L.A. Translation & Interpretation

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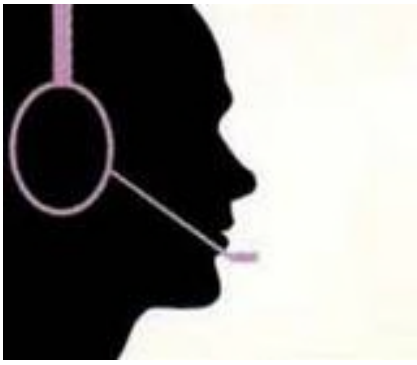

SCHOOL CATALOG

9/1/2014-8/31/2015

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A MESSAGE FROM THE PRESIDENT

Dear Student:

Welcome to LATI! The L.A. Translation & Interpretation was established in 2003 in Los Angeles, California in order to provide interested students with a quality education in the field of translation and interpretation. I believe that the training experience at LATI will challenge and motivate you to be quality practitioners and disciples in this important communication field.

We are dedicated to the values of excellence and professionalism that will make the academic experience rewarding both personally and professionally. With pride and dedication, our institution has launched a spectrum of innovative formulas, principles, and techniques that will be most valuable for translation and interpretation – ultimately for building bridges for our communities.

It is my honor to invite each one of you to participate in this challenging and exciting program at LATI. The experience here will open your mind to a whole different level of understanding in the arena of public service.

Sincerely,

Jun Park

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.

INTRODUCTION

LA Translation & Interpretation began in 2003. Our graduates are working throughout the county court system in Los Angeles, they are serving as interpreters and translators within the legal and medical communities, and many are self-employed translators.

History
In 2003, Los Angeles Translation and Interpretation opened its doors to a diverse student body dedicated to becoming interpreters and translators in a variety of languages. From the day the school began not only students were interested in the school's offerings, but businesses began calling and asking about having work translated.

In 2005, LATI became temporary approved by the state government agency (The Bureau of Private Post-Secondary Education). BPPE approval means the school is in compliance with the California Private Postsecondary Act of 2009. An approval to operate is for a term of five years. In April, 2008, the school was authorized under the Federal Law to enroll non-immigrant foreign students.

In 2012, LATI moved to a new campus of a larger space and shortened its name from Los Angeles Translation and Interpretation to LA Translation and Interpretation.

The school is a member of American Translators Association, National Association of Foreign Student Affairs, Better Business Bureau, and Los Angeles Area Chamber of Commerce.

This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education.

Approved for:
▪enrolling non-immigrant foreign students under the Federal Law

Member of:

▪ Better Business Bureau

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. **National Association of Foreign Student Affairs** NAFSA

▪ Los Angeles Chamber of Commerce Los Angeles Area Chamber of Commerce

▪ The American Translators Association ata American Translators Association

The LATI CAMPUS

The LATI campus is centrally located in the heart of Los Angeles in the Wilshire corridor, just minutes from the downtown area at 2975 Wilshire Blvd. #640, Los Angeles, California. The instructions are also held at the site. The school can be reached by the #5 Golden State Freeway and the #110, #101 and #10 Freeways. LATI is close to the LA metro servicing the Universal Studio area and downtown area.

LATI is open for business Monday through Friday, from 9:00 a.m. to 6:00 p.m., and on Saturdays from 9 a.m. to 4 p.m.

With the LATI Student ID, discounts are available to students for concerts, movie theatres, and book stores throughout the Southern California area.

The school covers about 3000 square feet on the sixth floor of an office building, and LATI houses a lobby, a student lounge, a faculty lounge, a library, two administrative offices, one language lab with computers, and three fully equipped classrooms.

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The Library

LA Translation and Interpretation has approximately 3000 holdings on its own campus. The computer lab is available during normal school hours for internet search of information. LATI provides wireless connection for individual students working on their notebook computers. Students also have access to the LA County Library's Korea town Branch, located near the institution as well as the UCLA library system. Students can secure an LA County Library card at no charge and can secure a UCLA Library card for $100 per year. LA County Library accepts California Driver's license or two of: utility bill, check imprinted with name and address, bank statement, passport, and student ID with photo. UCLA library issues a library card for the general public over the age of eighteen, upon presentation of a valid California Driver's License, for $100 a year.

Classrooms

All classrooms are equipped with audiovisual teaching systems and accommodate 15-20 students.

Student Lounge

Students have a lounge that is available during breaks.

Student ID Card

LATI student ID cards allow students to enjoy a variety of discounts from many surrounding businesses. For food and drinks, students can take advantage of discounts at a variety of nearby eateries, and from bookstores throughout Los Angeles

Class Size

The average class size at LATI is 15, with a maximum of 25 and a minimum of 6.

Equipments for instruction

Spectrum wireless language lab
Notebook computer, projector, screen
TV, video player

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MISSION & PHILOSOPHY

LATI is dedicated to the training of interpreters and translators who can facilitate language communications, conflict resolutions, and cultural understanding in order to provide for improved international relations in business, medicine, and in courtroom and judicial settings, and ultimately for breaking down language barriers and building bridges for our communities. The purpose of LATI is to provide top notch language experts who can reduce the miscommunication, mistranslation and misinterpretation to facilitate

AUTHORIZED

LATI is temporarily approved to operate by the state of California. It means that the school is in compliance with the California Private Postsecondary Act of 2009. Institutional approval must be re-approved every five years and is subject to continuing review. The courses contained in this catalog are approved by the BPPE.

AUTHORIZED

LATI is authorized under federal law to enroll non-immigrant Visa students.

VETERANS' BENEFITS

LATI is approved under the provisions of Title 38, United States Code for Veterans. Students who wish to receive Veteran benefits must submit a statement of previous training to the school for consideration. Students with previous training in the course to be pursued must submit transcripts from previously attended institutions. Credits allowed will be recorded on the enrollment record and the length of the course shortened proportionately. In addition, the student and the DVA shall be notified. (NOTE: All prior training must be evaluated.) The VA or the state-approving agency may impose varying enrollment limitations. Veterans are advised to obtain appropriate enrollment materials well in advance of starting class. Problems relating to Veteran enrollment should be directed to the Regional Office of the Veterans' Administration. This approval is given only for the programs of study and not for individual classes.

Questions

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FINANCIAL AID

Payment in full is required prior to the start date. However, monthly payment arrangements can be made with the school's administration.

The school does not participate in federal and state financial aid programs yet. However, eligible students can participate in the work-study program through which the school will provide translation and interpreting works to qualified students.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

ADMINISTRATIVE PERSONNEL

Administration

President: Dr. Jun Park

Education: Ph.D., State University of New York at Buffalo, 1984
M.A., State University of New York at Buffalo, 1979
B.A., Seoul National University, 1976

Experience: President LA Translation and Interpretation, 2003 to present
Professor, Emory University,
Asia United Theological University, 1984 to 1998
State of California Certified Court Interpreter, 1999 to present

Admissions Officer/Student Services Officer: En Woo Park

Education: B.S. in Mechanical Engineering,
University of California, Irvine, 2010

Librarian: Haesan Choi

Education: M.S.L.S., University of Southern California, January 1974
B.A. in Sociology, Azusa Pacific University, June 1970

Experience: Library Director, ICURPS, Los Angeles
Instructor/Coordinator/Library Director, Master Bible College
Librarian, Teaching Resource Center, Sydney, Australia

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FACULTY

Jun Park
B.A. Seoul National University,
PhD State University of New York at Buffalo,
Professor of International Relations at Emory University,
State of California Court certified interpreter
National Board Certified Medical interpreter

Daniel B. Kim:
J.D. South Texas College of Law (Houston),
M.A. University of Houston, B.A. Yonsei University,
State of California Certified Administrative Hearing Interpreter

Sunny Johnston:
B.A. Pepperdine University International Business,
Masters USC Broadcast Journalism,
State of California Certified Interpreter

Lorena Barrett
MA in Translation and Interpretation, LATI
2010 National Board of Certification for Medical Interpreters, Certified Medical Interpreter
2011 Federally Certified Court Interpreter
2012 State of California Certified Court Interpreter

Jia Wei Hwang
MA in Translation and Interpretation, LATI
2012: Certified Healthcare Interpreter

Courses of Study

LA Translation and Interpretation provides a comprehensive education in the field of interpretation and translation. The school offers traditional classroom-learning and field-based opportunities (i.e., labs and seminars) so students can have hands-on experiences in the professional environment. Our graduates will be well prepared for state certification to become court and medical interpreters. After completing 1-year Certificate of Translation and Interpretation, the students are encouraged to take the Certification test given by the state government. MA program offers more intensive and extensive studies in the field.

Judicial council of the State of California provides the certification test for court interpreters. The information can be found on: http://www.courts.ca.gov/2695.htm. English only written exam is $125 and Bilingual Oral Interpreting Exam is $325.

Professional court interpreters are the individuals who:

- Possess educated, native-like mastery of both English and a second language;
- Display wide general knowledge characteristic of what a minimum of two years of general education at a college or university would provide; and
- Perform the three major types of curt interpreting: consecutive interpreting, simultaneous interpreting, and sight translation.

