

# Neo America Language School

## Catalog 2012

- **Main Campus**

Holmes Center  
3251 West 6<sup>th</sup> Street, Suite 420  
Los Angeles, CA 90020  
Tel: 213•637•1951 Fax: 213•637•1955

- **Satellite**

2975 Wilshire Blvd. Suite 500  
Los Angeles, CA 90010  
Tel•213•736•6511 Fax•213•736•5516

[www.neo-am.com](http://www.neo-am.com)

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## ***Neo-America Language School Overview***

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|----------------------------|---|
| <b>Campus Address</b>      | <b>Neo America Language School</b><br><b>Main Campus and Corporate Headquarters</b><br>Holmes Center<br>3251 West 6 <sup>th</sup> Street, Suite 420<br>Los Angeles, CA. 90020<br>213•637•1951<br>213•637•1955(fax)<br><br><b>Satellite Classes</b><br>2975 Wilshire Blvd. Suite 500<br>Los Angeles, CA 90010<br>213•736•6511<br>213•736•5516(fax) |
| <b>Catalog Information</b> | <b>Period of Time Catalog Covers:</b><br>This catalog covers the period starting on January 1, 2012 ending on December 31, 2012   |

**Mission Statement**

At **Neo America Language School** it is our mission that all students be able to flourish in their ability to use and understand English in all facets of life by providing a top quality ESL educational environment. Our enthusiastic and qualified instructors concern themselves with teaching a rigorous, but innovative curriculum of interactive and beneficial courses and materials leading to higher TOEFL scores and admission to U.S. colleges and universities. Beyond that, we are committed to providing all of our students with the proper knowledge and skills to be capable in an ever changing society, while using the English language. Each component of the ESL courses at **Neo America Language School** has quality and standards-based content that gradually intensifies, allowing students to acquire the English skills needed to have their goals realized. The knowledge and confidence that each student gains at **Neo America Language School** equates to success academically, professionally, and personally.

**Objectives**

At **Neo America Language School** we pledge that our students will receive an exemplary ESL learning experience that will benefit them invaluablely by providing the following essentials:

- a modern and facilitated educational environment with all the proper resources needed for student success
- qualified, experienced, and passionate instructors engaged in and committed to student progress
- standards-based-quality texts and curriculum that are progressively challenging and stimulating and that have proven success in all facets of English acquisition
- a comprehensive English language proficiency curriculum for speaking/listening and reading/writing that prepares students for the TOEFL Exam and for admittances to U.S. colleges and universities

**Advisory Board  
Members**

**Neo-America Language School, Inc.** has an advisory board that consists of consultants and experts from several fields pertaining to private organizations.

Charlotte B. Tisdom, HOA President, Organization and Compliance

LaRonda Ortega, Public Elementary School Principal, Student Services

Due to the difficulty in bringing everybody together at the same time contact has been maintained on a regular basis through telephone conferencing and e-mails.

## General Information

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|                                  |   |     |                    |    |       |                    |    |
|----------------------------------|---|-----|--------------------|----|-------|--------------------|----|
| <b>Approval</b>                  | <p><b>Neo America Language School</b> has received an approval to operate from the Bureau for Private Postsecondary Education (BPPE).</p> <p><b>Neo America Language School</b> is authorized by the Immigration and Naturalization Services and Department of Justice to issue the <b>SEVIS I-20AB</b> Form, qualifying foreign students who wish to come to the United States to study.</p>   |     |                    |    |       |                    |    |
| <b>Affiliations</b>              | California Teachers of English to Speakers of Other Languages (CATESOL)   |     |                    |    |       |                    |    |
| <b>Average Class Size</b>        | <table border="1"> <tr> <td>ESL</td> <td>Average Class Size</td> <td>20</td> </tr> <tr> <td>TOEFL</td> <td>Average Class Size</td> <td>20</td> </tr> </table>   | ESL | Average Class Size | 20 | TOEFL | Average Class Size | 20 |
| ESL                              | Average Class Size  | 20  |                    |    |       |                    |    |
| TOEFL                            | Average Class Size  | 20  |                    |    |       |                    |    |
| <b>Classroom and Equipment</b>   | <p><b>Neo America Language School</b> has 14 classrooms and labs furnished with the latest computer system to meet the needs of today's demanding students. All textbooks and equipments are constantly upgraded to allow students practice to the latest.</p>  |     |                    |    |       |                    |    |
| <b>Handicapped Facilities</b>    | <p>The Holmes Center is a modern building and is fully equipped to meet the ADA requirements including handicap accessible restrooms. The building itself and the parking structure have been designed for handicapped access.</p>  |     |                    |    |       |                    |    |
| <b>Certificates</b>              | <p>Students who complete their curriculum objectives within the maximum time frame are eligible to graduate.</p> <p>Upon successful completion of all twelve levels of the ESL program the students are awarded a Certificate.</p>  |     |                    |    |       |                    |    |
| <b>Housing</b>                   | <p>The school does not maintain housing accommodations for students; however, we can help arrange housing in private homes or affordable rental units close to the campus. Home stay accommodations can be arranged.</p>  |     |                    |    |       |                    |    |
| <b>Legal Holidays</b>            | <ul style="list-style-type: none"> <li>• New Years Day Jan</li> <li>• Martin Luther King Jan</li> <li>• President's Day Feb</li> <li>• Good Friday Apr</li> <li>• Memorial Day (Observed) May</li> <li>• Independence Day Jul</li> <li>• Labor Day Sep</li> <li>• Thanksgiving Day Nov</li> <li>• Friday after Thanksgiving Nov</li> <li>• Christmas Day Dec</li> </ul>   |     |                    |    |       |                    |    |
| <b>Non-Discrimination Policy</b> | <p><b>Neo America Language School, Inc.</b> is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. However, we do reserve the right to refuse admission or employment to anyone that we justly determine as unqualified for a specific program or position under consideration.</p> |     |                    |    |       |                    |    |

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## General Information

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### Physical Facilities

#### • *The Campus*

**Neo America Language School** is located at 3251 West 6<sup>th</sup> Street in the heart of Los Angeles' mid-Wilshire district. The school is ten minutes from downtown Los Angeles and occupies part of the fourth floor of the Holmes Center.

#### • *The Satellite location*

The Satellite is located at 2975 Wilshire Blvd. in Los Angeles, a few blocks from main Campus.

#### *The City*

Los Angeles, with its cosmopolitan population, its wide selection of cultural and social activities and its ideal location, is one of the most popular choices for students or visitors coming to the United States. The school is located in the prestigious Mid-Wilshire section of the city, close to shops, restaurants, theaters, museums, and other cultural attractions.

