



Catalog-2013

Hollywood College Catalog, 2013

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The *Hollywood College Catalog* was published in May 2013 as the document of authority for the following academic year: January 1, 2013 – December 31, 2013. It is also available on the school website hollywoodcollege.net

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.

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Disclosures:

- Hollywood College is an unaccredited institution and as such students who enroll at Hollywood College are not eligible for federal financial aid.
- Hollywood College does not offer any licensure programs and as such students who enroll in any of Hollywood College's programs are not eligible to sit for licensure examinations in California and/or any others state.
- Hollywood College does not offer job placement and its programs are not recognized for employment positions.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Table of Contents

Mission and Goals	3
History, Ownership, Facilities, & Equipment	4
Admissions, Admission Requirements, Admissions Process	5-6
Transfers, Special Needs, Discrimination Policy	7
Programs: ESL and TOEFL	7-10
Hours, Length of Program	10
Student/Teacher Ratio, Program Completion/Graduation Policy	11
Student Records Confidentiality Policy	11-12
Records Retention Policy	12-13
Copyright Policy	13
Assessment Policy and Procedure	13-14
Student Satisfactory Progress Policy	14-15
Attendance Policy and Procedure	15-16
Make-Up Policy	16
Medical/Personal Leave of Absence Policy and Procedure	16-17
Student Conduct and Termination, Placement, Academic Counseling	17
Housing	18
Student Complaint/Grievance Policy	18-19
2013 Academic Calendar	19-20
Current Tuition and Fees	20-21
Student Visas, Financial Aid	21
Textbooks	21-22
Schedule of Payment	22-23
Cancellation, Withdrawal and Refund Policy and Procedure	23-24
Student Tuition Recovery Fund (STRF)	24-25
Hollywood College: Faculty and Staff Members	25-27

Mission

It is the mission of Hollywood College to help students develop the English language skills required for their academic, professional, and social lives. Hollywood College currently offers a mixture of the following subject areas: English as a Second Language (ESL) and English for Specific Purposes (ESP) (e.g. Test of English as a Foreign Language (TOEFL) preparation.) Our objectives are as follows:

- To provide highly qualified and motivated instructors who will keep students engaged in their language acquisition goals.
- To accommodate individual learning needs by implementing a variety of industry-proven teaching methods and techniques.
- To impart a general understanding of American university requirements, immigration policies, business culture, and general social customs in the USA through our guidance, courses, social activities, and organized field trips.
- To provide a safe, clean, and spacious learning facility, equipped with learning tools such as a computer lab to facilitate learning.
- To adhere to the strictest principles of ethics in order to allow students the comfort and assurance of studying in a professional, ethical, and socially enriching environment.

Goals

- To provide a quality and thorough ESL program to prospective ESL students.
- To provide competitive tuitions rates.
- To hire and retain excellent ESL instructors.
- To provide students with the cultural knowledge and awareness which they will need to function, academically and socially, in the United States.
- To provide non-curricular activities to foster a close-knit student body and a sense of fun to go along with high academic goals.
- To provide ESL students with the academic skills and strategies to help them be successful in their academic pursuits.
- To provide students with meaningful cross-cultural encounters and international educational opportunities.
- To serve as a resource of academic and educational planning.
- To encourage students to respect cultures different from their own.

History

Hollywood College was founded in 2006 to assist individuals in acquiring the following skills: speaking, listening, reading comprehension and writing in English as a Second Language for academic and professional purposes. The school is located in a multi-ethnic and multi-cultural community within the Greater Los Angeles area that attracts a significant number of international students and immigrants. As evidenced by the enrollment data for the past six years, the school has experienced a continued market demand for the programs it offers. The history of successful training is evidenced by the school's completion rates for its ESL and TOEFL programs.

Ownership

Hollywood College is a subchapter S corporation approved by the Bureau for Private Postsecondary Education, which was incorporated in the State of California on December 21, 2006. Dr. Samuel Rhee is the sole stockholder who owns 100% of the stocks of the corporation.

Facilities

Hollywood College occupies a leased office space in a professionally managed office building.

The school is in the corner, on the 6th floor, of an office building, and measures, roughly, length 42' x width 47'. The rectangular shaped school is dissected by an 'L'-shaped hallway. Upon entering the school, you walk into the reception (roughly 12' x 9'). Continuing straight are first the School Director's office (roughly 13' x 11') and then the Computer Lab (roughly 16' x 16'). The hallway turns left and you are between the first two classrooms, and as you continue you come to the next two classrooms on each side of the hallway. The classrooms on the right are smaller, measuring roughly 16' x 16', while the classrooms on the left are larger, measuring roughly 16' x 25'. At the end of the hallway are a vending machine, a microwave, a compact refrigerator, and a fabric covered bench and side table. An additional office is also located on the 6th floor.