The objectives of LA Translation & Interpretation are to educate students who will be meaningful contributors to their culture and community in the field of translation and interpretation.

1. Mature and visionary adults who impact their culture and community using their skills acquired.
2. Committed to a life-long growth process through education and service to their fellow human beings.
3. Active in incorporating classroom-learning with real life experiences.
4. Individuals whose personal lifestyles and career choices incorporate values of service, goodwill, humanitarianism, and peace.

LA Translation and Interpretation awards the following certificates:

Certificate in Mission Language Training – **16** quarter Units
(Units are from translation, interpretation and ministry courses)
Certificate in Translation and Interpretation – **24** quarter Units (72 quarter units for foreign students required to spend 18 hours on campus)
Intensive English Program –**1080** Clock Hours (18 hours per week)

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Certificate in 40-hour Medical Interpreter Training – 40 clock hours

LA Translation and Interpretation also awards the following degree:

Master of Arts in Translation and Interpretation – 72 quarter Units

The objectives of the *Certificate in Mission Language Training* are to:

1. Provide the necessary knowledge to assist in Biblical translation and interpretation.
2. Develop skills that are needed to be successful as an interpreter.
3. Provide the necessary competencies needed within the translation profession.
4. Refine and develop the student's areas of interest for future ministry work.
5. Provide a foundation for further voluntary licensure and professional recognition.
6. Give assistance in gaining professional competence and knowledge of associations.

The objectives of the *Certificate in Translation and Interpretation* are to:

1. Provide the necessary knowledge for court, administrative hearing, and medical interpreting.
2. Develop skills that are needed to be successful as an interpreter.
3. Provide the student with competencies needed within the translation profession.
4. Refine and develop the student's areas of interest for future careers.
5. Provide a foundation for further voluntary licensure and professional recognition.
6. Give assistance in achieving professional competence and knowledge of associations.

The objectives of the *Language Programs* are to:

1. Train the student to do complex research projects using English as their secondary language.

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2. Teach usage of verbal and auditory skills within an American college setting.

3. Help students function within the American culture to pursue further education in English.

4. Point out areas for further development and refinement of English communication skills.
5. Prepare for TOEFL to aid in getting accepted into selected colleges or universities.

The objectives of the ***Certificate in 40-hour Medical Interpreter Training*** are to:

1. Train the student with medical terminology to function as professional medical interpreters
2. Train the student with interpreter's code of ethics to function as ethical professionals.
3. Train the student with consecutive interpreting in the hospital settings.
4. Train the student with sight translation to be able to pass the certification tests.
5. Prepare the student to become a nationally certified medical interpreter.

Graduates of the *Master of Arts in Translation and Interpretation* should have:

1. An ability to communicate within divergent cultures.
2. Skills for increased effectiveness within their fields of endeavor.
3. A greater focus in their careers.
4. Clearer life directions.

**All programs are taught by highly educated and experienced faculty members – many of whom are recognized in their professional fields with high merits.*

LA Translation & Interpretation will combine the traditional classroom education along with first-hand experience of practical real-life cases, demanding behavioral transition through both cognitive and emotional training. Students will be involved in a simultaneous education field where classrooms and the surrounding community are linked together, playing their part in the unique education cycle which will cultivate well-experienced workers with a strong theoretical base. Students will be offered these educational experiences in both traditional classrooms and distance-learning programs allowing them to apply classroom skills to real life settings.

The faculty will be practitioners who have an ability to communicate in an academic setting and to integrate practical experiences into that setting.

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Certificate in Mission Language Training
24 quarter hours

Program Description

The two most serious obstacles to effective Christian Mission in the past have been language and cultural barriers. Mission involves proclaiming the Kingdom of God across the borders, for which language is essential. This program is to train mission-minded interpreters to work with future missionaries or those on sabbatical.

Graduation Requirements

The student must complete the program with a minimum GPA of 2.0 and must also satisfy all tuition obligations prior to graduation. Students in this program must meet minimum attendance requirements in addition to meeting all course requirements in order to graduate from the program. The student will complete 18 hours of language training required for field work. A certificate will be given at the completion of the program.

Students must complete the following course requirements:

Mission English - 4 hours
Simultaneous Interpretation of Preaching - 4 hours
Bible Translation - 4 hours
Cross-cultural Communication - 4 hours
Preaching II - 4 hours
Bible Translation II - 4 hours

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Certificate in Translation & Interpretation Program
24 quarter hours + 48 quarter units for foreign students

Program Description

A program designed to provide the student with the foundational knowledge needed to enter the legal and medical industries as proficient and successful interpreters. This program will provide the student with competencies needed within the translation and interpretation profession. It will refine and develop the student's areas of interest for future work and provide a foundation for further voluntary licensure and professional recognition. The program is designed to prepare the student for court, administrative hearing, and medical interpreter certification test held by the State government. Certificates of completion will be given to those who fully completed the 24-hour program in Court, Administrative Hearing, and Medical Interpretation programs. Foreign students are required to spend 6 hours in Lab practice and 6 hours in guided self study on campus.

Graduation Requirements

The student must complete the program with a minimum GPA of 2.0 and must also satisfy all tuition obligations prior to graduation. Students in this program must meet minimum attendance requirements in addition to meeting all course requirements to graduate from the program.

1st Quarter (September-November)
CT101. Consecutive Interpretation I (3 hrs)
CT105. Sight Translation I (3 hrs)

2nd Quarter (December-February)
CT 106. Sight Translation II (3 hrs)
CT 202. Simultaneous Interpretation I (3 hrs)

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3rd Quarter (March-May)
CT 201. Written Test Prep (3 hrs)
CT 302. Simultaneous Interpretation II (3 hrs)

4th Quarter (June-August)
CT 401. Intensive Court Interpretation (3 hrs)
CT 411. Intensive Medical Interpretation (3 hrs)

Wireless language lab, TV and video, and projector are used as equipments for the program. The students should bring a tape recorder to record the source, instructor, and their own interpreting.

Foreign Students on I-20 are required to spend 18 additional hours a week on campus.

2 courses during weekdays (Schedule varies according to language)
Class A: Monday through Thursday 9am -12pm
Class B: Monday through Thursday 7pm-10pm

Sample Schedule: Class A, Winter

	Mon	Tue	Wed	Thur	Fri	Sat
9am-12pm	Class A Consecutive Interpretation	Class A Lab	Class A Sight Translation	Class A Lab		Class A,B Simultaneous Interpretatio
1-4pm						Class A,B Sight Translation II

Class B, Winter

	Mon	Tue	Wed	Thur	Fri	Sat
9am-12pm						Class A,B Simultaneous Interpretatio
1-4pm						Class A,B Sight Translation II
7-10pm	Class B Consecutive Interpretation	Class B Lab	Class B Sight Translation	Class B Lab		

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Certificate in 40-hour Medical Interpreter Training
40 clock hours

Program Description

A program designed to prepare the student to pass the test and become a nationally certified medical interpreter. We will go over medical terminology and various codes of ethics, and practice simultaneous and sight translations. The student is required to memorize 2 pages of medical terminology per week and take a quiz on 15medical words at the start of every class. At the conclusion of the class,

Admission Requirements

The following eligibility requirements apply to all interpreters who have less than 1 year of experience. Individuals who have been working as **medical interpreters** for at least one year, and can provide proof with a signed letter of employment on **company letterhead**, **with a hire date**, are eligible to take the course.

1) Age:
The minimum age required of an individual to apply for certification will be equivalent to the age of majority as defined by the federal government, which is 18 years of age. A driver's license or a birth certificate or passport copy is acceptable proofs of age.

2) General Education:
Minimum education: High School Diploma. A High School or GED diploma is an acceptable proof of general education.

3) Oral proficiency in English:
One of the following:

- Bachelor, Masters, PhD, or any other degree from any US institution of higher education.
- Graduation from any High School from an English language country or from an American School abroad.

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- One of the following tests (subject to change):
- **4) Oral proficiency in the target language:**
  One of the following:
- Bachelor, Masters, PhD, or any other degree from an institution of higher education where the target language is spoken
- Graduation from a high school of the country where the target language is spoken
- 24+ semester college credit hours of the target language

Ability to benefit

Any student without a high school diploma can be admitted if scoring 97 or above in Form 1 and Form 2 of Combined English Language Skills Assessment.

Graduation Requirements

A Certificate of 40 hour training in medical interpreting will be awarded to the students who successfully completed requirements: 80% attendance, passing grade of 75% or above on the quizzes, and the final grade of 75% or above to be given by the instructor based on the class performance. Then the student will be ready to take the national certification test.

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Master of Arts in Translation and Interpretation
72 quarter hours

Program Description

The purpose of this program is to provide the student with an expanded level of understanding in the disciplines of translation and interpretation in both mission and professional settings. The program will recognize the individual skills and will prepare the student to be an academic professional who can articulate cultural, political and religious issues as a more effective translator. The graduate can take tests to become certified court interpreter or National Board certified medical interpreter, or proceed to PhD in Translation and Interpretation in other schools and become a scholar.

