are accredited by ACCET, the Accrediting Council for Continuing Education and Training, recognized by the U.S. Department of Education.

Statement of Understanding

My signature below acknowledges that I have read through the orientation guide and understand the school rules and policies, including the leave of absence policy, the English only policy, the advancement policy and the refund policy. I understand and agree to the repercussions of breaking any of these rules.

Student name (please print)

GEOS staff initials

Student signature

Date

Media Permission and Testimonial Use

I give permission/do not give permission (circle one) for GEOS Corporation to use my picture and testimonial in marketing brochures, leaflets and/or on websites.

Student name (please print)

GEOS staff initials

Student signature

Date

Insurance Confirmation

I, _____, confirm that I have purchased health insurance to cover medical treatment in the USA. I understand it is my responsibility to be aware of the end date of my insurance and extend it, if necessary. (Students who have purchased a Student Guard Health Insurance Policy from GEOS will be reminded of their end date by GEOS).

Name of Insurer: _____ Policy Number: _____

Emergency Assistance number: _____ Dates of coverage: _____

Student Signature: _____ Date: _____

OR

I, _____, confirm that I do not have health insurance to cover medical treatment in the USA. GEOS San Francisco staff members have informed me of the high cost of medical treatment in the USA, and they have informed me about Student Guard insurance. I understand GEOS San Francisco staff members strongly recommend buying health insurance.

Student Signature: _____ Date: _____