Equipment

There are 9 computers with internet access in the computer lab (to which students have full access) and an electronic sign-in/out computer station in the reception area. There are two projection machines with speakers, a digital camera, a video camera and three televisions for in class use. Along with an all-in-one printer/copy machine and two computers in the reception area, there is also a colored printer machine and a computer in the School Director's office. A beverage vending machine, a compact refrigerator, a microwave, and fabric covered bench and side table are made available to everyone. There are also 12 chairs in the computer lab (one at each station and three other leisure chairs), 90 foldable chairs, three fans, a bookshelf of various ESL books (about 100), 1 radio/CD players, and 6 whiteboards.

Admissions

Hollywood College relies on two main methods to ensure that students are able and qualified to benefit from the education to be provided by the school: personal interview and placement examination. The placement examination is designed to assess the level of English language proficiency as well as to evaluate the language-readiness of the students and is scored on the following point scale:

Total Score	Level Placement
59 and below	Beginning
60-79	Intermediate I
80-99	Intermediate II
100 and above	Advanced

A low total score indicates that a student should enroll in a class designed to improve his/her skills, but students who fail to meet the cut-off score of 20 points will be evaluated by the Academic and School Director to determine if the programs offered can meet the needs of the student. Beyond the evaluation methods outlined above, students are not required to provide further proof of English proficiency.

Admission Requirements:

Students may gain admission to Hollywood College by satisfying the following requirements:

1. Applicants must complete an in-person interview (if applicable) with the School's Director or designated school personnel. Interviews may be scheduled during business hours on weekdays.
2. Applicants must take the placement examination.
3. All individuals that wish to apply must complete an Admissions Application. Admissions Applications can be requested from the school administration office and downloaded from the school website. Applications are also supplied by the school administration after an interview. The application must be completed thoroughly or it will be returned without action.
4. All applicants must submit an appropriate application fee with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed. The application fee is non-refundable.
5. All applicants are required to submit all required documents in order to assess the admission eligibilities.
6. Once accepted for admission, students must complete the enrollment process and register for classes. Admission is only valid for the term in which the applicant was accepted. Payment of all fees and tuition are due at the time of registration.
7. The school requires all candidates who previously applied but did not complete the enrollment process to repeat the entire process. Any student who has withdrawn or

has been dismissed from the school and wishes to return must submit a new application for readmissions to the school.

Admission Process

1. When the prospective student enters Hollywood College, she/he will be greeted by an Administrative Assistant.
 - A. The School Director will be made aware that a prospective student is on campus and will soon be ready to be interviewed.
 - B. When the prospective student has completed all necessary paperwork, the Administrative Assistant will let the Director know that the prospective student is ready for a meeting.
2. The Director or designated school personnel will meet with the prospective student and guide her/him through the admissions process. The following should be completed during the initial meeting with the applicant:
 - A. Gather/share background information by fact finding, to determine the applicant's eligibilities and educational training to date.
 - i. Utilizing the interview process that is instituted at the college, the interviewer will determine what the prospective student's goals are, both long term and short term.
 - ii. The Director/interviewer will then provide the potential student with the admissions and program related information.
 - iii. Take the prospective student on a tour of the facilities.
 - iv. Once the tour is completed, the Director/interviewer will then bring the prospective student back to the interview area to review what the prospective student liked about the college.
 - v. The Director/interviewer will then discuss the program tuition with the prospective student and refer them to complete their application for admission.
 - B. Once the Application is completed, the Director will check the following:
 - i. If the applicant needs assistance in any way obtaining documents the school personnel will support them in an effort to ease the process for the applicant.
 - ii. The Director will determine the admissions eligibilities for the student.
 - C. If the applicant chooses to move forward, the Director will go over the Admissions Disclosures with the student. The student will then review the enrollment agreement with the Director to ensure all information is accurate and fully understood by the student.
3. The student will not be enrolled unless all required documents are provided by the student.

Transfers

Hollywood College has not entered into an articulation or transfer agreement with any other college or university, thus students who wish to transfer to Hollywood College must complete the placement examination and admission process detailed above. Hollywood College does not offer unit credits and as such does not transfer credits earned at other institutions.

Special Needs

Hollywood College understands the importance of providing an equal playing field for all students and hopes to one day have the ability to provide the accommodations needed to create such an environment for all prospective students who require these accommodations; however, at the moment Hollywood College is not equipped to provide the needed accommodations, and for that reason it is extremely apologetic.

Nondiscrimination Policy

Hollywood College is in accordance with the United States Equal Employment Opportunity Commission (EEOC) and 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, religious affiliation/belief, ethnic/national origin, sex/gender, sexual orientation, marital status, pregnancy, age, disability, veteran 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 School Director who is assigned the responsibility for assuring that this policy is followed.

Programs

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

English as a Second Language (ESL):

The ESL program is designed to develop and expand upon students' abilities to comprehend and utilize the English language. The foci of the program are Grammar and Writing, Reading and Vocabulary, Listening and Speaking, Phonetics and Accent Reduction. English for Specific Purposes (ESP) courses (i.e. Business English, Entertainment English) are also offered as part of the ESL program. Each discipline is

provided for Beginning, Intermediate, and Advanced levels. Students are tested, prior to enrollment, in order to determine placement level. Upon completion of each level, students are assessed in order to determine eligibility for advancement.

