

# OEI COLLEGE CATALOG 2012-2013

OEI COLLEGE (Olympia Education Institute)  
9520 Las Tunas Drive, Temple City, CA 91780  
(626) 309-9395  
[www.olympiaus.com](http://www.olympiaus.com)

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## I. INSTITUTION

### **OEI College Catalog**

Academic programs and institutional policies are developed and/or revised by the Chief Executive Officer in conjunction with the Chief Academic Officer and/or Chief Operations Officer. Policies are created and/or revised to comply with outside accreditation or licensing requirements and provide clear guidelines to students, staff, and faculty. New policies and procedures are reviewed with faculty who are provided opportunities for feedback and may be changed as a result of that feedback. Policies are reviewed by the institution annually, as the OEI Catalog, Student Handbook, and Academic Policies and Procedures Manual are updated. The OEI Catalog is updated annually.

### **Campus Location**

OEI College / Olympia Education Institute  
9520 Las Tunas Drive  
Temple City, CA 91780

(626) 309-9395

Website: [www.olympiaus.com](http://www.olympiaus.com)

Conveniently located near the 10 FWY in the beautiful San Gabriel Valley, OEI has easy access to public transportation. The facility is equipped with a computer lab, general-purpose classrooms, a library, student lounge, a resource center, and administrative offices. Each general-purpose classroom is well-lit and air-conditioned, arranged and equipped to accommodate up to 15 students in lecture-type setting at a 1 to 15 instructor to student ratio. The facility is approximately 3,500 square feet.

### **Accreditation Information**

- ✓ OEI is a private institution and that is approved to operate by Bureau for Private Postsecondary Education (BPPE).
- ✓ OEI is under approval review by the Accrediting Council for Continuing Education & Training (ACCET).
- ✓ OEI is authorized by SEVIS to issue I-20 to non-immigrant international students.

### **Financial Stability Information**

*OEI does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against in within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy code.*

## OEI Mission And Objectives

### Institutional Mission

Olympia Education Institute is dedicated to excellence in English proficiency instruction. In our global society, competency in English is essential for business and personal communication. This program is intended for all different culture, academic background. All aspects of the instructional program are student-centered and designed to accommodate individual learning styles and levels. Olympia Education Institute strives to make language learning a rewarding enterprise that prepares students for future success.

### Institutional Objectives

Provide students with the fundamentals required to communicate effectively in English and ability to master English language.

- ***Produce competency in the four major areas of English language skills:***
  - Listening – decoding and transcribing phonics
  - Speaking – verbal communication skills
  - Reading – comprehension
  - Writing – grammar and syntax
- ***Enhance learning through a welcoming and safe classroom environment***
  - Make our educational facility, technology and methodology relevant and accessible to students
  - Use repetition in methodology, developing a spirit of perseverance
  - Provide each student with immediate and constructive feedback so that areas of weakness and strength can be identified.
  - Develop a positive self-image, and respectful, ethical behavior
- ***Improve Interpersonal Communication skills***
  - Promote warm and effective communication with people
- ***Improve skills in Multiculturalism and diversity***
  - Encourage students from all backgrounds to respect and appreciate one another

## II. OEI FACULTY AND STAFF

Administration / Staff	Educational Qualifications
<b>Michelle Lin</b> <i>Director, Chief Executive Officer</i>	❖ University of Texas at Austin (1989) M.A.: Curriculum and Instruction
<b>Tzong Wu</b> <i>Chief Operating Officer</i>	❖ University of Texas at Austin (1989) M.A.
<b>Adriana Kleiman</b> <i>Chief Academic Officer</i>	❖ California State University, Los Angeles (2000) B.A.: English – Single Subject Teaching Option
<b>Cindy Shao</b> <i>Registrar</i>	❖ University of California, Los Angeles (2007) B.A.: Physiological Science; California Polytechnic State University, Pomona (2013) M.A.: Rhetoric/Composition and TESL
<b>Elissa Wu</b> <i>Program Assistant</i>	❖ University of California, Los Angeles, B.A.
Faculty	Educational Qualifications
<b>Adam Nunez</b> <i>Instructor</i>	❖ Azusa Pacific University, Azusa (2012) B.A.: English Biola University, La Mirada, California (expected 2014) M.A.:TESOL
<b>Andrew Montana</b>	❖ California State University, Los Angeles (2005) B.A.: English; (2008),