### Transportation

We at **Neo America Language School** feel that lack of access to transportation should not be a barrier to education. A variety of transportation options are available to students and faculty. **Neo America Language School** is located just one short block north of Wilshire Blvd., and one block west of Vermont Blvd. The intersection of Wilshire and Vermont is one of the main transportation hubs of Los Angeles. Therefore **Neo America Language School**, whilst away from the noise of major roads, is able to give students easy access to bus service to downtown Los Angeles as well as to the beach cities and other suburban areas. Access to the new Metro Rail Red Line provides service to downtown Los Angeles and direct connections to south-central Los Angeles and Long Beach on the Blue Line. Eventually the Red Line will extend to the San Fernando Valley and East Los Angeles. For students with cars, ample security parking is available directly behind the school. For RTD riders, a student discount is available by presenting their student I. D. and proof of enrollment.

### Copyright and Software

At **Neo America Language School** we adhere to the U.S Code Copyright Laws. We do not duplicate any textbook or software material for instructional purpose, as indicated by Title 12 of the U.S. code. All students are clear that no duplications of any course material can be created and distributed. All instructors, staff, and faculty follow this guideline daily. The only exception is the user's right to make a backup copy (AUDIO CD) for archival purposes (Section 117).

## *Enrollment Procedure*

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### **Admission Requirements and Procedures**

#### **Admission Procedures**

All applicants are required to complete a personal interview with a counselor in order to mutually determine whether the program meets the needs of the applicant. During this process, the school may administer an **Entrance Examination** to determine the students' needs and abilities. In addition, all applicants must be able to demonstrate access to fiscal resources adequate to meet the financial obligations associated with the training.

Step 1: The prospective student enters and meets the receptionist.

The receptionist contacts the Admissions officer.

Step 2: The Admissions representative meets the prospective student in the reception area.

Step 3: The Admissions representative explains the school rules and regulations: class schedules, courses length, starting date and answers to any questions the prospective student may ask.

Step 4: The Admissions representative takes the Student Attendance Card and neatly types in all the relevant information labels and makes photocopies of the necessary documents.

Step 5: The Admissions representative fills out the Enrollment Agreement and puts all the necessary documents in the admissions package.

#### **Placement Examination**

All applicants are required to take an **Entrance Examination** in order to mutually determine whether the program meets the needs of the applicant's minimum prerequisites.

### **School Policies and Government Regulations- Maintaining F-1 Student Status**

#### **The F-1 student must attend:**

-The school listed on the I-20

-Full time (18 or more credit hours per week)

-At least 80% of all class hours, unless excused by doctor for medical reasons.

**Grades:** Students must maintain at least a "C" in each class.

**School Fees:** Students may not work outside the school without U.S. Citizenship and Immigration Services (USCIS) authorization.

**Change of Address:** Students must report any change of address, phone number, or name to the student services office and to USCIS within 10 days of the change.

#### **Travel outside the United States:**

With proper permission, student may travel out of the U.S. for up to 5 months and return. To do so they must have a current visa and a current properly endorsed I-20 to re-enter the U.S. A student must request authorization through the Student Services Office before leaving the U.S.

#### **Consequences of failure to maintain student status:**

If a student does not maintain school and/or USCIS policies and regulations, he or she may become subject to the following disciplinary actions:

-Academic Warning: Verbal and written warning placed in the student's record.

-Academic Probation: Usually lasts one quarter. May be reported to USCIS.

-Expulsion from school: Reported to USCIS, which usually results in a bar from reentering the U.S. for up to 10 years.

## ***Tuition Payment, Cancellation and Refund Policies***

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### **Registration, Tuition and Other Fees**

The school reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions in books and supplies as required without prior notice. Any changes in tuition or fees will not affect students already in attendance or enrolled.

### **Payment Policy**

Students assume the responsibility for payment of the tuition costs in full. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing.

### **Tuition Payment Methods**

**Neo America Language School** accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or company check. At the school's discretion, installment payments may also be arranged. All outstanding student account balances are billed directly to the student upon graduation or termination. Failure to satisfy delinquent accounts within a reasonable time period will result in the account being submitted to a collection agency for processing and the student will not be allowed to graduate.

Step 1: Student Interview: During the interview, advisor should explain to the student all information regarding the school and program. A copy of the following papers should be given to the student.

1. A catalog including campus security information
2. A notice of student rights
3. Refund Calculations/Table of Examples (Notice of Refund)
4. Two copies of notice of cancellation
5. School performance fact sheet

Note: 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.

Step 2: The advisor completes and prepares the Student File. Student File should contain the following documents and materials.

1. Application for admission
2. Enrollment agreement
3. Placement test result
4. Attendance card
5. Course registration form
6. Notice of Refund form

For international (F-1 visa holders) students only:

7. A copy of student's passport
8. A copy of student's F-1 visa (if student obtained his/her F-1 visa within the U.S., a copy of I-797A form)
9. A copy of student's I-94 card or admission stamp page on student's passport
10. Evidence of financial support
11. A copy of previous/most recent form I-20 (transfer students only)
12. Signed F-1 student agreement

Step 3: Enrollment Procedure complete.

Step 4: All future payments will be collected by the bookkeeper. A receipt will be issued after the payment is received. Bookkeeper will post payment information into each student's account.

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## ***Tuition Payment, Cancellation and Refund Policies***

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### **Tuition Refund Policies (Student's Right to Cancel)**

The student has the right to cancel the enrollment agreement that the student signs for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, if notice of cancellation is made through attendance at the first class session, or the seventh business day after enrollment, whichever is later. Business day means a day on which the student was scheduled to attend a class session. Cancellation shall occur when the student gives written notice of cancellation at the address of the school shown on the top of the front page of the enrollment agreement. The student can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement. The student will be given two 'notice of cancellation' forms on the first day of class, but if the student chooses to cancel, the student can use any written notice that he/she wishes. If the school has given the student any equipment, including books or other materials, the student shall return it to the school within 30 days following the date of the student's notice of cancellation. If the student cancels the agreement, the school will refund 100 percent of the amount the student paid within 45 days of the cancellation, less the registration fee of \$75.00 and any deduction for equipment not timely returned in good condition.

### **Withdrawal from Course**

The student has the right to withdraw from the course of instruction at any time. If the student withdraws from the course of instruction after the period allowed for cancellation of the enrollment agreement, the school will remit a refund, less a registration fee of \$75.00 within 45 days following his/her withdrawal. The student is obligated to pay only for educational services rendered and for unreturned books or equipment. A student who has completed 60 percent or less of the period of attendance shall be given a pro-rata refund. A student completing more than 60 percent of the enrolled classes is not eligible for a refund. The refund shall be the amount they paid for instruction multiplied by fraction, the numerator of which is the number of clock hours of instructions which they have not received but for which they have paid, and the denominator of which is the total number of clock hours of instruction for which they have paid. If they obtained books or equipment as specified in the enrollment agreement as a separate charge, and return them in good condition within 30 days following the date of their withdrawals, the school shall refund the charge for the books or equipment paid by them. If they fail to return books and equipment in good condition within the 30-day period the school may offset against the refund of the documented cost for books or equipment exceeding the prorated refund amount.