The ESL program is a 24 month program that is divided into eight 11-week quarters. There are four proficiency levels: Beginning, Intermediate I, Intermediate II, and Advanced. Each proficiency level is divided into two quarters and each quarter is divided into three modules and a student must complete an assessment at the end of each module and receive cumulative score of 70% or higher in order to pass the quarter. A student must pass both quarters in order to advance to the subsequent level. A student has completed the program and is eligible to graduate upon completing and successfully passing two quarters at the Advanced level.

ESL Level 1: This course covers beginning level of reading, speaking, composition, and grammar. Students will learn to correctly write basic sentences and comprehend simple conversational sentences. Class activities and assignments will expand students' knowledge of the English language and the use of its structures and vocabulary.

At the end of the course, students will be able to:

- Demonstrate understanding of the steps involved in basic writing by using appropriate strategies and techniques.
- Express their opinions and reflections on the given topics by participating in class discussions.
- Analyze the issues presented in reading and relate them to their previous experiences in writing.
- Synthesize new ideas and reflections by writing simple but well-structured sentences.
- Use targeted grammar structures with at least 70% correctness.

ESL Level 2: This course covers intermediate level of reading, speaking, composition, and grammar. Students are expected to correctly write simple sentences and cohesive paragraphs at the beginning of the class. Class activities and assignments will expand students' knowledge of the English language and the use of its structures and vocabulary. This course will also focus on transitioning from paragraph to essay. In addition, students will review study skills, reading strategies, computer (word processing), and library and research activities. Students will be writing both in and outside of the classroom.

At the end of the course, students will be able to:

- Demonstrate understanding of “ESL Level 1: Beginning.”
- Demonstrate understanding of the steps involved in academic writing by using appropriate strategies and techniques.
- Express their opinions and reflections on the given topics by participating in class discussions.

- Analyze the issues presented in reading and relate them to their previous experiences in writing.
- Synthesize new ideas and reflections by writing simple but well-structured compositions.
- Use targeted grammar structures with 80% correctness.

ESL Level 3: This course covers high intermediate level of reading, speaking, composition, and grammar. Students are expected to correctly write complex sentences and cohesive paragraphs. Class activities and assignments will expand students' knowledge of the English language and the use of its structures and vocabulary. This course will also focus on transitioning from paragraph to essay. In addition, students will review study skills, reading strategies, computer (word processing), and library and research activities. Students will be writing both in and outside of the classroom.

At the completion of this course, students will have the ability to:

- Write with greater focus by generating a thesis that states a controlling purpose
- Incorporate ideas more fully and fluently
- Read and respond critically to outside text
- Analyze personal experiences with specific reference to an outside text
- Use quotations and paraphrase into essays with correct attribution
- Use the writing process effectively to develop ideas and substantively revise their essays

ESL Level 4: This course covers advanced level of reading, speaking, composition, and grammar. Students will learn to read and write college level sentences and cohesive paragraphs. Also students will learn to converse sufficiently to prepare them for college level academic work. Class activities and assignments will expand students' knowledge of the English language and the use of its structures and vocabulary. This course will also focus on transitioning from paragraph to essay. In addition, students will review study skills, reading strategies, computer (word processing), and library and research activities. Students will be writing both in and outside of the classroom.

At the completion of this course, students will have the ability to:

- Write with greater focus by generating a thesis that states a controlling purpose
- Incorporate ideas more fully and fluently
- Read and respond critically to outside texts
- Analyze personal experiences with specific reference to an outside text
- Use quotations and paraphrase into essays with correct attribution
- Use the writing process effectively to develop ideas and substantively revise their essays
- Edit final drafts to eliminate systematic errors in English sentence structure, mechanics, and usage

Test of English as a Foreign Language (TOEFL) Preparation:

The TOEFL Preparation program is designed to assist and develop those students who are planning to register for and take the TOEFL examination. The course concentrates on the four skills tested (i.e. Reading, Listening, Speaking and Writing). Students are also instructed in basic test-taking skills (e.g. time-management and process of elimination).

The objective of this course is to increase students' scores on all four sections of the TOEFL iBT by focusing on the following:

- Knowledge of academic vocabulary and common English idioms
- Competence and confidence in formal speaking skills
- Academic writing and grammatical skills
- Academic listening comprehension and college-level note-taking skills
- Reading comprehension of college-level academic texts
- Analyzing, interpreting, and making inferences in English
- Paraphrasing, summarizing, and synthesizing academic texts

The TOEFL iBT program is a six-month program that is divided into two 11-week quarters and a student must complete both quarters with a passing grade of 70% or greater to successfully complete the program.