<i>Instructor</i>	M.A.: English, Teaching Credential Program Adjunct professor at California State University, Los Angeles & Pasadena City College
<b>Andrew Palmer</b> <i>Instructor</i>	❖ California State University, Los Angeles (1991) B. A. : English
<b>Becca Pilgrim</b> <i>Instructor</i>	❖ Azusa Pacific University, Azusa (2008) B. S. International Business ❖ English teaching/cultural training program
<b>Carmen Fried</b> <i>Instructor</i>	❖ University of Southern California, M.A.: Professional Writing; Lakeland College, Sheboygan, WI B.A.: Double Major in English and Speech/Drama and Secondary Education; California Designated Subject Adult Education Teaching Credential Program Adjunct professor at Rio Hondo College, California
<b>Marci Johnson</b> <i>Instructor</i>	❖ Biola University, La Mirada (1989) B.A.: Education Cal State Stanislaus (1992) Teaching Credential Curriculum San Jose State University (1994) Reading Specialist Classes
<b>Rachael Redfield</b> <i>Instructor</i>	❖ Northwest University, Kirkland, Washington (2009) B.A.: Intercultural Studies; Teaching Certificate: Teaching English as a Second Language; Azusa Pacific University, Azusa, California (2010) M.A.; TESOL
<b>William Kennedy</b> <i>Instructor</i>	❖ University of California Los Angeles (1987) B.A.: History & Political Science ❖ California State University, Los Angeles (2004) M.A.: TESOL

### III.

## ENGLISH LANGUAGE ACQUISITION (ELA) PROGRAM

Whether one wants to learn conversational English, improve English skills for academic pursuit, or for future career advancement, Olympia Education Institute (OEI) has the right program to accommodate individual needs and skill levels. From the beginning of assessment, placement, and evaluation to the completion of certification, instructors will make sure that the student's learning progress is well-monitored on a regular basis.

All academic instruction takes place on-site at 9520 Las Tunas Drive, Temple City, CA 91780 in a classroom setting with an experienced instructor and the instruction will occur in English.

**PROGRAM: The English Language Acquisition (ELA)** program consists of eight 8-week sessions for a total of up to 64 total weeks. OEI sessions are not assigned transferable credits/units, but are tracked to completed clock hours. Students are tested upon entry and placed into the academic skill level that best meets their needs. Students may elect to take one level only, or continue through all levels offered to complete the program.

### Additional Learning Opportunities Offered at OEI:

1. **The TOEFL Test Preparation course\*** provides students with the training they need to exceed TOEFL requirements for university and college admission needed for career advancement.

2. **The Intensive English / Summer Camp\*** is a three to four-day intensive learning classes/seminar offered in staggered sessions.
3. **Tutoring and Practice Sessions** provide students with additional practice in reading, writing, listening, or speaking skills. This may be used to supplement any of the above activities, or may be taken independently.

#### **IV. ADMISSION to the ELA PROGRAM**

OEI College admits students regardless of race, color, gender, religion, age, ethnic or national origin, or physical disability. Students are expected to successfully complete the program in which they are enrolled.

##### **Admissions process:**

1. Complete the Application form
2. Tuition payment
3. All applicants must take the placement exam to be considered for admission and be placed at the right course level.
4. Attend Mandatory Orientation and Introduction to OEI workshop

F-1 Applicants are subject to the following additional requirements:

1. Application fee US\$100
2. Photocopy of passport
3. Official statement of financial support: US\$ 22,000 a year is recommended. If the bank statement is not in the student's name, we need an affidavit of support stating that the account holder will financially sponsor the student.
4. Official copies of educational transcript(s), diploma(s), or certificate(s) with the highest degree completed: High school diploma is required; if not provided, equivalent ability certification or assessment test result needs to be submitted. OEI does not accept credits from other institution for English Language Acquisition Program.
5. Express mailing I-20 form to student US\$70.

Once an applicant has been admitted, an ***Enrollment Agreement*** and ***Student Academic Individual Program Schedule*** must be completed prior to attendance of first session.

##### **Tuition and Fees**

English Language Acquisition Program consists of eight different courses: Beginner Level 1&2, Intermediate Level 1 & 2, Advanced Level 1 & 2 and Elite Level 1 & 2. Each session (eight-week) costs \$760.

Some courses may be waived based upon placement level at time of enrollment, which will change the required number of hours to complete the program. Eight different courses/programs can be completed individually.

### Discounts

- A “multi-course discount” of up to 5% may be given for registration in two sessions of a program.
- A “long term discount” of up to 18% may be given for registration in six or more levels/sessions of an ELA program, at time of booking.

### Fees

- The application fee of \$100 is non-refundable. Students are required to purchase the course textbooks for each level of session. The average cost of textbooks is approximately \$60 per session (every 8 weeks) and for the 64-week program the estimate is around \$480.
- Students must pay the program tuition before the start of the session during enrollment. Students can elect to pay installments under the payment plan, which occurs in increments of 8 weeks.