Graduation Requirements

The student must complete 72 quarter hours with a minimum GPA of 2.5 in all coursework. Mission Language Studies majors are required to take 18 hours in Mission Language. All students in this program must complete all the units within seven years from date of entry. The student must complete all financial obligations to the School and file an application by mid-February for intent to graduate in May. This must be done with the school office to certify that all graduation requirements have been met. Students must complete the degree requirements of the catalog in effect at the time of admission or of re-admission. For graduation purposes, it is strongly advised that students maintain continuous enrollment once they are accepted for admission and matriculated.

Wireless language lab, TV and video, and projector are used as equipments for the program.

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The graduate of the MA program will be eligible to sit for the State of California court interpreter certificate test.

The degree program that is unaccredited is not recognized for some employment positions, including, but not limited to, positions with the State of California.

A student enrolled in an unaccredited institution is not eligible for federal financial aid (CEC §94909(a) (16) and CEC §94897(p))

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Intensive English Program
1080 clock Hours

Program Description

This program will provide the student with the opportunity to learn English to facilitate their goals of admission to a US approved or accredited college or university. The program will provide assessment of English skills for non-speaking English adults and then place the student into an appropriate level for development of their English abilities. Upon completion of the program the student should be prepared to take TOEFL for admission to their appropriate school for further education. The program will prepare the students to do research, communicate concepts, participate in discussion groups and to achieve a level of English communication skills appropriate to *their* selected studies.

Graduation Requirements
Graduation from the IEP program will be recognized upon successful completion of all levels of IEP training with a minimum grade of C or better, attendance in at least 70% of the scheduled class sessions and payment of all financial obligations.

Program Requirements

IEP Beginning Level 1, 2, 3 - 120 clock hours for EACH

class IEP Intermediate Level 1, 2, 3 - 120 clock hours for

EACH class IEP Advanced Level 1, 2, 3 - 120 clock hours

for EACH class

Wireless language lab, TV and video, and projector are used as equipments for the program.

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COURSE DESCRIPTIONS

Certificate in Mission Language Training Courses

ML 101 Mission English (4 hrs)
Study of English conversation and grammar required for missionary activities, including basic theological concepts. The student will go to parts of Los Angeles for street evangelization.

ML 102 Simultaneous Interpretation of Preaching (4 hrs)
Practice in simultaneous interpretation of preaching from the mission language to English and from English to the language of the mission field.

ML 103 Bible Translation (4 hrs)
The student will translate English Old Testament into the language of the mission field with the help of the native interpreter residing in Los Angeles.

ML 104 Cross-cultural Communication (4 hrs)
Study of the culture, religion, and language of the mission field with emphasis on the cultural aspect of everyday conversation.

ML 202 Preaching II (4 hrs)
The course provides training in preaching in the language of the mission field, with the help of a native interpreter residing in Los Angeles.

ML 203 Bible Translation II (4 hrs)
The student will translate the New Testament into the language of the mission field with the help of a native interpreter residing in Los Angeles.

Certificate in Translation & Interpretation Courses

CT101. Consecutive Interpretation I (3 hrs)

The student will learn the basic skills of consecutive interpreting such as note taking and retention, and exercise consecutively interpreting in court settings. Interpreter's code of ethics will be covered during this course. Various objections and motions will be learned.

CT105. Sight Translation I (3 hrs)

The student will learn the different syntax of two languages and how to analyze the structures to improve the speed of sight translation. The student will translate English legal text into the second language and vice versa, to be evaluated rigorously by the instructor. Legal vocabulary will be mastered. There will be basic introduction to criminal procedures in the U.S.

CT 106. Sight Translation II (3 hrs)

The student will sight translate various legal documents such as Advisement of Rights, Police Report, Autopsy Report, Probation Report, and Contracts. By the end of the class, the student will increase speed and accuracy and will be able to sight translate like a professional.

CT 202. Simultaneous Interpretation I (3 hrs)

The student will practice shadowing, dual task, and paraphrasing to learn to speak and listen at the same time, and then practice simultaneously translating slow and simple sentences. By the end of the class, the student will be able to do the basic simultaneous interpreting of court proceedings. Legal vocabulary will be mastered and detailed explanation will be given on each crime.

CT 201. Written Test Prep (3 hrs)

The class is designed to prepare the student for a written test to become a court certified interpreter. Focus will be given on interpreter's code of ethics, vocabulary, and reading comprehension of English.

CT 302. Simultaneous Interpretation II (3 hrs)

The student will enhance their simultaneous interpreting skills by further practicing in the context of various criminal cases. Opening Statements, closing statements, jury instruction, motions, and sentencing will be practiced. By the end of the class, the student is expected to be equipped with the skill to pass the court interpreter certification test.

CT 401. Intensive Court Interpretation (3 hrs)

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This course is given in the last quarter and is consisted of mock tests to become a court certified interpreter. Mock oral tests will be given consisting of consecutive, sight, and simultaneous interpreting to train the students for the certification test.

CT 411. Intensive Medical Interpretation (3 hrs)
A court certified interpreter would also work in medical and administrative hearing settings in California. This course will train the student to competently interpret in medical settings and cover interpreter's code of ethics, medical vocabulary, consecutive interpreting in medical settings, and sight translation of medical texts.

Intensive English Program Courses

IEP Beginning Level 1: 120 Clock Hours
This course is designed for the student with no English communication skills. The student is introduced to develop a basic vocabulary of approximately 200 words and builds a beginning understanding of pronunciation.

IEP Beginning Level 2: 120 Clock Hours
This course is designed to introduce the student to basic sentence structure and conversational skills and will expand the student's vocabulary to approximately 500 words.

IEP Beginning Level 3: 120 Clock Hours
This course is designed to provide the student with basic reading and conversational skills designed around survival communication techniques needed for basic transactions. Additionally the student will learn basic skills of money and time.

IEP Intermediate Level 1: 120 Clock Hours
The student will be introduced to sentence structures for beginning writing and to basic compound sentence construction. The student will expand vocabulary to about 1000 words.

IEP Intermediate Level 2: 120 Clock Hours
The student will be required to learn sentence and grammar using past and future tenses as well as developing pronunciation skills. Additionally, the student will be required to practice communication skills within basic business settings and cultural settings.

IEP Intermediate Level 3: 120 Clock Hours
The students will be required to expand writing skills to other verb tenses. Additionally the student will be interacting with readings from cultural resources such as

magazines and journals. The students will be given extensive listening and verbal communication exercises to demonstrate that they can converse in cultural settings such as movies and plays.

IEP Advanced Level 1:120 Clock Hours
The student will have expanded vocabulary of approximately 1500 words and will begin to read and interact with academic magazines and journals.

IEP Advanced Level 2: 120 Clock Hours
The student will expand English usage to show ability to interact with cultural activities such as news shows, talk programs, academic lectures and writing essays (3-5 pages) on selected topics.

IEP Advanced Level 3:120 Clock Hours
Time will be devoted to preparing for TOEFL and furthering listening and communication skills.

Master's Degree Course Descriptions

<Professional Studies>

MATI 501 Theory of Translation (4 qu)
Provides an overview of strategies for written and sight translation in a variety of text categories. Gives students the tools to identify, analyze, and resolve translation problems. Working with a series of authentic texts, students explore concepts including structural analysis, text typology, language usage and register, comparative stylistics, activation, nominalization, and transitional elements.

MATI 502 Theory of Interpretation (4 qu)
The course acquaints students with conference interpretation in general and consecutive interpretation in particular. The students will practice listening to and repeating the content of passages of increasing length and difficulty. Emphasis is placed on the development of active listening and concentration skills, and includes note-taking techniques, memory-training exercises, and techniques of abstracting and symbolizing information for subsequent recall.

MATI 503 Translation as a Profession (2 qu)
The course emphasizes practical knowledge necessary to succeed as freelancer or in-house translators. It defines the role of the translator and the realities of working in the profession, including the job market, salary negotiation, and future trends. Students learn to write resumes, cover letters and how to find clients or employers. Marketing, advertising, and negotiating are covered in depth, as are legal and tax issues.

MATI 504 Business of Interpretation (2 qu)
The course emphasizes practical knowledge necessary to succeed as freelance or in-house translators. It defines the role of the translator and the realities of working in the profession, including the job market, salary negotiation, and future trends. Students learn to write resumes, cover letters and how to find clients or employers. Marketing, advertising, and negotiating are covered in depth, as are legal and tax issues.

MATI 505 Consecutive Interpretation (4 qu)
The student will master the skills of consecutive interpretation in various settings by studying the source and target languages in depth, while mastering the syntax to further strengthen the student's vocabulary. The student will also learn to develop good note-taking skills.

MATI 506 Sight Translation I (2 qu)
The course will examine and analyze written texts. The student will acquire fluency in sight translation. This course will become the foundation for developing the professional skills of sight translation with special emphasis on the ability to understand and analyze the meaning of the source language and convey it with the target language in a clear and straightforward manner.

MATI 507 Simultaneous Interpretation I (4 qu)
The course will start with a general introduction to simultaneous interpretation and follow with a series of preparatory exercises to help students develop the concentration necessary for listening and speaking at the same time: mastering voice management and smooth delivery techniques.