Hours

Hollywood College is open from 8:30 AM to 7:00 PM on Monday thru Friday. ESL classes are provided 28 hours per week from Monday thru Friday. TOEFL classes are provided four hours per week from Monday thru Thursday.

ESL Morning Classes are from 9:00 am – 12:30 pm

ESL Afternoon Classes are from 1:00 pm- 3:00 pm

TOEFL Classes are from 1:00 pm – 2:00 pm

Length of Program

The ESL Program is a 24-month program with four levels: Beginning, Intermediate I, Intermediate II, and Advanced. Each level is broken down into two quarters and is completed in 22 weeks.

The TOEFL program is a 22-week/two-quarter program and is not separated by levels. It is the school's recommendation that students in the upper intermediate and advanced levels enroll in the program, but any student interested in taking the TOEFL test are allowed to enroll in the program.

Student/Teacher Ratios

ESL Classes:

- Beginning:16/1
- Intermediate I: 17/1
- Intermediate II: 13/1
- Advanced: 17/1

TOEFL:

- Total: 15/1

Program Completion/Graduation Policy

Hollywood College has developed the following policy to clearly define the graduate and/or completer.

A graduate is defined as a student who has successfully completed all levels of instruction in the following foci – Reading and Vocabulary, Listening and Speaking, and English Grammar - with a passing grade of 70%/C or higher.

A completer is defined as a student who started within the first three weeks of any given quarter and has successfully completed said quarter with a passing grade of 70% or higher. Students who enroll after the third week (i.e. week's 4-11) will be placed in the late-enrollment course. Students who have enrolled in elective courses such as, Business English, Entertainment English, Basics or Writing, Phonetics and Accent Reduction must also complete each course with a passing grade or 70%/C or higher per registered quarter. Students enrolled in the TOEFL course must complete two consecutive quarters to be considered a completer.

Upon completion of his/her academic program the completer is awarded a Certificate of Completion by Hollywood College to designate him/her as being a graduate of Hollywood College.

Student Records Confidentiality Policy

All educational and financial records are confidential and are protected by the Family Educational Rights and Privacy Act (FERPA). Hollywood College is legally and ethically obligated to safeguard the confidentiality of any information in these records and therefore, the school personnel only have access to the specific information required in the performance of their job function.

Students may access their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty authorized representative of the school.

All student admission, academic, and financial files are securely filed in locked fire proof cabinets, located in the School Director's office. The office is locked when the Director is not present in the office to make sure the records are protected from theft and/or tampering. Electronic files are safeguarded with passwords known only to the Director, CEO and any other authorized personnel.

Documents or printed pages that contain personally identifiable information such as student identification numbers, name, address, phone, etc. are shredded rather than thrown in the trash.

For information regarding retention of records, see the school's Record Retention Policy.

Records Retention Policy

In accordance with the California Education Act Title 3 section 94900(b) and Title 5 section 71930(b)(1) Hollywood College's student recordkeeping policy will require that all student records are retained onsite for five (5) years, and transcripts kept permanently. The academic and financial records shall be maintained in separate files.

Student record file cabinet is fire proof, lockable, and to be maintained in a secure administrative office at the school. In addition, as an extra measure for security and safekeeping of records, all academic and financial records will be electronically scanned and/or photocopied and stored at an offsite location. This will insure that, should one copy be destroyed, a back- up copy exists.

Only the authorized staff will have access to the student records, and the privacy of these records is considered to be of paramount importance.

In addition to permanently retaining student transcripts, the institution shall maintain for a period of 5 years the pertinent student records from the date of completion or withdrawal.

The student records to be kept include:

- A copy of the signed and dated enrollment agreement
- A copy of the students' grades.
- A record of the courses attempted, whether or not completed.
- A record of the student's attendance.
- A copy of all documents signed by the student.
- A copy of all complaints received from the student.
- A record of any refund made, the date made, and the check number, as applicable; the refund record will show how the calculation for the refund was made. See Refund Policy for detailed refund information.

Copyright Policy

Hollywood College is in compliance with the *Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code* which states:

Any student, faculty and/or staff who violates any of the exclusive rights of the copyright owner as provided by sections 106 through 122 or of the author as provided in section 106A(a), or who imports copies or phonorecords into the United States in violation of section 602, is an infringer of the copyright or right of the author, as the case may be. For purposes of this chapter (other than section 506), any reference to copyright shall be deemed to include the rights conferred by section 106A(a). As used in this subsection, the term “anyone” includes any State, any instrumentality of a State, and any officer or employee of a State or instrumentality of a State acting in his or her official capacity. Any State, and any such instrumentality, officer, or employee, shall be subject to the provisions of this title in the same manner and to the same extent as any nongovernmental entity.

The legal or beneficial owner of an exclusive right under a copyright is entitled, subject to the requirements of section 411, to institute an action for any infringement of that particular right committed while he or she is the owner of it. The court may require such owner to serve written notice of the action with a copy of the complaint upon any person shown, by the records of the Copyright Office or otherwise, to have or claim an interest in the copyright, and shall require that such notice be served upon any person whose interest is likely to be affected by a decision in the case. The court may require the joinder, and shall permit the intervention, of any person having or claiming an interest in the copyright.