## ***Tuition Payment, Cancellation and Refund Policies***

### **Hypothetical Refund Example**

Assume that a student, upon enrollment for ESL 1 in a 210 hour course, pay \$900 for tuition, \$75 for registration and \$50 (fair market value) for textbooks as specified in the enrollment agreement and withdraws after completing 42 hours of elapsed time without returning the textbooks student obtained on the tenth business day after the first class the student attended. The pro rata refund to the student would be \$720 based on the calculation stated below. If the student returns the textbooks in good condition within 30 days following his/her withdrawal, the school shall refund the charge for the textbooks paid by the student.

### **Sample Refund Calculation**

Based on the preceding example, the refund calculation would be made in the following way:

|          |                   |  |
|----------|-------------------|--|
|          | \$ 975.00         | \$ 900 tuition + \$ 75 registration  |
| Less     | \$ 75.00          | Registration fee (amount school may retain)  |
| Subtotal | \$900.00          |  |
| Times    | $\frac{168}{210}$ | <b>Numerator:</b> The number of clock hours of instruction which student has not received but for which student has paid.<br><b>Denominator:</b> Total number of clock hours of instruction for which student has paid |
| Equals   | \$ 720.00         | Initial refund amount  |
| Minus    | \$ 0.00           | Documented cost of unreturned equipment  |
| Plus     | \$0.00            | Returned Textbooks*  |
| Equals   | \$ 720.00         | Actual refund amount   |

\*If the student returns the textbooks in good condition, the actual refund to the student would \$770 (\$720+\$50). For the purpose of determining the amount they owe for the time they attended, they shall be deemed to have withdrawn from the course when any of the following occurs:

- A. They notify the school of their withdrawal or the actual date of withdrawal.
- B. The school terminates their enrollment agreement.
- C. They fail to attend classes for a two-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

## Academic Policies

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### Academic Progress Policy

#### **Duration of Study**

Students must complete their programs with a minimum GPA of 2.0, and do so within 2.0 times the scheduled program length. Student progress is reviewed formally throughout each student's enrollment period.

#### **Completion**

Upon successful completion of the program a Certificate of Completion will be issued to the student.

#### **Grades**

Grades are issued upon the completion of each module or level. Evaluation of satisfactory progress for this program is made twice quarterly. The grading system is as follows:

|          |              |           |             |            |
|----------|--------------|-----------|-------------|------------|
| <b>A</b> | <b>90%</b>   | <b>To</b> | <b>100%</b> | <b>4.0</b> |
| <b>B</b> | <b>80%</b>   | <b>To</b> | <b>89%</b>  | <b>3.0</b> |
| <b>C</b> | <b>70%</b>   | <b>To</b> | <b>79%</b>  | <b>2.0</b> |
| <b>D</b> | <b>60%</b>   | <b>To</b> | <b>69%</b>  | <b>1.0</b> |
| <b>F</b> | <b>Below</b> | <b>To</b> | <b>60%</b>  | <b>0.0</b> |

Any student receiving a "D" or an "F" is required to repeat the level or module and must obtain a grade of "C" or better to remain in the program. After the student has successfully repeated the level or module as required by this policy, the previously assigned grade of "D" or "F" is not factored into the student's grade point average. Grade point averages are computed by dividing the total number of credits earned by the total number of levels or modules satisfactorily completed. Only grades of "C" or better are considered satisfactory.

### Attendance

Students are expected to maintain good attendance. The student must complete his/her program within 2.0 times the program length. Students should strive to attend consistently in order to master the required skills in the time allowed. Failure to attend regularly and progress satisfactorily may result in loss of a desired attendance schedule or possible dismissal from the program.

### Tardiness

**Neo America Language School** encourages students to be "on time" for all activities, appointments and classes. Students who arrive more than 15 minutes late for class or who miss 15 minutes of class time during any given class hour are recorded as incomplete and considered absent for that class hour.

### Make Up Classes

The school does not require a student to make-up missed classes. Make up classes are not specifically scheduled and are never guaranteed. Make Up classes will be handled between instructors and students.

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## ***Academic Policies***

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### **Leave of Absence**

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed sixty days. Requests for leave must be submitted to the School Director and must include an anticipated return date and be signed by the student. Failure to return to school as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence.

The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

### **Attendance Probation**

At least once a week student attendance is monitored and calls are made to those students that have missed one or two days during that week. Students are required to have an overall attendance rate of 80% or more to meet the minimum attendance requirement of the program. A student who has missed more than one-third of the scheduled class hours in any given level or module will not be advanced to next level or module until his/her repeated previous level or module.

### **Student Conduct Requirements**

Neo America Language School is a Drug-Free, Alcohol Free and Tobacco-Free campus. In addition, Students are expected to dress and act properly while attending classes. At the discretion of the school administration, a student may be dismissed from school for a serious incident or repeated incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons or disrespectful behavior to other students, an administrator or faculty member or any other stated or determined infractions of conduct.

### **Certificates of Completion**

Students who complete their curriculum objectives within the maximum time frame are eligible to graduate. A Certificate of Completion will be awarded to these students.

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## ***Academic Policies***

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### **Academic Probation**

At the end of the scheduled module or level, a grade is assigned to each student based on the teacher's evaluation of the student's in-class performance and test results. If the student's grade is below 70% the student will be automatically placed on academic probation, and is informed of this fact in writing.

This probationary status is removed when the student repeats the module or level and earns the credits for completing the module or level by receiving a grade of "C" (70%) or higher. The student on Academic Probation is allowed only one opportunity to earn the required credits by receiving a grade of 70% or higher, and may not repeat the module or level a second time. If the student's grade point average has not returned to a "C" (70%) or better, the student is dropped from the program.

Academic Probation during the scheduled length of a program. If the student succeeds in having this probation status removed in accordance with the above policy and if the student has earned 75% of the total credits, the student will be allowed a second Academic Probation. (Please refer to the Academic Progress Policy, which states that students are allowed up to 2.0 times the scheduled program length). Again, for this second probationary status to be removed, the student must comply with the policy stated in the first and second paragraphs of this section on Academic Probation.

### **Termination, Appeal and Reinstatement**

Should students find it necessary to discontinue their training, they should arrange to meet with a school counselor to discuss their situation and submit written notification of their request. Students shall be terminated for failure to (1) meet minimum standards for academic progress, (2) meet the minimum conduct standards of the school, or (3) fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they would remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director.