MATI 508 Grammar, Vocabulary, and Reading Comprehension (4qu) The course provides the student with the training in grammar, vocabulary and reading comprehension as preparation for written test to become a certified interpreter.

MATI 509 Court Interpretation (4 qu)
An overview of the U.S. criminal justice system, legal terminology, civil procedure, and the interpreter's code of ethics. Students will develop scripts for a mock trial presented at the conclusion of the course, illustrating the linguistic and cultural issues that arise in court cases.

MATI 511 Simultaneous Interpretation II (4 qu)
Prerequisite: Simultaneous Interpretation 1. Further practice of simultaneous interpretation in court, administrative hearing, and medical settings.

MATI 512 Sight Translation II (4 qu)
Prerequisite: Sight Translation I. Further practice of sight translation in various settings.

MATI 514 Translation and Interpretation of Modern Media (4 qu)
Introduces a variety of translation and interpretation modes and situations that relate to the non-printed media, film, television, radio and telephone. Topics and exercises include transcription and translation of narration and dialogue, translation of film scripts and sound tracks, production and translation of subtitles,

dubbing, and interpretation of documentary and feature films, TV newscasts, video clips and commercials, teleconferences, radio programs, as well as telephone communication, interpretation via satellite, and speech recognition.

MATI 515 Simultaneous Interpretation of Conferences (4 qu)
Practice in sharpening the skills of simultaneous interpretation in various international conferences in academics, religion, science and technology, or international trade. The Students will participate in actual conferences as interns and write reports on their experiences in simultaneous interpretation.

MATI 516 Interpretation of Multilateral Negotiation (4 qu)
The course offers students a chance to function both as delegates and as interpreters. Working on an agenda, students prepare and interpret opening and closing statements and court arguments.

MATI 517 Medical Interpretation (4 qu)
The student will master medical terminology and practice various modes of consecutive and simultaneous interpretation in medical settings, including workers compensation examination and psychiatric analysis.

MATI 518 Administrative Hearing Interpretation (4 su)
The student will master the terminology required for various administrative hearing interpretation, including the federal government, INS, unemployment insurance appeals board, DMV, worker's compensation insurance board, and etc.

MATI 521 Thesis Translation (4 su)
The student will translate his/her thesis under supervision and present the paper in the class to be discussed by others while it is being interpreted.

MATI 522 Practice in Translation. (4 su)
The student will form a team with other students of the same major or interest and carry out a project to translate a book. The goal of the course is to achieve the level of sophistication in translation high enough to publish the book.

<Mission Language Studies>

ML 510 Mission Translation and Interpretation (4 qu)
Theory and practice of translation and interpretation in a mission language.

ML 511 Mission English I (4 qu)
Study of English conversation and grammar required for witnessing the gospel of Jesus Christ, and the student will write testimonies and sermons in English. The student will visit hospitals in L.A. for evangelization and write an English essay.

ML 512 Mission English (4 qu)
Continued study of English conversation and grammar required for witnessing the gospel of Jesus Christ, and the student will write testimonies and sermons in English. The student will visit jails in L.A. for evangelization and write an English essay. Prerequisite: ML 511 Mission English I.

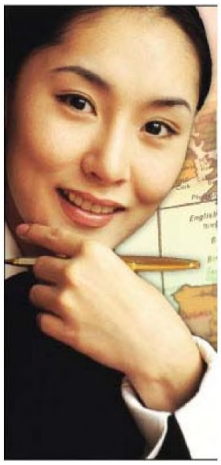
ML 513 Simultaneous Interpretation of Preaching (4 qu)
The student will practice simultaneous interpretation of the sermons by various pastors in mission language.

ML 514 Bible Translation (4 qu)
The student will translate The Old Testament into the language of a mission field.

ML 515 Cross-Cultural Communication. (4 qu)
Study of culture, religion, a language of the mission field, with emphasis on the cultural aspect of every day conversation in mission language.

ML 522 Preaching II (4 qu)
Training in preaching in the language of the mission field, with the help of a native interpreter residing in Los Angeles. Prerequisite: ML 512 Simultaneous Interpretation of Preaching.

ML 523 Bible Translation II (4 qu)
The student will translate the New Testament into the language of the mission field with the help of the native interpreter residing in Los Angeles. Prerequisite: ML 513Bible Translation.



ADMISSIONS

Admission must be granted before a student is allowed to register for any program.

Application Form, Enrollment Agreement Form, and School Catalog can be downloaded from the links at the bottom of latranslation.com/the-school/admissions. Applicants may obtain additional information at the Admissions Office, by emailing info@latranslation.com or by calling (213) 368-0700.

In order to apply for any program, please send an application form with all required documents by email to admissions@latranslation.com or by fax to 213-385-7784. You may also register online and pay with credit card.

A foreign student should contact LATI and request a special **I-20 admissions packet**.

A. General Requirements for all programs:

1. A completed application form
2. Two 2x2 photographs

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3. Transcripts from a regionally or nationally accredited or state approved college. Applicants who received degrees from non-accredited institutions or who are applying without an undergraduate degree will be considered on an individual basis.
4. Proof of Second language proficiency
5. Three letters of reference. References from family members will not be considered as objective references.
6. Application fee: $35 for domestic students and $60 for International students

Students who do not have a high school diploma may submit a GED, or take the Basic Skills Test, the *Wonderlic*. Students can make arrangements with the Admissions Office to have an authorized agent for the *Wonderlic* administer the test. Students must achieve a Verbal Comprehension of 200 and a Quantitative score of 235 to be successfully enrolled into the program at LATI.

The Registration Fee must be paid prior to enrollment, and all tuition arrangements must be made in advance of enrollment with the Student Services Officer. Appointments for registration can be made in advance by calling the Admissions Office.

On the first day of class new students review student rules, career goals, and meet the Student Services Officer. This brief orientation provides an opportunity for new students to ask questions, meet instructors, and review materials and supplies they will need for class.

As LATI is a translation and interpretation school between two languages, the classes will be held in both English and the second language, and the student needs to demonstrate proficiency in the second language.

<u>One</u> of the following:

- Bachelor, Masters, PhD, or any other degree from an institution of higher education where the target language is spoken
- Graduation from a high school of the country where the target language is spoken
- 24+ semester college credit hours of the target language
- Pass a translation and interpretation test given by the school

B. M.A. Degree Program

Students who wish to attend LATI's M.A. Program must follow the regular admission guidelines. In addition, M.A. candidates must submit the following:

1. A tape demonstrating the ability to interpret from English into the target language and from the target language to English.
2. Bachelor's degree Transcripts from a regionally or nationally accredited or state approved college or university. Applicants who received degrees from non-accredited institutions or who are applying without an undergraduate degree will be considered on an individual basis.

Ability to Benefit, M.A. Degree Program

Normally, students are eligible to apply for admission to graduate study after they have completed a bachelor's degree from an accredited college or university. Occasionally, applicants without an undergraduate degree, but who indicate the ability to perform graduate studies, may be admitted to the graduate program as special students. The number of such students accepted is strictly limited.

CCR 71770(a) (2) states that each student admitted into a post-baccalaureate degree program shall possess a bachelor's degree or its equivalent. If a graduate program leads to a profession or an occupation requiring state licensure and the licensing agency does not require that a member of the profession or occupation possess a Bachelor's degree or its equivalent, this subdivision does not apply. The Master of Arts leads to interpreter profession, an occupation requiring state licensure, and the State of California does not require that an interpreter possess a Bachelor's degree or its equivalent.

Candidates in this special M.A. Program must follow the regular admission guidelines. In addition, they must submit the following:

1. A 10-minute tape demonstrating excellent ability to interpret from English into the target language and from the target language to English.

The tape will be graded by two faculty members and should have the passing score of 80% or above.

2. Transcripts from at least two years of undergraduate studies with minimum passing grade of 2.5.
3. Three Letters of recommendation from employers and/or translation agencies attesting that the applicant has at least two years of translation and interpretation experience as professional.
4. They must demonstrate the ability to benefit from the masters program by standardized testing.

   TOEFL score of 570+ on paper; 230+ on computer version; 90+ on iBT if English is not their first language, and if a foreign language is not their first language, ACTFL Oral Exams (American Council on the Teaching of Foreign Languages): 3.5 + /Advanced Mid Level (see www.actfl.org).

   Admission of the student into M.A. program will be decided at a faculty meeting.

C. **Certificate in 40-hour Medical Interpreter Training**

The following eligibility requirements apply to all interpreters who have less than 1 year of experience. Individuals who have been working as **medical interpreters** for at least one year, and can provide proof with a signed letter of employment on **company letterhead**, **with a hire date**, are eligible to take the course.

1) Age:
The minimum age required of an individual to apply for certification will be equivalent to the age of majority as defined by the federal government, which is 18 years of age. A driver's license or a birth certificate or passport copy is an acceptable proof of age.

2) General Education:
Minimum education: High School Diploma. A High School or GED diploma is an acceptable proof of general education.