Assessment Policy and Procedure

At Hollywood College, assessment holds the clear and distinct purposes of supporting teaching and learning by identifying what students are capable of doing and their level of informational knowledge, and assuring satisfactory progress.

Prior to enrollment students are expected to complete a placement examination in order to determine their level of placement.

Once enrolled, students are assessed twice during an eleven week period via a course related midterm examination and a course related final examination.

Post contract completion, students are asked to complete an achievement examination in order to measure their level of improvement, while enrolled at Hollywood College.

The grading scale is as follows: A (90-100%), B (80-89%), C (70-79%), D (60-69%), and F (59% and below).

Attendance and class participation are both factored into numeric grades. Both attendance and class participation are worth 10% of the final grade, respectively. See attendance policy for detailed attendance information.

Attendance	Class Participation	Midterm	Final	Total
10%	10%	35%	45%	100%

Grades and all assessments are collected and maintained by the school’s administration. Instructors enter all grades and comments electronically at the end of each quarter.

Placement and achievement examinations, which are administered prior to enrollment and post contract completion, are administered electronically. Placement and achievement examinations are developed by the curriculum team. Course specific assessments such as midterms and final examinations are developed by faculty members. All tests and assessments are reviewed and modified as needed by the Academic Director.

Student Satisfactory Progress Policy

Hollywood College has established the following policy to ensure that all students enrolled in one or more of its programs will have the ability to successfully complete the program(s), is satisfactorily progressing throughout the entirety of the program, and is able to meet the following criteria:

The ESL program is divided into four levels – Beginning, Intermediate I, Intermediate II, and Advanced - each level is divided into two eleven-week quarters.

The institution satisfactory progress policy states that each student must receive a cumulative score of 50% or greater, each quarter, to remain in good standing. Students must receive a cumulative score of 70% or higher to be considered for advancement to the subsequent level.

Students must also complete 198 clock/class hours, per quarter, in order maintain their student visas and meet all Department of Homeland Security SEVIS requirements.

The standard duration of the ESL program is 24 months, but a student may remain in the program up to but not beyond 36 weeks.

The TOEFL program is also divided into two eleven-week quarters and a student must also pass the course with a score of 70%/C or higher in order to successfully complete the program.

In all programs, students are assessed twice per quarter. A midterm is administered at the end of the fifth week and a final examination is administered and the end of the eleventh week.

Students who fail to meet the above academic requirements/benchmarks are placed on academic probation and must repeat their current level. It is the school's objective that a student is able to complete a level within two quarters; thus, if a student is unable to meet the required 70%/C grade after having repeated a level and does not show any signs of improvement he/she will be released/dropped from the program. If needed, a student may remain in any given level for one additional quarter or repeat two levels in their entirety; in both cases the student will use up the allotted 12 months grace period, which would mean that he/she has been in the program for the maximum of 36 months and will need to transfer out of the program.

A student may appeal a drop/release decision by formally submitting a written letter requesting an appeal to the School Director, if he or she has not exceeded the allotted 36 months. Student must show cause for continuance, a sincere and honest intention to improve, a willingness to work with his/her instructor to reach predetermined goals, and the ability to satisfactorily progress for the remainder of the program. All appeals are reviewed by the School and Academic Directors; the final decision for continuance or withdrawal is made the School Director.

In cases of emergency or unexpected circumstances a student may request a leave of absence, see Student Leave of Absence Policy for more details.

Attendance Policy and Procedure

Hollywood College has developed the following policy and procedure to elucidate the attendance requirement of students with student visas as well as resident students.

Students with visas are expected to maintain an active status in the Student and Exchange Visitor Information System (SEVIS) in order to retain their F1 student visas. In order to maintain their active status in SEVIS students must regularly attend a learning institution. As such, Hollywood College students are required to maintain a total attendance percentage of eighty percent or higher (i.e. 80% total attendance per quarter). Tardies and/or early departures result in reduced class/clock hours. A student is considered tardy if he/she is not on campus by the time their first class is scheduled to begin or in their assigned classroom within the first five minutes of the scheduled class time (e.g. if a class is scheduled to begin at 9:00 a.m., a student must have logged into the school's attendance application by 9:00 a.m. and in their assigned classroom by 9:05 a.m.). A student is considered an early departure if he/she does not remain in their assigned classroom until the class has been dismissed (e.g. if a class is scheduled to end at 9:45 a.m., a student must remain in class until 9:45 a.m.). Total attendance percentage is tracked and calculated electronically and students can view their total attendance percentage while logging in and out of the attendance application. As an added measure, both tardies and early departures are tracked with the use of an attendance roster, which is completed daily by an instructor for his/her class.