Apart from the registration and processing fee of \$75 there are no other administrative cost associated with withdrawal or termination

## ***Academic Policies***

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### **Student Complaint Procedure**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not bring the situation to a close to the satisfaction of students, they may submit a written complaint to:

**Neo America Language School  
Holmes Center  
3251 West 6<sup>th</sup> Street Suite 420  
Los Angeles, CA 90020**

Students can expect to receive a written response within 10 business days. Also note

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution maybe directed to the Bureau for Private Postsecondary Education. In addition, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling or by completing a complaint form, which can be obtained on the bureau's internet website.

**Mailing Address:**

Bureau for Private Postsecondary Education  
P.O. Box 980818  
West Sacramento, CA 95798-0818

**Physical Address (as of November 20, 2010):**

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento California, 95833

Phone: 916-431-6959

Toll Free: 888-370-7589

Main Fax: 916-263-1897

Licensing Fax: 916-263-1894

Enforcement/STRF/Closed Schools Fax: 916-263-1896

Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

### **Family Right and Privacy Act**

Neo America Language School complies with the confidentiality and students accessibility provision of the Family Right and Privacy Act of 1974 (P.L. 93-380, section 438), commonly known as the Buckley Amendment. Confidentiality of student records is protected. Information on students is not available to anyone without:

1. Written request/release from the student
2. A court order or
3. Accreditation or other oversight agencies requirements.

However, parents of minors and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student. An appointment may access his/her own records by submitting a written request to the school.

## ***Student Services***

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### **Academic Services**

The school is responsible of maintaining student files of all the current students enrolled at **Neo America Language School**, on-going status records and monitoring of student progress throughout the program.

Neo America Language School offers the following services to students:

- **academic tutoring and counseling**
- **F-1 Student Advising**
- **Field Trip and Event**

### **Parking**

Parking is available in the parking lot behind the building and can be entered from New Hampshire Street. Any damage to, or loss of vehicles or possessions is the responsibility of the student and not **Neo America Language School**.

### **Local Rehabilitation and Treatment Centers**

If you feel that you or someone you know has an alcohol or other substance abuse problem or if you just want to learn more about these diseases, there are a number of local centers and agencies who can provide you with the help, information and support that you need. Some of the local rehabilitation and treatment centers are listed below:

**Plaza Community Center**  
**648 S. Indiana St. Los Angeles, CA 90023**  
**213•268•1107**

**National Council on Alcoholism & Drug Dependency**  
**600 S. New Hampshire Ave. Los Angeles, CA 90005**  
**213•384•0403**

### **Emergency Phone Numbers**

In case of emergency please call these phone numbers:

|                    |            |
|--------------------|------------|
| <b>Ambulance</b>   | <b>911</b> |
| <b>Fire-Rescue</b> | <b>911</b> |
| <b>Police</b>      | <b>911</b> |

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## *Job Placement*

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**Job Placement Assistance**

Neo America does not offer job placement services. Neo America language school's purpose is to teach students the English language. Most of Neo America student's obtain an F-1 visa and are not permitted to work in the United States. However, the higher level classes at Neo-America Language School provide students with the following essentials:

1. Preparing resumes
2. Developing job interviewing skills

**Guarantee Disclaimer**

**Neo America Language School** does not guarantee employment to any student, recent graduate, or alumni of this school.

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## *Disclosure Notices*

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### **Campus Security**

#### ***Information & Policies***

The school has adopted and implemented Section 668.48 of Public Law 101-542, "The Student Right-to-Know and Campus Security Act" effective September 1, 1992.

The following policy will be implemented to ensure to the fullest extent possible that students, faculty and staff are informed all areas in the event they become victims of criminal actions or other emergencies occurring on campus. Each individual will receive immediate treatment off-campus and be provided with information regarding resource facilities for follow-up treatment and information regarding legal action.

Criminal offenses are defined as an unlawful attempt or threat to do physical injury to another or to do damage to another's personal property. These offenses include: murder, aggravated assault, rape, burglary, robbery and motor vehicle theft.

The following procedure will be followed to insure campus security:

1. The staff will be trained to be aware of any unusual occurrences/behaviors on or around the campus grounds. Also, they will be trained in notifying proper authorities.
2. Certified instructors who are in the classroom at all times monitor all classrooms.
3. The School Director, or his/her designee, secures the building each evening and insures that all students, faculty and staff have properly exited out of the building.

Campus training/awareness is provided to each new student and to newly hired employees during their orientation session. During this orientation session, the following information regarding crime prevention is provided and discussed:

1. Each student and employee of the school is responsible for his or her personal belongings.
2. Proper security of all personal belongings is the responsibility of each student and employee.
3. Any infraction of the regulation relating to Public Law 101-542 must be reported to the proper school personnel immediately.
4. All students and employees of Neo-America Language School are responsible for conducting themselves as professionals at all times while on campus and/or while attending school functions.
5. Students are provided with school rules and regulations during orientation; employees receive an employee handbook.
6. Any student or employee who is found in possession of, using or selling alcoholic beverages and/or illegal drugs on campus will be suspended or terminated from school.
7. All students and employees are provided with information during orientation, regarding the 'Drug Free' status of all this school's campuses.

## ***Disclosure Notice***

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Students and employees sign a statement that they are aware of this policy and will abide by it. This documentation is found in the student's file and employee's personnel file and is included in the school catalog. The following steps will be taken in the event of a criminal action or other emergencies:

1. The School Director, or designated individual in his/her absence, is the first person to be notified in case of criminal action or other types of emergencies occurring on campus. The second contact person would be the designated department manager. The third contact person would be the next designated department manager.
2. The school will immediately notify the proper law authorities. A written statement from the victim will be obtained.
3. The school will abide by all legal requirements set forth by law enforcement.
4. Medical and follow-up treatment services will be made available to the victim if required.
5. The management of the school will be in contact with the victim regarding the status of medical treatment and law enforcement and/or necessary action taken regarding disciplinary proceedings and/or results of disciplinary action or appeal.
6. Confidentiality will be guaranteed.
7. Appropriate services that are available to the victim will be provided to each individual immediately.

### ***2011 Annual Campus Security Report***

| <b>Murder</b> | <b>Aggravated Assault</b> | <b>Rape</b> | <b>Burglary</b> | <b>Robbery</b> | <b>Motor Vehicle Theft</b> |
|---------------|---------------------------|-------------|-----------------|----------------|----------------------------|
| <b>0</b>      | <b>0</b>                  | <b>0</b>    | <b>0</b>        | <b>0</b>       | <b>0</b>                   |

### **Drug and Substance Abuse Policy**

**Neo America Language School** is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic objectives. Our commitment to helping to promote healthy lifestyles for our students and staff has resulted in the creation of a program designed to prevent the abuse of illicit drugs and alcohol. We are concerned for you, as an individual, as well as for the well being of those around you. We strongly encourage you to participate in this program if you or someone close to you is experiencing a problem with substance abuse, or if you simply wish to become better educated regarding the various drugs and the health hazards they pose and the possible legal consequences of participating in drug related activities. Any inquiries regarding this program can be made confidentially through the Program Coordinators.