3) Oral proficiency in English:
One of the following:

- Bachelor, Masters, PhD, or any other degree from any US institution of higher education.
- Graduation from any High School from an English language country or from an American School abroad.
- One of the following tests (subject to change):

4) Oral proficiency in the target language:
One of the following:

- Bachelor, Masters, PhD, or any other degree from an institution of higher education where the target language is spoken
- Graduation from a high school of the country where the target language is spoken
- 24+ semester college credit hours of the target language

D. Certificate for IEP Program

1. A completed application form.
2. A completed high school transcript or affidavit (or the equivalent) stating their completion from a high school program.
3. Completion of an English proficiency exam to determine their level of English proficiency prior to entering the program and for proper placement in the IEP training. LATI will use an institutional entrance test to determine English proficiency if the student can submit a TOEFL score that is no more than 2 years old in lieu of this requirement.
4. An admissions interview to determine the student's level of English ability.

*It is the student's responsibility to insure that all documents and forms are submitted to the Institute. Once the School receives all required documents and forms, the student's application file will be deemed complete and a decision will be made by the Academic Dean. Admission decisions will be made within 30 days of receiving all required documentation. Students will not be admitted to the school without the required documentation and registration fees.

*Students admitted to the certificate program will be required to pay a matriculation fee of $50 to reserve their enrollment in the school. Students admitted to the master's degree program will be required to pay a matriculation fee of $100 to reserve their enrollment in the school. Admission is granted for a period of one year.

Special Note

If an applicant does not accept one's admission or fails to matriculate after one year of acceptance to LATI programs, the applicant will need to go through the admission process again. This will mean that the applicant must submit a non-refundable registration fee again along with the application packet. Previous admission does not guarantee re-admission.

Admission Criteria for GPA and TOEFL scores

For admission to the MA program, students must have at least a 2.5 overall undergraduate GPA and a TOEFL score of 550 if English is not their first language.

For the students that are accepted and do not have an undergraduate degree, TOEFL score of 570+ on paper; 230+ on computer version; 90+ on iBT if English is not their first language, and if a foreign language is not their first language, ACTFL Oral Exams (American Council on the Teaching of Foreign Languages): 3.5 + /Advanced Mid Level (see www.actfl.org).

For all certificate programs, the students must have at least a 2.5 GPA, a sample of previous translation work. LATI will require that the student provide it with official copies of all previous educational postsecondary work to verify grade point averages earned towards admission.

Notice regarding concurrent IEP and program enrollment

A student will not be allowed to enroll in an IEP program while they are enrolled in a degree or certificate program.

Award of credit for experiential learning

LATI offers a program for assessing knowledge gained through work, life experience and self-study prior to attempting a specific LATI course. Students may initiate assessment of prior learning through a variety of assessment tools, including examinations, portfolios, external examinations, performance assessment, or documented training programs. Students with prior experience as interpreters and translators for one year or more are awarded up to 6 credit hours towards the Certificate.

Students with prior experience as interpreters and translators for one year or more are awarded up to 6 credit hours towards the M.A. program. Letters from employers are required to apply for the credit.

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1. **State Examinations**: If you have passed a written test given by the state government to become certified as medical or court interpreter, 3 credit hours will be awarded. If you pass a state certification test, you will be automatically given the school certificate as well by acquiring the credit hours needed for completion. If a student does not pass the state certification and has completed their courses, they will receive a school certificate.

2. **School Examinations**: Upon approval of the Academic Dean, a student may take a comprehensive examination in a course in which he or she can demonstrate proficiency and upon passing the examination receive credit for that course. A request for testing should be made through the Academic Dean. A course may be tested through school examination one time only.

3. **Credit for training**: Submit a written application to the Academic Dean for transfer of credit earned in other institutions, such as UCLA Extension.

4. **Portfolio development**:
1 year of experience as full time interpreter or a regular interpreter for institutions is counted toward the credit of 3 credit hours.
Translation of a book that is published in the translator's name or 100,000 words is counted toward the credit of 3 credit hours.
Teaching a course on Translation and Interpretation at equal level of schools is also counted towards 3 credit hours.

The following regulations for experiential learning credit will apply.

1. All experiential learning options will be granted with credit.
2. Experiential learning credit will be granted upon the written recommendation of the Academic Dean or designated faculty assessor having jurisdiction of the courses.
3. The applicability of experiential learning credit towards specific degree program requirement is subject to the approval by the Academic Dean.
4. No letter grades will be entered on the student's transcript for experiential learning credit. This credit will be treated in the same way as transfer credit: a "P" (Pass) will be assigned and it will not count in the student's grade point average.
5. A student must request experiential learning credit as early as possible upon admission to the school.

A student should consult with the Academic Dean to determine how experiential learning may be applicable to the certificate or degree.

Procedures for Portfolio Development

Students wishing to receive academic credit through portfolio development should do the following.
- Consult the Academic Dean for guidelines on preparing a portfolio documenting 'experiential learning' experiences.
- Submit the portfolio to the Office of Experiential Learning and include appropriate fees.
- The faculty meeting will examine the portfolio and determine an award of credit. The decision will be forwarded to the Academic dean who will notify the student.

If the conclusion of the process results in a negative decision, a student may appeal the decision to the Academic Dean. The basis for a portfolio assessment appeal is the student's charge that the assessment decision was awarded through prejudice or caprice. The burden of proof rests with the student. Students must initiate appeals in writing within three weeks of receiving the completed portfolio evaluation form and submit it to the Academic Dean.

Experiential Learning Fees

Students participating in the Experiential Learning program are responsible for assessment fees as follows:
1. School examination: The experiential learning assessment fee is equal to 30% of the current rate for the course (M.A. Program and Certificate Program - $200 per unit IEP Program - $400 per level of instruction).
2. Training evaluation: 20% of the current rate.
3. Portfolio
Portfolio assessment fee is equal to 50% of the current approved rate.

Fees are based on the credit hours attempted and are not refundable if the student does not receive credit as a result of the evaluation. The fees must be paid at the time the student submits the completed portfolio, departmental examination or training documentation for evaluation. Evaluation shall be completed before the enrollment.

INTERNATIONAL STUDENT ADMISSIONS

Students who do not reside in the USA and who wish to attend LATI must follow the regular admission guidelines for the respective program to which they seek admission. Application fee is $60.

In addition, international students must satisfy the requirements of the United States Immigration and Naturalization Service by becoming eligible to study in the USA through the obtainment of an F-1 (academic studies), or M-1 visa (vocational studies). To apply for a student's visa, a student must obtain an I-20 form from an accredited institution.

LATI issues I-20 for M-1 (vocational training) for 1-year Certificate in Translation and Interpretation only. We do not issue I-20 for F-1 students at this time. LATI is required to create, maintain, and update each quarter the SEVIS (Student Exchange Visitor Information System) records for each M-1 visa student attending our Programs. As such, LATI will vouch for the status of each International Student who is currently enrolled in the 1-year Certificate program. In order to obtain an I-20 for M-1 Visa from LATI, candidates must submit the following:

1. Copy of Passport
2. Transcript from high school, college or university translated into English and certified
3. Certificate of Bank Deposit, Affidavit of Support and/or its related documents
4. Proof of address in country of origin (invoice, bill, etc.)
5. I-20 processing fee: US $100 (if transferring within the U.S. the fee is US $50)
6. Copy of I-94 form (if already in the US)

Before you apply for M-1 Visa, it is advised that if you want to change status from F-1 or B-1 or other status to M-1, you have to file Change of Status I-539 with USCIS and pay $300. When you want to change status from M-1 to F-1 or other status after the completion of the program, you have to return to Korea, get a new Visa and come back.

If you fail to complete the program in one year, then you may request an extension of stay for one more year. OPT is one month for every four months of study. OPT is for 3 months, and if you completed the program in 2 years period, OPT is for 6 months.

An application for OPT should include:

- cover letter explaining the student's situation
- Form I-765
- $380 filing fee made out to Department of Homeland Security
- signed I-20 with OPT request (copies are not accepted)
- copy of visa and passport photo page
- 2 passport photos
- copy of original I-20 and original financial documents
- current bank statement
- Form I-539
- $290 filing fee made out to Department of Homeland Security
- copy of I-94 card, front and back

Approval for the I-20 is granted after a student has met all the necessary financial and academic requirements and has provided proof of return following graduation. **It usually takes 1 week for your I-20 to be issued. The fee for issuing I-20 is $100.**

SEVIS AND VISA APPLICATION:

Incoming Student Visa Process

1. Admission: Pay $60 and apply for admission to a LATI academic program. Apply for a passport from your country if you don't already have one.

2. DVS application: Receive admission e-mail from academic affairs of LATI. Complete and submit all materials to LATI and pay $100 for I-20.

3. Visa Document: Receive a Form I-20. Sign and date form at the bottom.

4. SEVIS I-901 Fee: Pay the SEVIS fee of $200 online.

5. Visa Stamp: Make an appointment at the US Embassy or Consulate if you are in a foreign country, and at the USCIS if you are already in the U.S. to apply for a visa stamp.