If students fail to meet the minimum attendance requirement they are verbally warned by the school's director. If they are unable to meet these requirements after the initial verbal warning they are placed on probation and expected to make up the necessary hours. Students on probation are given one month to have their overall attendance percentage meet the required 80% and make up any necessary hours. If a student fails to make up the necessary hours and does not show any interest in doing so, he/she is drop/released from the program. See make-up policy for detailed make-up information.

Make-Up Policy

Hollywood College will not allot classroom hours for supplemental assignments but has developed the following policy to assist students who are unable to meet the required attendance.

Students who are unable to attend morning classes and/or are not meeting the required 80% attendance rate may complete their classroom hours by registering for Morning Intensive and Afternoon classes. Each individual program provides students with a different schedule in order to accrue 80% of the required 18 weekly hours.

Medical/Personal Leave of Absence Policy & Procedure

The policy of Hollywood College is to provide students a Leave of Absence in accordance with guidelines set forth below.

Leave of Absence is defined as an excused absence due to Medical or Personal reasons. Hollywood College does not grant Leaves of Absence for Academic reasons (e.g. to study at another institution or in another country for a quarter; to take a break from one's studies to pursue other interests). A leave of absence will be granted as required by law or at the discretion of management (i.e. School Director) to a student who intends to return to school after a defined period of time.

For students with student visas, all leave of absence will be entered as an authorized early withdrawal in SEVIS. In order to re-enter the United States with his/her original I-20, a student cannot take a Leave of Absence that exceeds five months. If a student wishes to remain outside of the United States for more than five months he/she will need to apply for a new visa.

For resident students, any leave or combination of leaves may not exceed six months in any 12-month period unless otherwise required by law. All leaves of absence are concurrent and count towards the six-month maximum. The 12-month period is a rolling 12-month period (i.e. 12 months from student's start date).

Prior to being granted a Leave of Absence a student must complete a Request for Leave of Absence form, which will be provided by the school's administration upon student's request.

Student Conduct and Termination

Hollywood College does not tolerate student misconduct of any nature and students may be disciplined or terminated for, but not limited to, any of the following types of misconduct:

- Academic dishonesty (e.g. cheating, fabrication or falsification, plagiarism, or forgery)
- Theft or damage or destruction of property
- Computer misuse (e.g. unauthorized entry, use, transfer, or tampering with the communications of others)
- Violation of any and/or all school policy
- Conduct that threatens health or safety of others
- Sexual assault and/or sexual misconduct
- Obstruction or disruption of teaching, research, administrative duties
- Failure to comply with directions of a school official or other public official acting in the performance of her or his duties while on school property
- Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol and/or controlled substances (including medicinal marijuana)
- Possession, use, storage, or manufacture of firearms or weapons capable of bodily injury, explosives, firebombs, or any other destructive devices
- Invasion of privacy by making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a private location without that person's knowledge and express consent

Placement

Currently Hollywood College does not provide assistance with job placement or internships of any kind.

Academic Counseling

Students are provided assistance with gathering any necessary academic records from Hollywood College required as part of the university or vocational school's application process. Hollywood College also provides literature and informational material on some of the local universities and vocational schools but does not assist students in choosing any vocational or university programs.

Housing

While Hollywood College does provide housing literature and other informational material regarding housing to students (e.g. flyers, brochures, web links, and list of student housing organizations), it does not provide any assistance with housing arrangements; as such, Hollywood College does not secure, assess or evaluate student housing locations. The decision to use or not use student housing is the sole responsibility of the student.

Student Complaint/Grievance Policy

Hollywood College has developed the following policy to address student, faculty and/or staff grievances/concerns in a tactful and logical fashion.

A grievance is defined as a claim that a member/s of Hollywood College's faculty, staff, and/or student body has violated a published policy.

Hollywood College supports an open-door policy; consequently, students, faculty and/or staff are free to address any and all concerns directly to the School Director. In any event where the Director is not immediately available students are free to express their concerns to their instructors or a member of the school's administrative staff.

For issues related to the classroom and or instructional material students may address their concerns directly to their instructors. In similar fashion, administrative issues may be communicated directly to the school's administrative staff.

Concerns and/grievances may be expressed verbally and/or in writing.

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 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Web site: www.bppe.ca.gov

Complaints and grievances may also be directly made to the following regulatory body:

Accrediting Counsel for Continuing Education and Training (ACCET)

1722 N St NW
Washington DC, 20036
Phone: (202) 955-1113
Fax: (202) 955-1118
complaints@accet.org

Hollywood College shall take each/every concern into consideration and respond in a timely manner.