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## ***Disclosure Notice***

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### ***The Prevention Of Abuse/Use Of Alcohol And Other Substances***

No person may use, possess, sell or distribute alcohol or other illegal controlled substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. This prohibition applies to all students as well as employees. The term "alcohol and other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, marijuana, cocaine, LSD, PCP, amphetamines, heroin, and any of those substances commonly referred to as "designer drugs". The inappropriate use of prescription and over-the-counter drugs is also prohibited. Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct or personal or physical characteristics indicative of having used or consumed alcohol or other substances.

### **Catalog Disclosure**

#### ***Student Tuition Recovery Fund***

California Education Fund Code 94316.10 (a) and CCR, Title 5, 73750, require the catalog to include a description of the student's rights under the Student Tuition Recovery Fund (STRF) established pursuant to 94342 of the Education Code. The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as result of the school: closing; failing to live up to its enrollment agreement; or, refusing to pay a court judgment.

To be eligible, you must be a "California Resident" and reside in California at the time the enrollment is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a "California Resident".

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the council that the school is closed. If you do not receive notice from the council, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained, you must file a STRF application within 2 years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to the

#### **Bureau for Private Postsecondary Education**

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
Phone Number: (916)431-6959  
Toll Free: (888)370-7589  
Fax Number: (916)263-1897



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## ***Disclosure Notice***

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**Accreditation**

Neo-America Language School is an unaccredited institution and therefore our students are not eligible for federal financial aid programs.

**Licensure exam**

Neo-America Language School does not offer any licensure programs and therefore our students do not take any state licensing exams.

**Employment  
Information**

Neo-America Language School does not offer job placement and therefore its programs are not recognized for employment positions.

## *Curricula*

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### **English as a Second Language**

#### **ESL Program Description and Objectives**

The ESL program at **Neo America Language School** is catered to international students planning to attend a college or university in the U.S. or desiring to expand their skills for personal success. With a 6 level curriculum, students who successfully complete our program will be equipped with the knowledge and skills needed to continue on to higher education or to work in the U.S. or in their respective countries. The ESL program has been customized to help students improve rapidly and efficiently in all areas of English development. Each level consists of the essential facets of English such as: speaking, listening, reading, grammar, and writing. Students will be provided with quality standards-based textbooks that are intensive and motivate students to reach their potential and to continue their education to be an active member in today's society. In addition, students will have excellent grammar lessons incorporated into each component, as well as reading/vocabulary texts that will allow students to reach the 2,000 word vocabulary level, which is composed of high-frequency words. Therefore, students will have the ability to read unadapted texts, speak and understand English in any environment, and compose a five paragraph essay with minimal to no grammatical errors upon completion of our ESL program. Students' success can be realized by our small student/teacher ratio and by the implementation of a structured-based, comprehensive, and effective curriculum. Our ESL program is open entry/fixed exit.

## Program Outline

| ESL For Beginning Students    |    |                   |      |       |  |       |
|-------------------------------|----|-------------------|------|-------|--|-------|
| Modules                       |    |                   | Days | Weeks |  | Hours |
| ESL                           | 1A | Beginning         | 5    | 5     |  | 105   |
| ESL                           | 1B | Beginning         | 5    | 5     |  | 105   |
| ESL                           | 2A | Low Intermediate  | 5    | 5     |  | 105   |
| ESL                           | 2B | Low Intermediate  | 5    | 5     |  | 105   |
| ESL For Intermediate Students |    |                   |      |       |  |       |
| Modules                       |    |                   | Days | Weeks |  | Hours |
| ESL                           | 3A | Intermediate      | 5    | 5     |  | 105   |
| ESL                           | 3B | Intermediate      | 5    | 5     |  | 105   |
| ESL                           | 4A | High Intermediate | 5    | 5     |  | 105   |
| ESL                           | 4B | High Intermediate | 5    | 5     |  | 105   |
| ESL For Advanced Students     |    |                   |      |       |  |       |
| Modules                       |    |                   | Days | Weeks |  | Hours |
| ESL                           | 5A | Advanced          | 5    | 5     |  | 105   |
| ESL                           | 5B | Advanced          | 5    | 5     |  | 105   |
| ESL For TOEFL Students        |    |                   |      |       |  |       |
| Modules                       |    |                   | Days | Weeks |  | Hours |
| ESL (TOEFL)                   | 6A | High Advanced     | 5    | 5     |  | 105   |
| ESL (TOEFL)                   | 6B | High Advanced     | 5    | 5     |  | 105   |



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## Curricula

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### Beginning ESL 1A/1B

Our beginning level courses are designed to instruct adults who have minimal ability to speak and understand English, while only understanding isolated words/phrases. All instructors understand that the beginning level students have the ability to think complexly, thus allowing them to grasp material efficiently. The beginning level courses effectively instruct students on the basic components of the English language by using a systematic approach. Instructors will present all material in a slow, but engaging and productive pace to eliminate anxiety and promote confidence in the target language. Grammar: instructors will place heavy emphasis on the parts of speech such as: Noun/Pronouns, Verbs, Objects, Adjectives, and Adverbs. Students will be able to identify successfully any part of speech and determine the appropriate tense in a given context. Speaking/listening: instructors will reinforce the marked grammar to ensure that students can incorporate that into spoken language. Some speaking topics include: the alphabet and numbers, introducing yourself and others, classroom and school related objects, family and household chores, money, food likes/dislikes, apartment/house, common shopping terms, colors, household chores/activities, places in the community, transportation, traffic signs, parts of the body, common health problems and symptoms, medicine, occupations, and job skills. Students will learn the pronunciation for: he's/she's, -s and -es endings in plural nouns, yes/no in rising intonation, voiced "th", possessive nouns/pronouns, consonant to vowel link, I like/I'd like, ing-ending, was/were, wasn't/weren't, and can/can't in statements and short answers. Reading/vocabulary: Instructors will teach students to pronounce the letters of the alphabet correctly and pronounce letter-sounds association (phonemes) to ensure clear pronunciation. Students will be able to read and comprehend learned words and phrases from a selected text which contains simple syntax. In addition, students will learn how to identify topics, main ideas, and summarize. Towards the end of the course students will practice using a graphic organizer, finding examples, giving details, and determining fact from opinion.