6. Obtain Visa Stamp: Go to the U.S. Embassy or Consulate for your visa stamp interview with all documentation as required by that post. Review the issued visa stamp for accuracy.

7. Travel: Make arrangements to arrive in the U.S. no earlier than 30 days prior to your program start date. Upon entry be prepared to present your passport, I-20 or DS-2019, proof of finances, SEVIS payment receipt, and name and contact information of your Advisor. (Do not put these documents in your checked luggage.)

8. Enter the U.S.: Present to U.S. Customs and Border Protections official the completed Form I-94 and all documentation listed in #7.

Form I-94. Please go to www.cbp.gov/I94 (active as of 4/30/2013) and print a copy of your electronic Form I-94.

9. Review Entry Documents: Verify you received your I-20 from the official, your passport was stamped with the appropriate date of entry and your correct visa status: M-1 and the notation D/S (Duration of Status). If you receive the I-94, keep it stapled to your passport! If you did not receive an I-94, go to www.cbp.gov/I94 and print a Form I-94.

10. Register

*Please enter the following links and make sure you fully understand the SEVIS and visa application and payment processes. It is the student's responsibility to pay $200 to SEVIS and get a Visa from the U.S. Embassy in the student's country of origin or the USCIS located at 300 Los Angeles Street, Los Angeles, CA 90012.

- http://travel.state.gov/visa/temp/types/types_1268.html

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- http://www.ice.gov/sevis/students/
- http://www.ice.gov/sevis/i901/faq.htm

If you have any questions regarding I-20 for M-1 Visa, please contact Academic Affairs John Park (john@latranslation.com) for assistance.

Language Proficiency information: TOEFL Requirement

All applicants whose native language is not English must submit a Test of English as Foreign Language (TOEFL) score. The minimum TOEFL score is as indicated below:

LATI Minimum TOEFL Standards are:			
	Internet	**Computer**	**Paper**
Vocational	61	173	450
Graduate	79	213	550

Exemption from the TOEFL Requirement

Applicants may be exempted from the TOEFL requirement if they can present proof of one of the following:

- 3 years of full-time enrollment at Secondary or post-secondary institution where English is the main language of instruction.
- 60 transferable semester or 90 quarter units, or English composition with a grade of "C" or better from a regionally accredited institution.
- Have successfully completed highest level of an ESL Academic Preparation Program in the U.S.
- Have completed a bachelor's degree from a regionally accredited U.S. institution.

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- Education originates from countries in which the official language is English.
- International English Language Testing System (IELTS) overall band score of 5.5.

FEES & TUITION

FEES

Registration Fee: $100.00*

A one-time, non-refundable registration fee is due prior to the start of class.

*International students may need to pay any bank-related transfer fees, usually **$25.00**.

A one-time ***application for consideration fee*** of $35.00 is charged to all interested candidates; candidates who are accepted into the program will deduct $35.00 from the registration fee. ($100 - $35 = $65) International students pay $60 for application fee.

Students are required to purchase supplies for each class.

Transfer of Credit Policy Master Degree Program

Students who transfer units into the Master's program will be allowed to transfer up to 6 quarter units. Units must be earned from an approved or accredited institution that has been accredited by a U.S.D.O.E. recognized accrediting agency. For units earned at institutions outside of the U.S, the student must submit a transcript and a catalog of the school attended. Units must be equivalent to units offered at LATI. The equivalence of units earned outside of the U.S. will be evaluated using standards published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

To receive credit for previous learning, the student must submit official transcript copies of all previous graduate level work to the Academic Dean. Copies of catalogs

will also be requested for schools attended if at the discretion of the Academic Dean, they are needed to determine equivalency of graduate level course work. Only those grades for which a student has earned a B- or better will be considered for transfer to the Institute. Only those courses for which learning goals are similar to courses offered by LATI will be considered, and only units earned within the previous 5 years will be considered for transfer. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

In order to receive credit for previous training, the student must maintain a minimum GPA of 2.0 in all course work taken at LATI

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at L.A. Translation and Interpretation is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credit you earn in M.A. program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending L.A. Translation to determine if your credits will transfer.

Transfer of Credits-Certificate in Translation and Interpretation

Students who transfer units into the certificate program will be allowed to transfer up to 12 quarter units. Units must be earned from an approved or accredited institution that has been accredited by a U.S.D.O.E. recognized accrediting agency. For units earned at institutions outside of the U.S., the student must submit a transcript and a catalog of the school attended. Units must be equivalent to units offered at LATI. Equivalence of units earned outside of the U.S. will be evaluated using standards published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

To receive credit for previous learning, the student must submit official transcript copies for all previous applicable work to the Academic Dean. Copies of catalogs will also be requested for schools attended if the catalog is needed to determine equivalency for coursework. Only those grades for which a student has earned a B- or better will be considered for transfer to the Institute. Only those courses for which

learning goals are similar to courses offered by LATI will be considered for transfer. Only units earned within the previous 5 years will be considered. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.
*No credit will be given for previous ESL work performed at another institution.
In order to receive credit for previous training, the student must maintain a minimum GPA of 2.0 in all course work taken at LATI.

TUITION

Mission Language Training program

Registration (Non-refundable)	$100
Tuition	$600 per course x 6 =$3600
*Textbooks	$100
Total	$3800

One-Year Certificate Program

Registration (Non-refundable)	$100
Tuition	$600 per course x 8 =$4800
*Textbooks	$200
Total:	$5100

Master's Program

Registration (Non-refundable)	$100
Tuition:	$600 per course x 24 =$14400
*Textbooks:	$500
Total:	$15000

Language Program: IEP, TESOL, TOEFL, TOEIC

Registration (Non-refundable) $100

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Tuition:	$3,680 One Year Program
*Textbooks:	$300
Total:	**$4,080**

Certificate in 40-hour Medical Interpreter Training

Registration (Non-refundable)	**$100**
Tuition:	**$900**
***Textbook:**	**$30**
Total:	**$1030**

*These items are to be purchased by the student independently from LATI.

Application fee	$35 ($60 for international students)
Fees to transfer credits (per unit for all programs)	$15
Graduation Fee - Master's Degree	$100
Master's Level Advisory Fee	$100
Matriculation Fee: Master's Program	$100
Matriculation Fee: Certificate Programs	$50
Registration Fee (non-refundable)	$100
Late registration fee applicable for each quarter	$25
Add or Drop Fee (each request)	$10
Transcript copy fee (first 5 free)	$5
Degree replacement fee	$25
I-20 issuance fee (non-refundable) foreign students only)	$100
STRF Fee (non-refundable)	$.50 per $1000 tuition (one time)

All tuition and fees must be paid in U.S. dollars ($). Students are required to pay tuition and fees at the time of registration for each quarter.

CLOCK HOUR CONVERSION

1 CREDIT UNIT = *20 hours of coursework* **1 CLOCK HOUR** = *50 minutes*

CLASS SCHEDULES

Holidays observed annually by LATI **are**

- New Year's Day
- President's Day
- Martin Luther King Jr.'s Birthday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day &Day After
- Christmas Day

Additional Holidays

There are several student free days throughout the year, and school breaks throughout the year. Please see the calendar that follows.

SCHOOL START DATES

School Year is from September 1 to August 30 of each and every calendar year. For the school year September 2012 to August 2013 the terms begin and end as follows:

QUARTER	START DATE	END DATE
Fall	September 1st	November 10th[t]
Winter	December 1st	February 16th
Spring	March2nd	May11th
Summer	June 1st	August 3rd

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STUDENT ACADEMIC PERFORMANCE

Student Academic Performance (SAP) is a way to track student achievement. Included in the school's SAP policy are most importantly, attendance and grades. Students are required to maintain satisfactory academic progress according to the standards established and enforced by LATI. All students are monitored to measure development and progress. Academic and technical performances are weighed in all courses, utilizing periodic written examinations, technical lab evaluations, and standardized mid-term and final exams. All exams and critiques are graded by the use of a 10-point scale. These points are then converted into grades. In order to pass, the Student must achieve a score of 70%/C grade, or higher. Homework and classroom projects are graded, and must be completed and presented prior to or on the final class date.

ATTENDANCE POLICY

LATI is training students to become professional translators and interpreters, and towards this end, LATI places enormous emphasis on attendance. Students are expected to be prompt and attend every class. Students must have a minimum of 75% overall attendance to be considered an active student in good standing. Students who fall below the 75% attendance rate are placed on probation. Students who have three consecutive absences are placed on probation and students who have four consecutive absences, without excuse and without making-up classes are terminated from the program. Students who must be unavoidably absent must make-up their classes by making arrangements with their instructor and/or the President. (See "Make Up Class Sessions under Student Services) Absences remain on students' permanent records.

GRADING POLICY

In addition to the attendance requirements, students must maintain a minimum cumulative grade point average of 2.0, a C grade, in order to be considered a student in good standing. Individual courses, in compliance with satisfactory academic progress will be assessed at the50% point of each course. Daily grades are recorded and based on instructor evaluations. Please see the following breakdown for the grading formula.