2013 Academic Calendar

Winter Quarter 2013

December 17-28	Open Registration
January 02	Classes Begin
January 21	Dr. Martin Luther King Jr. Day
Jan. 31- Feb.01	Midterm Exams
February 18	President's Day
February 19	Field Trip
March 07	Culture Day
March 14-15	Final Exams
March 15	Classes End

Spring Semester 2013

March 18-29	Open Registration
April 01	Classes Begin
May 02-03	Midterm Exams
May 08	Field Trip
May 27	Memorial Day
June 06	Culture Day
June 13-14	Final Exams
June 14	Classes End

Summer Session 2013

June 17-28	Open Registration
July 01	Classes Begin
July 04	Independence Day
July 31-Aug.01	Midterm Exams
August 07	Fieldtrip
September 02	Labor Day
September 05	Culture Day
September 12-13	Final Exams
September 13	Classes End

Fall Semester 2013

September 16-27	Open Registration
September 30	Classes Begin
October 14	Columbus Day
Oct.31-Nov.01	Midterm Exams
November 06	Fieldtrip
November 11	Veteran's Day
November 28	Thanksgiving
December 5	Culture Day
December 12-13	Final Exams
December 13	Classes End

- All class are held at the following location:
3540 Wilshire Blvd. Suites # 604 & 609
Los Angeles, CA 90010

Current Tuition and Fees

Transfer Tuition

Weeks	Standard ESL	Intensive ESL	TOEFL
11	\$840	\$1,040	\$945
22	\$1,680	\$1,880	\$1,800
44	\$3,360	\$3,560	\$3,400
88	\$6,720	\$7,120	\$6,800

Overseas Tuition / Transitional Counseling

Weeks	Standard ESL	Intensive ESL	TOEFL
4	\$550	\$700	\$600
11	\$1,550	\$2,000	\$1,800
22	\$2,800	\$3,900	\$3,000
44	\$4,570	\$6,000	\$5,200
88	\$9,140	\$12,000	\$10,400

Tuition deposit: \$200 (overseas student)

Fees: All fees are non-refundable

Application fee:

Overseas student: \$200 (mandatory)

Transfer student: 12 weeks = \$100, 24 weeks = \$75, 48 weeks = \$0

SEVIS fee: \$200 (Optional)

Express mail fee: \$70

Bank wire transfer fee: \$50

Transcript fee: \$10

Late fee: \$100 first seven calendar days late and an additional \$100 for every four-week period tuition is late

Return/Bounced Check: \$35

Credit card transaction fees:

Swipe credit card at school: 3.0%

PayPal domestic transaction fee: 4.0%

PayPal international transaction: 5.0%

Methods of Payment: Cash, Check, Credit Card, Debit Card, or Money Order

Student Visas

Students applying for F-1 student visas are required to show proof of enrollment by presenting an I-20 form to the consular office. Prior to Hollywood College providing a student with the I-20 form, a student must complete a SEVIS I-901 form, pay the SEVIS I-901 fee, and be enrolled in the Student and Exchange Visitor Information System (SEVIS). For those students who require assistance completing the SEVIS I-901 form, Hollywood College offers its services for a \$200 fee. I-20 forms are sent via Express Mail and a \$70 mailing fee is required prior to I-20 being mailed.

Financial Aid

Hollywood College does not participate in any federal or state financial aid programs and as such is unable to provide financial assistance to students.

Textbooks

Listening and Speaking

Level	Text	Price
Beginning	Interchange 1	\$28
Intermediate I	Interchange 2	\$28
Intermediate II	Interchange 3	\$28
Advanced	Four Point	\$32

Grammar

Level	Text	Price
Beginning	Fundamental of English Grammar	\$55

Intermediate I	Understanding and Using English Grammar	\$55
Intermediate II	Grammar in Use Intermediate Student's Book	\$20
Advanced	Advanced Grammar in Use	\$22

Reading & Vocabulary

Level	Text	Price
Beginning	Reading Explorer 2	\$40
Intermediate I	Reading Explorer 3	\$40
Intermediate II	Reading Explorer 4	\$40
Advanced	Reading Explorer 5	\$40

Afternoon/Friday Classes

Class	Text	Price
Basics of Writing	The Art of Styling Sentence	\$12
Phonetics and Accent Reduction	Mastering the American Accent	\$25
Business English-Lower Level	Business Vocabulary in Use: Pre-intermediate	\$42
Business English-Upper Level	Business Vocabulary in Use: Advanced	\$42

TOEFL

The Official Guide to the TOEFL with CD-ROM	\$28
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- ❖ All tuition and fees are due at the time of registration or by the first week of class. A late fee charge of \$100 will be added beyond the first week of class.

Schedule of Payment

Winter 2013

December 17-28	Open Registration
January 02-08	First Week of Class
January 09	Late Fees Apply

Spring 2013

March 18-29	Open Registration
April 01-07	First Week of Class
April 08	Late Fees Apply

Summer 2013

June 17-28	Open Registration
July 01-07	First Week of Class
July 08	Late Fees Apply

Fall 2013

September 16-27	Open Registration
Sept. 30-Oct. 06	First Week of Class
October 07	Late Fees Apply

- ❖ Students are contacted via telephone, email, and in person by the School Director in order to collect any and all delinquent tuition and/or monies owed to Hollywood College.