### Payment Methods

- Payment methods include cash or check.

### Delinquent Accounts

Delinquent accounts will be sent a delinquent notice every month until the tuition account is either current or paid in full. Failure to make a payment or arrangements with the administration will lead to withdrawal of classes for that session.

## V. ENGLISH LANGUAGE ACQUISITION PROGRAM

The ELA program is offered in morning, afternoon, and evening options, convenient to all student needs.

Option	Daily Schedule	Clock Hours
Morning	9am-12:36pm	3 hours & 36 minutes
Afternoon	1:10pm-4:45pm	3 hours & 36 minutes
Evening	6:00pm-9:36pm	3 hours & 36 minutes

### Graduation Requirements / Earning a “Certificate of Completion”

In order to pass a session, students must meet the following criteria:

- 2.5 GPA or above
- Minimum of 80% attendance required

**In order to complete a program,** students must meet the following criteria:

- Maintained *satisfactory academic progress*, attending at least 80% of the scheduled session hours on a cumulative basis during each evaluation period and meeting or exceeding a cumulative grade point average (GPA) of 2.50.
- Completed a minimum of four sessions, culminating with completion of the Elite level 2
- Met all financial obligations to OEI College

## VI. STUDENT SERVICES

### Student Services Offered

All of the services below are offered to students either for free or for a notated fee.

Student Services	Description
Internet Access	Students are provided with Internet access for research or additional practice and review.
Computer Access	Students are provided with access to the computer lab for additional practice and review.
Library	A quiet library resource room is available for student use to conduct research or study.
Housing / Homestay*	<p>OEI, to its best ability, will support the needs of International Students who wish to study English in the United States by assisting with apartment / room rental opportunities or arranging host families (as needed). An additional fee is required for placement service, which includes locating and setting appointments to view homestays, shared housing, and rental properties. Living arrangement preferences, religious needs, diet requirements, and/or any other relevant information must be communicated at the time of the request. The monthly rate of homestay is around \$900 with breakfast and dinner or \$800 without meals.</p> <p>Host families are expected to:</p> <ol style="list-style-type: none"> <li>Provide students with room and board (breakfast and/or dinner).</li> <li>Communicate with the students, including transportation and dinner time. Inform them regarding family rules and what they can and cannot do when they arrive.</li> <li>Provide adequate room for personal belongings and privacy.</li> <li>Provide an environment in which the students can learn as much as possible about America.</li> </ol>
Academic Counseling/placement	OEI assists students in the application process for transfer to Universities and Colleges upon completion of their English program.
Airport pickup*	Airport pickup service is available at an additional cost. Must be requested at least two weeks in advance.
Transportation	OEI can assist students in vehicle purchase and DMV licensing. Vehicle purchase assistance (pick-up to and from dealers, may last 1 to 2 days).
Insurance Planning	OEI assists students with insurance planning such as auto and health, if required.

Town Tour(s)*	Acculturation Tour of the San Gabriel Valley is available at an additional fee. The tour includes locations such as: Old Town Pasadena, Pasadena Rosebowl, the Huntington Gardens and Library, the LA Arboretum, Santa Anita Racetrack and Santa Anita Fashion Center, etc.
Acculturation Workshop	In this workshop, a “Cultural Adjustment” PowerPoint presentation from the University of Michigan is used to provide International students with information regarding expectations and challenges of being immersed within a different culture.
Tourist information	Students will be provided with maps, brochures, flyers, and/or locations of various tourist landmarks within Southern California (e.g. Disneyland, Universal Studios, Hollywood Tours, Sea World, Catalina tours, Whale Watching, Knott’s Berry Farm, Olvera Street, Griffith Observatory, LA Zoo, etc.)

*\*International Student Services*

### **International Student Services**

Following services are available to assist newly arriving international students with their needs.

#### ***TRANSPORTATION – International Students***

- Airport pickup - From airport pick-up to touring of the city where student will reside, wide range of service is available at additional cost.
- Vehicle purchase (pick-up to and from dealers, if necessary service may last 1 to 2 days)
- Scheduling appointment & acquiring California Driver’s License from DMV (if required)
- Insurance planning (auto, health, other, if required)
- Town tour (spread out to 3 days service)

#### ***HOUSING – International Students***

- Acquiring housing (locating and setting appointments to view homestays, shared housing, rental properties –service may last 2 to 4 days) Note: The institution does not have dormitory facilities. The monthly rate of homestay is around \$900 with breakfast and dinner or \$800 without meals.