Grade	Percentage	Grade Point Average
A	90 - 100	4.00
B	80 - 89	3.00
C	70 - 79	2.00
D	60 - 69	1.00
F	59 – 00	0.00
I	Incomplete	0.00

Prior to graduation students must:

- Achieve a cumulative grade point average of 2.0 (C grade) for each course;
- Satisfy all financial obligations to the school; and

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- Complete the enrolled course of study within 1.5 times the stated length

Students receive notice of their progress at the mid-term for each course and at the end. Students must maintain a passing grade of 70% (C), as a minimum, at each class of instruction. Grades are posted at the end of each course.

Students whose grades fall at 69% or below will be placed on academic probation until the next assessment period, at the end of each quarter. If students have not improved their grade by the end of the following quarter, they will be suspended from the program. A Student who has been suspended will be allowed to return the following quarter, as space is available, and if the student agrees to comply with the school's SAP.

If a student fails to complete any Program, for any reason, the maximum time allowed to complete the missed requirements is 1.5 times the normal duration. For example: Students enrolled in the One-Year Certificate Program have a maximum of 18 months, in total, to complete this program. If a student fails to complete the Program within the 1.5 period of time (18 months), and the student is not on a leave of absence, the incomplete shall be converted to a failure at the end of the period.

The only exception to this policy is for authorized Leaves of Absence, approved by the Academic Dean prior to the period of the absence, and with written request by the student. At the end of the *Leave of Absence, maximum two quarters (20 weeks of classroom instruction)if the requirements are not met for completion of the Program, then the leave shall expire and the incomplete status will be converted to a failure.

Students who return to complete a Program, for which they received an incomplete, shall meet all the standards necessary to receive a passing grade. Upon completion of the required standards, Students shall receive a Certificate or Diploma in accordance with their original completion date.

Grading Policy Exams

Examinations The following criteria used to determine grades at the end of each course.

First Half of Training Course:

Instructor Evaluation	20%
Class work	20%

(50% of the student's grade is determined at this point)

Mid-Term Exam	10%

Second Half of Training Course: - Instructor Evaluation 20%

Class Work	5%
Final Exam	25%
Total	**100%**

Transcripts are issued to graduates upon completion of their program, and additional academic transcripts are available for a fee of $10.00. Duplicate diplomas and certificates are

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$10.00 upon request. Fees must be paid in full for each portion of training for which the student requests transcripts; all fees must be paid in full to receive a diploma or certificate. Student Academic Files are maintained at this campus. Satisfactory Academic Progress standards are consistently applied to all students.

Leave of Absence

Excessive absences work adversely on student records, and if students have a medical or a personal problem to work out, they may take a leave of absence (LOA), ensuring that the time lost can be made up when the student returns. For personal reasons students may take up to a one quarter leave of absence. For medical reasons, students may take up to a four quarter leave of absence.

Probation and Termination

If for reasons of poor academic progress and/or poor attendance, students may be placed on probation. Probation is a measure taken by the school that is designed to help students correct their behavior and/or academic deficiencies. Probation remedies are meant to help students improve their performance. It is the school's responsibility to identify student deficiencies and take corrective measures to provide students with the best opportunity to improve their status in school and become successful and prepared to be professional interpreters and translators.

Termination is a measure taken by the school when a student has not successfully met the standards of the school. By not improving performance once placed on probation, and/or by not adhering to the student rules given to students at Orientation, and/or being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises, and/or by demonstrating disrespectful behavior to another student, administrators, or faculty, and/or for failure to meet financial obligations, a student will be terminated.

Appeals Process

Students have the right to appeal any disciplinary action, but they must do so in writing. Students' Written Appeals will be reviewed and evaluated by the President. The appeal must be received within 30 days of the initial action, and provide all information relative to the event or situation resulting in the disciplinary action. The President will reply in writing within 30 days.

Student Conduct

LATI students are training to be professionals, and therefore we expect students to behave in a respectful and professional manner at all times. Students are to follow the school rules listed in this catalog, cooperate with classmates, staff and faculty, and abide by the Student Rules of Conduct reinforced throughout the school experience.

The student *Rules of Conduct* includes a dress code. LATI requests that all students dress in an appropriate school dress. Students are not to wear very short skirts, shorts, or flip flops.

Students must remember they are preparing for a career as a professional and must dress respectfully, and be well groomed at all times.

Student Records

Student financial records are maintained for ten years after students have completed their program at this school. Academic records are kept into perpetuity. All files are secured in locked, fireproof and water-proof cabinets, in a secured location safe from casual contact and theft.

GRADUATION

Graduation Requirements

In order to successfully complete training at LATI and be considered for graduation, students must achieve the following:

•Have maintained 75% attendance throughout the program.

•Have achieved an overall grade point average (GPA) of 2.0 ("C").

•Have completed all assignments and have received a final grade for each course within your program of study.

•Be cleared from the Finance Office and all outstanding fees must be paid before a student is considered a graduate and is able to receive a diploma and transcript from the school.

•Have completed all courses, projects and final exams within fifteen (15) months of the start date. (This excludes official Leaves of Absences.)

Students who successfully complete the Masters' Program receive a degree. Certificates are granted for the One-Year Certificate Program and the IEP Program, Mission Language Program, and 40-hour Medical Interpreter training.

STUDENT SERVICES

LATI offers a variety of services to its students; these services include but are not limited to:

Student Bus/Metro Passes	Student IDs
Advising Sessions	Housing Information
Career Services	Parking Information

Students may also avail themselves of the school library
at any time for classroom assignments and research.
Official library hours for students are:
9:00 a.m. to 6:00 p.m. Monday through Friday
and on Saturdays from 11 am to 3:00 pm

If students wish to check out any book/s or materials, they must sign the registry card and leave a photo ID for security. Books and materials may not be removed off campus for any reason. Arrangements can be made with the Student Services Officer.

The most important services provided by LATI are Student Advising Sessions and Career Services. The Student Services Officer is available to all students by appointment regarding attendance, school policies, special needs, and graduation. Students may also make an appointment with the President by contacting her by phone or e-mail.

Career Services are available in the library.

Career Services are available to all students who are either enrolled or who have graduated, through our Student Services Department and appointments can be made in advance with the Student Services Officer.

The Career Process includes:

- Resumes
- Meetings with the Student Services Officer to prepare a job search plan, prior to graduation.

Though LATI cannot guarantee placement, every effort is made to ensure that students are assisted in their job search within all the professional translation and interpretation fields.

Housing Services

▪**USH** (Universal Student Housing) provides assistance for *housing*. USH can be reached at www.usaish.com.

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▪ International Student Housing provided by Delta Dawn offers personalized assistance on a one-by-one basis.

LATI does not have dormitory facilities under its control. There are many rental condos within walking distance to school and rental cost is about $600-1500 per person. The school has no responsibility to find a student housing, but will provide advise if necessary.

Students are encouraged to look for housing prior to their start date. Students can log onto the school's web site to gain access to these housing providers at www.latranslation.com and find additional housing resources.

Additional housing information is also available at other agencies throughout the Los Angeles area. Most of the listings here offer housing within one or two bus rides and the LA Metro. Students may log on to the following:

http://www.usahostels.com

Hollywood Hostele: 800-524-6783

1624 Schrader Blvd. Hollywood, CA90028

(Includes breakfast)

Additional Housing Search can be conducted at the following web sites:

www.sublet.com

www.4rentinla.com

www.shorttermrentalsla.com

www.losangeles.craigslist.org

·Oakwood Apartments
www.oakwood.com 800-942-278

·Rent Times
www.rentimes.com 323/653-7368

·Apartment Guides
www.aptguides.com 818-893-1249

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Making Up Missed Classes

Students who miss a class must *make-up* each class session in order to take the final exam and complete each course. *Make-up* sessions can be arranged with the instructor and the President. Most Fridays are open to students to make up class work.

All projects and assignments must be turned in prior to a final grade and/or transcript being issued for each course.

The Facility

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

***APPROVAL DISCLOSURE STATEMENT**

LATI was granted institutional approval from the BPPE (Bureau for Private Postsecondary and Vocational Education) pursuant to California Education Code Section 94311. The Bureau's approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. Institutional approval must be re-approved every three years and is subject to continuing review. The Bureau has licensed the courses contained in this catalog.

*Approval to operate indicates compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau.

Sexual Harassment

All information regarding student records will be protected under the Federal Right to Privacy Act.

Sexual harassment and sexual assault will not be tolerated by the Institute. Any person who perceives that one has been a victim of sexual harassment or sexual assault must contact the President's Office. The President will investigate the allegations and take appropriate action first to protect the person claiming victim status and to discipline the offender where proven. The offender will be terminated (if an employee), dismissed (if a student) or replaced (if a faculty member).

Student Records

The School maintains the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the School disclose, any information from a student's academic records without the written consent of the student except to:

School personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid for the student, accrediting agencies, and when in compliance with a judicial order or in an emergency to protect the health and safety of a student or other persons.

The student's academic file is the sole property of the Institute. The School will not release copies of documents or coursework from other institutions attended. Students who believe that their academic records contain inaccurate or misleading information may discuss their concerns informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended.