Cancellation, Withdrawal and Refund Policy and Procedure

Hollywood College is in accordance with California Private Postsecondary Education Act of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8, Article 13, Section 94920), which states that a student has the right to cancel an enrollment agreement or withdraw and obtain a refund of charges.

Hollywood College shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. In addition, Hollywood College shall refund 100 percent of the amount paid for institutional charges, less reasonable deposit of application fee, if cancellations are due to the following: (a) rejection of an applicant by the institution and (b) program cancellation by the institution (c) cancellation by students during any established cancellation period, and (d) no shows/student never starts training.

Cancellation occurs when the student gives written Notice of Cancellation to the School Director. The student can mail, hand deliver, or fax the cancellation; the cancellation notice cannot be accepted verbally or electronically (i.e. via telephone or email). Date of determination is defined as the date the written notification is post marked or the date the letter is delivered to the institution in person. Cancellation notices are to be addressed to: Hollywood College, 3540 Wilshire Blvd., Suite 604, Los Angeles, CA 90010.

A withdrawal (or termination after the start of class and after the cancellation period) may be effectuated by the student's written notice (i.e. Letter of Withdrawal) or by termination due to student's conduct, including, but not necessarily limited to, a student's lack of attendance, academic failure or violation of school policies. A student shall be terminated on the date he/she fails to attend classes for a three week period (21 calendar days). In this case the date of withdrawal shall be deemed to be the last date of recorded attendance. A student who fails to return as scheduled from an approved leave of absence (LOA). The date of determination of withdrawal will be the scheduled date of return from the LOA. The withdrawal date shall be the last date of recorded attendance.

Hollywood College shall return any/all unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance (11-week quarter). The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. Students who have completed more than 60 percent of the period of attendance will not receive a refund or credit of any kind. Hollywood College shall pay or credit refunds within 45 calendar days of a student's cancellation or determination of withdrawal.

As stated in section 71750(c)(1) of the California Education Code a pro rata refund pursuant of section 94920(d) of the California Education Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: the amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

Student Tuition Recovery Fund (STRF)

Paid for by Hollywood College

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Recovery Fund. This statement shall also describe the purpose and operation of the Student Recovery Fund and the requirement for filing a claim against the Student Tuition Recovery Fund.

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

You are not eligible for protection from 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.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered students who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary 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 on behalf of a student to a third party for a license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, 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 violation of the Act.

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

Hollywood College: Faculty and Staff Members

CEO/School Director

Samuel Rhee, Ph.D.

Administrative Manager

Mr. Andy Indra

Administrative Staff

Hae Kyung Hwang

Manao Shimazu

Bungon Kotwit

Miwa Saito

Faculty

Academic Director

Mr. William Wade, MAT

Subject: Listening & Speaking, Phonetics, Business English, Writing

Mr. Wade is an alumnus of the University of Southern California who holds a Master's degree in Teaching English to Speakers of Other Languages. He has over three years of classroom experience and has been with Hollywood College for two of those years. He has worked closely with other faculty members to develop a curriculum that not only meets the needs of our students but employs innovative methodologies and theories. As Academic Director he strives to create an environment that supports student growth and faculty camaraderie.

Instructors

Carlos Maguina, BA

Subject: Grammar, TOEFL

Mr. Maguina is an alumnus of the University of California at Los Angeles who holds a Bachelor's degree in Philosophy and is currently working on a Masters of Arts in Philosophy degree at California State University Los Angeles. He has over eight years of classroom experience and has been with Hollywood College for three of those years. His ability to remain pragmatic has allowed him to provide students with guidance and information relevant to the world around them. Students are able to connect to his philosophical perspectives and appreciate his intellectual guidance.

Norman Roberts, BA

Subject: Reading and Vocabulary

Mr. Roberts is an alumnus of the University of California at Santa Barbara who holds a Bachelor's degree in Education. He has 19 years of classroom experience and has been with Hollywood College for the past year. In his almost two decades of teaching experience, Mr. Roberts has attained wisdom and an understanding of education that most only hope to one day accomplish.

Vanessa Augsbach, MA

Subject: Conversation

Ms. Augsbach is an alumna of the University of St. Andrews, Scotland who holds a Master's degree in English. She also holds Bachelor's degrees in English and International Studies from Thomas More College. Ms. Augsbach has over four years of classroom experience and is in her first year with Hollywood College. She has taught nationally as well as internationally and is able to communicate in multiple languages. Her approach to education is to always strive for the best and to not give in to fear.

Brian Murphy, BA

Subject: Entertainment English

Mr. Murphy is an alumnus of Montana State University who holds a Bachelor's degree in Media and Theatre Arts. He has more than 15 years of teaching experience with a large number of those dedicated to theatre and entertainment. He has found a connection between entertainment and language and has obtained his TESOL certificate in order to pursue a career in language teaching, which he has done both nationally and internationally. He is currently in his first year with Hollywood College and is determined to have a profound impact on his students.