### Low Intermediate ESL 2A/2B

Our low intermediate courses will ensure that students have mastered the basic components of English from the previous beginning levels. Lower intermediate students understand the basic components of syntax, and are able to utilize familiar vocabulary. During the Intermediate levels students will slowly be introduced to small writing assignments to reinforce grammatical structures and develop stronger skills and confidence. Low intermediate communication is usually spoken slowly with hesitation and instructors will assist students with gaining confidence while speaking English. Grammar: instructors will persistently focus on the present, past, future, and perfect

tenses, Yes/No questions, Wh- questions, How? How often...?, How far...?, How about...?, nouns/pronouns, and modal auxiliaries. Students will apply the concepts to the given content, as opposed to simply identifying. Students will know the reasoning behind every grammar rule mentioned. In addition, students will be able to differentiate one term from another. Speaking/listening: Instructors will assist students with creating clear and grammatically sound syntax in spoken English. Some speaking topics include: Describing people and personalities, life and family life, clothing needed/wanted, problems with purchases, weekend activities, invitations, home repair problems, information about an apartment, past activities, personal milestones, doctor, food, restaurant orders, food brand comparison, emergency situations, and job responsibilities. Students will learn the pronunciation for the following: vowel sounds in unstressed syllables, strong and weak pronunciation of "do", words with one unpronounced syllable, has/have, -ed ending, "t" between two vowel sounds, can/can't, intonations of questions with "or", "will", weak pronunciation for , the a, and of, stressed syllables, and yes/no falling and rising intonation. Reading/vocabulary: Instructors will introduce simple material, which gradually intensifies on interesting subjects in order to focus on locating the main ideas and incorporating selected vocabulary words into a selected text. The number of vocabulary words per unit/chapter increases at this level. Students will also practice scanning selected text and correcting a summary. More discussion revolving around the selected text will be implemented at this level.

### Intermediate ESL 3A/3B

This level extends student's speaking, reading, grammar and writing skills by ensuring that students have developed a solid foundation acquired from the lower levels. Intermediate students are expected to begin speaking and reading with less hesitation and more confidence than they did previously. At this level, students are expected to show a solid understanding of the key concepts learned in the previous levels and apply it to any aspect of the English language with minimal hesitation. Though students may make minimal grammatical and spoken errors, instructors will foster students to encourage greater self-esteem, which will aide them in the higher level courses. Grammar: instructors will focus on conjunctions: coordinating, correlative, subordinating; comparisons using superlative and comparative forms, passive voice, count/non- count nouns, articles, and relative pronouns. Speaking/listening: instructors will continue to assist students with their speaking capabilities. Some of the topics include: community service, children and school, bullies, work experience/history, airline travel, car maintenance, traffic accidents, eating habits, strengths in the workplace, opening bank accounts, and rights and freedom in the U.S. After the targeted conversation is complete instructors will allow for there to be open discussions and/or debates. Students will learn the pronunciation for the following: used to, will, going to, -sion or -tion ending, can, -th, a/an/the, /d/, /t/, /id/ in verbs ending in -ed, and intonation in if-clauses. Reading/vocabulary: Instructors will

implement material that has familiar subjects and clear structures. Additionally, focus will be on finding the main ideas, determining word meaning by context clues, and making inferences. Critical thinking and cause and effect will be applied to many readings/articles at this level as well.

#### High Intermediate ESL 4A/4B

This level extends the sound fundamentals learned in the previous levels. High Intermediate students are capable of creating syntax with minimal grammatical errors, using more complex syntax, communicating at length about various topics, skimming reading assignments to find main ideas and answering questions with little to no difficulty. Instructors will place more emphasis on reading and writing at this level. These factors will ultimately prepare students to perform well in the advanced levels. Grammar: instructors will focus on relative pronouns, adjective clauses, gerunds, infinitives, and noun clauses. Since going beyond the simple sentence structure is the key, additional writing assignments both in-class and homework will be given, which will enhance their speaking and writing ability. Speaking/listening: instructors will present various topics that will effectively engage students and create a more natural and fluent conversation. Some of the speaking topics include: daily routines, work-related goals, common interview questions, cultural festivals, ways to improve community, communication with supervisors and co-workers, ways to improve safety and prevent accidents, tenant and landlord responsibilities, enrolling a child in school, misdemeanors, and bank services. Students will learn the pronunciation for the following: stressed words in sentences, reduction: "did you", "going to", "want to", etc., silent syllables, stressed syllables, unreleased final stop consonants, weak and blended pronunciation of "to", stress in phrasal verbs, auxiliary verbs, vowels, intonation in tag questions and exclamations, pronoun + -d, stress in words ending in -cal, -ity, -tion, -ize, and -ate, linking final consonant to a beginning vowel, weak pronunciation of "be", and "would you". Reading/vocabulary: Students will learn how to "skim" for the main idea, quote and paraphrase, understand reference words, compare and contrast, recognize most antonyms, synonyms, and homonyms. More emphasis on critical thinking and idiom review will be implemented as well.

#### Advanced ESL 5A/5B

This level is quite extensive and each component of the previous ESL classes is equally implemented to promote further preparation for the TOEFL course, or for further post-secondary educational goals. The advanced student is able to understand beyond the simple sentence in grammar with confidence. Furthermore, listening and speaking capabilities are sound in a variety of topics and settings. Students can also read complex texts, identify main ideas, and determine word meaning by context, make inferences, and compare and contrast. Grammar: Review of all tenses including the simple, progressive, perfect, and perfect progressive, adverb clauses, subject verb agreement, nouns, pronouns, modals, the passive voice, noun

clauses, adjective clauses, gerunds, infinitives, coordinating conjunctions, cause and effect, contrast, and conditions. In addition, to the grammar component of this class students will get ample practice writing three paragraph essays, which include thesis statements, topic sentences, support, and conclusions. Speaking/listening: instructors will implement an array of speaking topics and phonetics drills. Some of the speaking topics include: long-term career paths, presentation skills, interview do's and don'ts, factors that influence job promotions, medical specialists, diseases, personal actions to help save the environment, and technology pros and cons. Debates, open-discussions, and oral presentations will be included at this level. Pronunciation: Constant review of the previous sounds mentioned will be implemented into each lesson. In addition, instructors will present supplemental practice of linked sounds, intonation, stressed vowels, and dropped sounds. Reading/Vocabulary: More challenging texts and vocabulary words, geared towards the TOEFL course, will be implemented. More idiom review. Heavy emphasis will be on determining word meaning from context, scanning and paraphrasing for main ideas and supporting details, recognizing tone, and summarizing. Students are required to read from a variety of scholarly sources at the instructor's discretion.