Student Code of Conduct

A student may be failed or dismissed for academic dishonesty, or for acts or inattention that violate professional ethics in translating and interpreting. At the discretion of the Academic Standards Committee, a student may be dismissed from the School for behavior disruptive to the educational mission of the Institute, such as, but not limited to, those stated below:

* Cheating, bribery, or plagiarism in connection with an academic program.
* Forgery, alteration or misuse of School documents, records or identification; or knowingly furnishing false information to the institute.
* Misrepresentation of oneself or of an organization to be an agent of the Institute.
* Obstruction or disruption on campus property, of the campus educational and administrative process, or other campus functions.
* Physical abuse on campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse.
* Theft of or non-accidental damage to School property or property in the possession of or owned by a member of the School community.
* Unauthorized entry into, unauthorized use, or misuse of School property.
* Sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statues, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
* Lewd, indecent, or obscene behavior on School property or at an School function.
* Abusive behavior directed toward a member of the School community.
* Violation of any order of the School President, notice of which has been given prior to such violation and during the academic term in which the violation occur, either by publication or by posting on an official bulletin board designed for this propose, and which order is not inconsistent with any of the other provisions of this section. Soliciting For assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.

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In the interest of the Institute, the President of the Institute, at his/her discretion and prior to recommendations or actions of the Academic Standards Committee may place on probation, suspend or dismiss a student for one or more the causes enumerated on the previous page. Any adjustment of fees or tuition shall be those required by law.

Interim Suspension

The President may immediately impose an interim suspension in all cases in which there is a reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for hearing within ten days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for dismissal.

Academic Dishonesty

Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Academic Standards Committee for review and further action. The President may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, going to the restroom during an exam without an agreement, and consulting notes or references.

Cheating is also representation of another person's work as one's own, such as presenting ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence LATI represents and will be dealt with vigorously.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL. You have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address (2975 Wilshire Blvd. Suite 640, Los Angeles, CA 90010) of the School shown on the top of this Agreement and attention to the President. You 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. A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

LATI will refund 100% of the amount paid for institutional charges, less a reasonable deposit or application not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

The school will refund all tuition and fees collected from a third party to the third party first if a refund is due. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

COMPLAINT POLICY

It is the policy of this school to address the needs and concerns of all students enrolled in class at LATI. Students seeking to resolve problems or complaints should first contact the class instructor. Requests for further action may be made to the Director, who will make every effort to ensure the satisfaction of students. BPPE approval means the school is in compliance with the California Private Postsecondary Act of 2009. The approval is for the term of five years. 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, (888) 370-7589 or by fax (916) 263-1897.

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

*STUDENT TUITION RECOVERY FUND- STRF

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:
1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.
You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:
1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

The STRF fee is based on **$.50** per every thousand dollars paid in tuition. Students must keep a copy of any enrollment agreement, contract, and/or application to document enrollment; tuition receipts or cancelled checks will document the total amount of tuition paid. This information may substantiate a claim for reimbursement from the STRF, which must be filed within one year of the Bureau's service on the student's behalf; or if no notice of rights are served to the student, then within four years of the school's closure. If a student does not possess a social security number of tax identification number, they may not receive a claim. For further information or instructions write to the BPPE:

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

Application for Admission

Program you are applying for: _____

Language Pairs: _____

Name: _____ Birth date: _____

SSN: _____

Address: _____

Phone Number: _____

E-mail: _____

Emergency contact: _____ Phone number: _____

Age when you first came to the US: _____

Years in the US: _____

Employment History

Educational Background

List all four-year colleges and universities, and graduate and professional schools attended, giving the most recent first.

_____

_____

_____

_____

Statement of Objectives:

Briefly describe why you think you can be a good translator and interpreter.

Interpreter Test Experience:

Have you taken the state certification test before? Yes No

If yes, did you pass the written component? Yes No

If yes, how many times have you taken the oral component? _____ times

Have you taken interpretation courses? Yes No

If yes, where? _____

Student signature: _____ Date: _____

* Those applying for M.A. should submit the following

1. A completed application form.
2. Transcripts showing that the applicant has received a bachelor's degree from a regionally or nationally accredited or state approved college or university. Applicants who received degrees from non-accredited institutions or who are applying without an undergraduate degree will be considered on an individual basis.
3. Three letters of reference. References from family members will not be considered as objective references.
4. A tape demonstrating the ability to interpret from English into Korean and from Korean to English.
5. Two pictures
6. Application fee: $60 for International students and $35 for domestic students

2975 Wilshire Blvd. # 640
Los Angeles, CA 90010
Phone: (213) 385-7781
Fax: (213) 385-7784
Toll free: (866) 327-1004
E-mail: info@latranslation.com

We welcome major credit cards.
Walk-ins welcome.
Fax or email your application when paying with a credit card.

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2975 Wilshire Blvd. #640, Los Angeles, CA 90010

ENROLLMENT AGREEMENT, 9/1/2014-8/31/2015

Student:_____SS#:_____Phone:_____

Address: _____ _____Email: _____

This agreement is for the course or education service_____

A total of _____ weeks/quarter units are required to complete _____

Start Date of Training:_____ Scheduled Completion Date:_____

_____

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Cancellation shall occur when you give written notice of cancellation at the address (2975 Wilshire Blvd. Suite 640, Los Angeles, CA 90010) of the School shown on the top of this Agreement and attention to the President. You 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. A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

LATI will refund 100% of the amount paid for institutional charges, less a reasonable deposit or application not to exceed two hundred fifty dollars ($250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.
The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.
If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal. If the student defaults on a federal or state loan, both the following may occur:
(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
(2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

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

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at L.A. Translation and Interpretation is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits_____ you earn in our M.A. program _____is also at the complete discretion of the institution to which you may seek to transfer. If the credit _____that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending L.A. Translation to determine if your credits _____ will transfer.

◈2975 Wilshire Blvd. #640, Los Angeles, CA 90010 TEL.213-368-0700 FAX: 213-385-7784 info@latranslation.com ◈

LA Translation and Interpretation
2975 Wilshire Blvd. #640, Los Angeles, CA 90010

Registration Fee (non-refundable): $_____

Tuition: $_____

Books (see attached itemization): $_____

Additional Fees (see attached itemization or Schedule of Charges): $_____

STRF Fee ($0.50 per $1000 tuition: non-refundable): $_____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: $_____

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $_____

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: $_____

SCHEDULE OF PAYMENTS:

TOTAL AMOUNT DUE $_____or you will make_____ monthly or weekly payments of

$_____. Payments will begin on _____ and end on _____.

Total Charges $_____Deposit/Discount$ _____ Payer_____

"NOTICE"
YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet. _____ (Initial)

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

_____ _____

Signature of Student Date

I certify that L.A. Translation and Interpretation has met the disclosure requirements of Educational Code 94900 of the Private Postsecondary and Vocational Reform Act of 1989.
ACKNOWLEDGED and ACCEPTED

_____ _____

Signature and Title of School Official Date

THIS AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

◈2975 Wilshire Blvd. #640, Los Angeles, CA 90010 TEL.213-368-0700 FAX: 213-385-7784 info@latranslation.com ◈

LA Translation and Interpretation
2975 Wilshire Blvd. #640, Los Angeles, CA 90010

SCHEDULE OF CHARGES

The following charges apply to a student's total cost for the training program:

TUITION:

M.A. Program and 1-year Certificate Program - $200 per unit
Mission language program: $600 per course
40-hour Medical Interpreter training - $900 per course
IEP Program - $400 per level of instruction
TEXTBOOKS:
M.A. Program - $500 for 2 years
1-year Certificate Program - $200
40-hour Medical Interpreter Training - $30
IEP Program - $300

FEES:

Application fee	$35 ($60 for international students)
Fees to transfer credits (per unit for all programs)	$15
Graduation Fee - Master's Degree	$100
Master's Level Advisory Fee	$100
Matriculation Fee: Master's Program	$100
Matriculation Fee: Certificate Programs	$50
Registration Fee (Non-refundable)	$100
Late registration fee applicable for each quarter	$25
Add or Drop Fee (each request)	$10
Transcript copy fee (first 5 free)	$5
Degree replacement fee	$25
I-20 issuance fee (Non-refundable) foreign students only)	$100
STRF Fee (non-refundable)	$0.50 per $1000 tuition (one time)

The student is expected to separately pay for the following costs while enrolled in LATI:

- Transportation costs to and from school and to and from employment - Parking costs if applicable
- Extra books and resources that are optional
- Resume costs and school attire

The institution reserves the right to increase tuition charges annually. Once enrolled, the student's tuition charges will not be increased over the cost stipulated in the student's enrollment agreement for that quarter. Tuition charged covers the cost to provide the instruction and textbooks; registration fees charged covers the cost of enrollment and admissions; graduation fees cover the cost of providing this service; and the advisory fee covers the cost of providing this service. Additionally, you will be given a copy of the catalog of the school which explains the institution's attendance policies, grading system, graduation requirements, student compliant policies, refund policies, as well as behavior and conduct policies. You will be required to be familiar with this catalog.

Name: _____ ***Signature:*** _____ ***Date:*** _____

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