#### High Advanced ESL 6A/6B

The content at this level will cover the four areas of TOEFL competence: grammar, writing, reading and listening. Based on the knowledge attained from the previous levels students will have developed a solid foundation of English proficiency. Students will receive a guided practice in TOEFL strategies and sub skills with intensive instructor feedback. In addition, students will receive a continuous evaluation of their scores and progress for each portion of the test during the course. A weekly TOEFL test will be administered and graded for each student. In addition to preparation for the TOEFL exam, students will also be able to practice speaking using a variety of sentence patterns, appropriate degrees of formality, and appropriate social cues. Furthermore, students will be introduced to a variety of spoken and written texts, which will increase students' ability to function in the American society productively and to gain cultural awareness and familiarity.

#### **Graduation Requirements**

Students who complete their curriculum objectives within the maximum time frame are eligible to graduate. A Certificate of Completion will be awarded to these students

## Curricula

### Total Program Fees

#### ESL Program Fee

There is a registration and processing fee of \$75.

| Level        |    |                      | Tuition         | Books         |
|--------------|----|----------------------|-----------------|---------------|
| ESL          | 1A | Beginning            | \$ 450          |               |
| ESL          | 1B | Beginning            | \$ 450          | \$ 110        |
| ESL          | 2A | Low Intermediate     | \$ 450          |               |
| ESL          | 2B | Low Intermediate     | \$ 450          | \$ 60         |
| ESL          | 3A | Intermediate         | \$ 450          |               |
| ESL          | 3B | Intermediate         | \$ 450          | \$ 110        |
| ESL          | 4A | High Intermediate    | \$ 450          |               |
| ESL          | 4B | High Intermediate    | \$ 450          | \$ 60         |
| ESL          | 5A | Advanced             | \$ 450          |               |
| ESL          | 5B | Advanced             | \$ 450          | \$110         |
| ESL          | 6A | HIGH ADVANCED(TOEFL) | \$ 450          |               |
| ESL          | 6B | HIGH ADVANCED(TOEFL) | \$ 450          | \$35          |
| <b>Total</b> |    |                      | <b>\$ 5,400</b> | <b>\$ 485</b> |

Subject to change

#### ESL Class Schedule

Students in the ESL Program study in the morning, afternoon and evening period: Classes are held from 9:00 A.M. to 1:30 P.M. in the morning, 2:00 P.M. to 6:30 P.M. in the afternoon, and 5:30 P.M. to 10:00 P.M. in the evening. Monday through Friday.

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## *List of Faculty Members*

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### **Faculty Members**

#### **ChaVon Beebe**

B.A., English (Single-subject teaching option)  
California State University, Los Angeles, CA  
TOEFL/English as a Second Language Instructor  
Scholastic Achievement Test Instructor  
Curriculum Developer, Peer Mentor Advisor

#### **Sean Mahoney**

B.A., English (Creative Writing, Minor in Chemistry)  
English as a Second Language Instructor  
High School English Teacher  
Screenwriter

#### **Angela Shin**

B.A., Sociology (Minor in Ethnic Studies)  
University of California, Riverside, Riverside, CA  
English as a Second Language Instructor  
Middle School Teacher

#### **Benjamin Gilbert**

B.A., English, University of Toronto, Toronto, Canada  
TESL Certificate  
ESL Instructor, Screenwriter

#### **James J. Marquez**

B.A., English, California State University, Los Angeles  
Credentialed English Teacher  
TEFL Certificate  
Adult ESL and GED Instructor,  
High School English Teacher

#### **Carolyn J. Sensabaugh**

M.A., Behavioral Science (Gerontology Option)  
B.A., Behavioral Science (Minor in Psychology)  
California State University, Dominguez Hills, Carson, CA  
Credentialed Adult Education Teacher  
Associate Professor

#### **Jeffrey Baker**

B.A., Philosophy (Minor in American Literature)  
Pitzer College, Claremont Colleges, Claremont, CA  
University of London  
ESL Instructor, Editor, Poet

#### **Jeremy Fain**

B.A., History, New York University, New York, New York  
SAT/ACT Instructor, Academic Advisor, Writer/Editor

#### **Kimberly Stanphill**

B.A., Applied Arts and Sciences  
San Diego State University, San Diego, CA  
ESL Instructor  
Private Instructor/Coach-Singing, Voice Over, Elocution

## Addendum

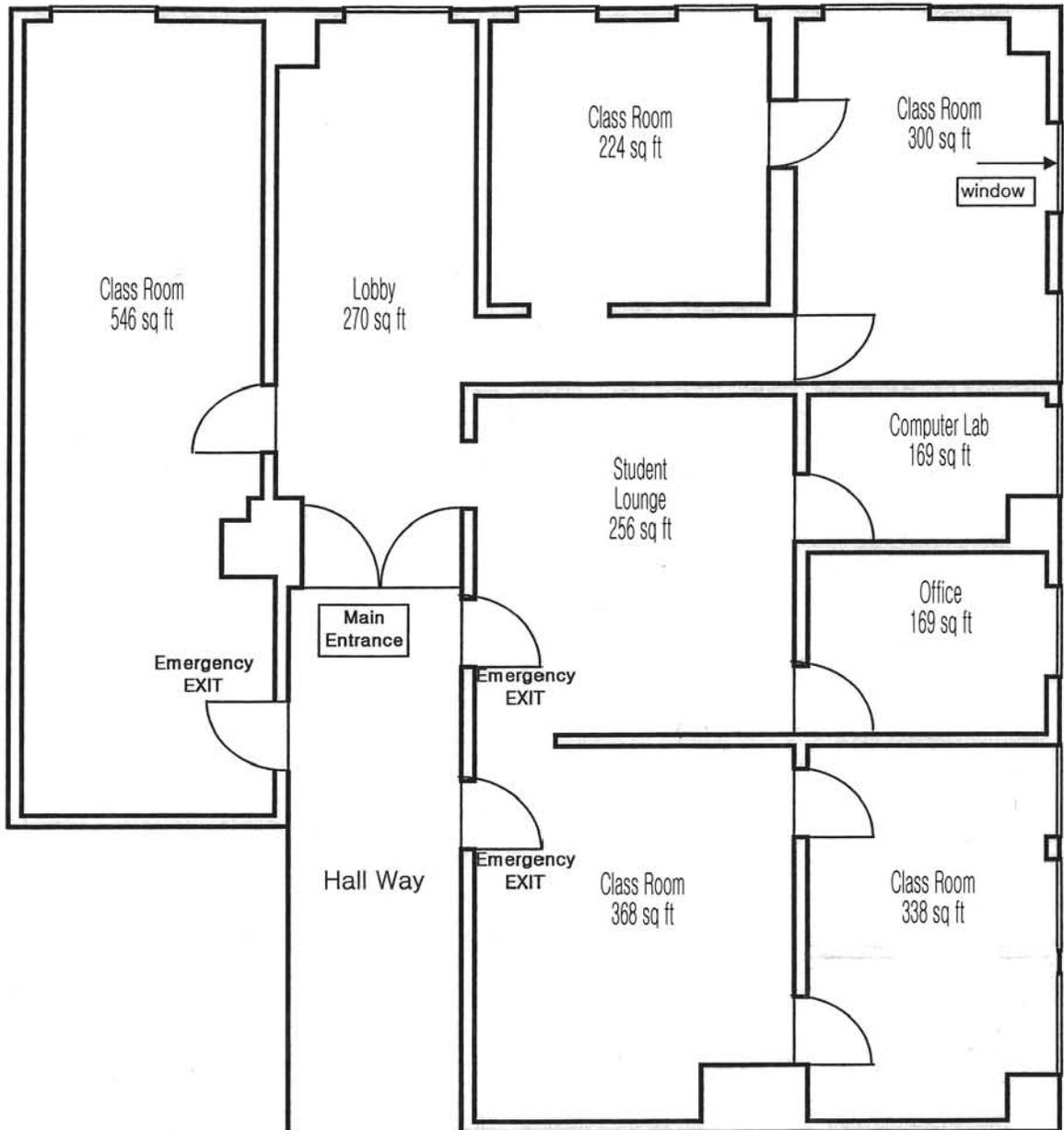
- Main Campus Map
- Emergency Evacuation Plan



## Addendum

- Satellite Class Location

### Campus Map



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## ***Addendum***

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### **Equipment for the Main Campus and Satellite (2011)**

#### **Main Campus**

|                                  |                           |
|----------------------------------|---------------------------|
| <b>(10) Computers for Lab</b>    | <b>(8) CD Players</b>     |
| <b>(3) Computers for Office</b>  | <b>(1) Microwave</b>      |
| <b>(6) Televisions</b>           | <b>(1) Water Purifier</b> |
| <b>(2) Printers and Scanners</b> | <b>(1) Typewriter</b>     |
| <b>(2) Refrigerators</b>         | <b>(5) DVD/VCR Player</b> |
| <b>(1) Vending Machine</b>       |                           |

#### **Satellite**

|                                   |                            |
|-----------------------------------|----------------------------|
| <b>(11) Computer for Lab</b>      | <b>(1) Vending Machine</b> |
| <b>(16) Computers for Office</b>  | <b>(9) CD Players</b>      |
| <b>(8) Televisions</b>            | <b>(2) Microwaves</b>      |
| <b>(3) Copy Machines</b>          | <b>(3) Water Purifiers</b> |
| <b>(10) Printers and Scanners</b> | <b>(1) Typewriter</b>      |
| <b>(5) Refrigerators</b>          | <b>(7) DVD/VCR Player</b>  |

## Addendum

### Pricelist Courseware

#### Textbooks and Supplies

| TEXT BOOK  | PUBLICATION     | PRICE   |
|--|-----------------|---------|
| BASIC ENGLISH GRAMMAR (for level 1 & 2)  | LONGMAN         | \$50.00 |
| FUNDAMENTALS OF ENGLISH GRAMMAR (for level 3 & 4)                              | LONGMAN         | \$50.00 |
| UNDERSTANDING AND USING ENGLISH GRAMMAR-4 <sup>th</sup> edition (for level 5 ) | LOGNMAN         | \$50.00 |
| FUTURE: English for Results 1 and workbook w/ CD                               | PEARSON LONGMAN | \$30.00 |
| FUTURE: English for Results 2 and workbook w/ CD                               | PEARSON LONGMAN | \$30.00 |
| FUTURE: English for Results 3 and workbook                                     | PEARSON LONGMAN | \$30.00 |
| FUTURE: English for Results 4 and workbook                                     | PEARSON LONGMAN | \$30.00 |
| FUTURE: English for Results 5 and workbook                                     | PEARSON LONGMAN | \$30.00 |
| NEW PASSWORD: A reading and vocabulary text 1                                  | PEARSON LONGMAN | \$30.00 |
| NEW PASSOWRD: A reading and vocabulary text 2                                  | PEARSON LONGMAN | \$30.00 |
| NEW PASSOWRD: A reading and vocabulary text 3                                  | PEARSON LONGMAN | \$30.00 |
| NEW PASSWORD: A reading and vocabulary text 4                                  | PEARSON LONGMAN | \$30.00 |
| NEW PASSWORD: A reading and vocabulary text 5                                  | PEARSON LONGMAN | \$30.00 |
| CAMBRIDGE Preparation for the TOEFL test 4 <sup>th</sup> edition (for level 6) | CAMBRIDGE       | \$35.00 |

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## *Addendum*

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### **Dress Code Policy**

At Neo America Language School we ensure that all employees present themselves to the students and general public in a manner which enhances the integrity of the school and their professional position.

#### **Appropriate Dress for Women**

- ❖ Dresses and skirts shorter than three inches above the knee are prohibited
- ❖ Slacks and Capri pants may be worn in a professional manner
- ❖ Jeans with visible holes, or tears are prohibited
- ❖ Shorts are prohibited
- ❖ Low cut blouses, see-through clothing, which shows undergarments, off the shoulder shirts, or halter/tank tops are prohibited
- ❖ Beach style flip-flops are not accepted
- ❖ Hats are not to be worn inside

#### **Appropriate Dress for Men**

- ❖ Slacks must be worn in a professional manner
- ❖ Jeans with visible holes, or tears are prohibited
- ❖ Shorts are prohibited
- ❖ Shirts must have collars
- ❖ Beach style flip-flops are not accepted
- ❖ Facial hair should be kept neat and clean
- ❖ Hats are not to be worn inside

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## *Addendum*

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### **Statement Against Sexual Harassment**

Neo America Language School neither condones nor tolerates sexual harassment by anyone within the campus. If a student feels that he/she has been a victim of sexual harassment, he/she should report the circumstance to the director or president of the school. By doing so, a formal Sexual Harassment Form must be filled out and kept on file.

Harassment may be visual, verbal, physical, or mental in nature. It may include pictures, cartoons, gestures, comments, text messages, or jokes; and may relate to national origin, physical handicap, race, color, religion, age, sex, or sexual preference

Sexual Harassment includes, but is not limited to, any unwanted sexually-motivated physical contacts, sexually derogatory statements, and verbal sexual advances.

Anyone is found guilty of sexual harassment will be subject to termination or education at Neo America Language School. Persons guilty of sexual harassment are completely responsible for the cost of lawsuit in either criminal or civil litigation. Neo America Language School will not bear any responsibility for the guilty party's wrongdoing.