#### ***FORM I-20, F-1 STUDENT VISA***

- VISA: OEI admits international students from other countries for English Language Acquisition Program. The English Language Acquisition Program consists of eight skill levels each consisting of 144 clock hours totaling to program duration of 1152 clock hours (64 weeks): Beginning Level 1, Beginning Level 2, Intermediate Level 1, Intermediate Level 2, Advanced Level 1, Advanced Level 2, Elite Level 1, and Elite Level 2.
- OEI is authorized by SEVP to issue Form I-20, F-1 student visa. The level of English proficiency is not required of students as English language acquisition instruction will be offered. Instruction will occur in English only. If a student transfers into our program,

he/she needs to take an English proficiency test in order to place into the right level in the program.

### Facilities on Site

All of the below are open for student use during school hours.

❖ **STUDENT LOUNGE**

The student lounge is a sitting area with tables, water dispenser with cups, utensils and plates, microwave, and restrooms.

❖ **LIBRARY/RESOURCE CENTER**

The library/resource center consists of a quiet study/rest area for students with a large table, chairs, language books, other reading materials, periodicals, references, and literature to supplement textbooks.

*Check-Out Procedure:* Record the name of the book, the student's name, ID number, and date with the administrator in the log book. The books checked out are due in two weeks. Students with classroom assignments have priority in checking out books or utilizing the computers.

❖ **COMPUTER LAB**

The computer lab is open during school hours with assigned computer time for student access.

*Usage Procedure:* Please contact the administrator/representative for assistance.

## VII. ACADEMIC AND STUDENT POLICIES

### A. Academic Honesty Policy

#### *Avoiding Academic Dishonesty*

- Organize your time appropriately to avoid undue pressure, and acquire good study habits, including note taking.
- Learn proper forms of citation. Always check with your instructors of record for their preferred style guides. Directly copied material must always be in quotes; paraphrased material must be acknowledged; even ideas and organization derived from your own previous work or another's work need to be acknowledged.
- Always proofread your finished work to be sure that quotation marks, footnotes and other references were not inadvertently omitted. Know the source of each citation.
- Do not submit the same work for more than one class without first obtaining the permission of both professors even if you believe that work you have already completed satisfies the requirements of another assignment.
- Save your notes and drafts of your papers as evidence of your original work.

#### *Disciplinary Actions*

If a student is found to be in violation of plagiarism policy, a notification will be sent as follows:

1. **First-time notification:** If this is the first notification that the institution has issued to the individual, the instructor will warn and educate the student about their actions and may choose to either: a) allow the student to complete a new assignment or b) issue the student a zero/fail for the assignment.
2. **Second-time notification:** If this is the second notification that the institution has issued to the individual, the student will be Administratively Withdrawn.

### B. Attendance

Students are expected to participate every day in class to facilitate English language acquisition. Students' satisfactory attendance plays an important role in the final grade. Students must attend 80% of each session or will be required to retake the level before advancing in the program.

- **Tardies/Early departures:** If the student is late for class or leaves class early, this will count as a tardy or early departure. Three per session will equal one absence and will factor into final attendance grading. It is a student's responsibility to notify an instructor of a need to arrive late or leave early.
- **Excused absences:** An absence is excused when a student provides documentation that he or she was unable to attend class for some unavoidable reason.

- ***Unexcused absences:*** Unexcused absences are those absences for which the student has no documentation.
- ***Excessive Absences:*** Excessive absences are defined as missing 35% or more of the cumulative hours scheduled within a given program of study. A student who is absent for 14 consecutive days without an approved Leave of Absence (LOA) form will be considered **Academically Withdrawn.**

### ***Make-up Assignments and Examinations***

It is the responsibility of the student to make sure that all coursework is submitted on time. Students must be present for exams. Instructors are not under any obligation to give make-up assignments or exams to students with unexcused absences. If the instructor allows make-up work, the work must be finished within two class meetings.

## **C. Cancellation and Refund Policy/Procedures: Student's Right to Cancel**

### **Refund Due Dates:**

1. If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
2. For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to the institution or the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy.

The student may pick up the check in person or request the delivery of the check by mail, in which case the student will need to pay any applicable international mailing fee.

### **Cancellations:**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

All cancellations / refund requests must be submitted in writing either by mail, email, or delivered in person to a representative at OEI. Unless otherwise stated, any applicable tuition refund is based on the amount received by the school after all applicable fees have been applied. When calculating the refund, *any discounts given due to promotions or for any other reasons will be voided;* the tuition rates will be based on the standard full price for the level of the program in which he/she was enrolled.

1. Rejection of Applicant: If an applicant is rejected for enrollment by the institution, or if a prospective student has his/her visa application rejected, a full refund of all monies paid, less non-refundable charges, will be made.
2. Program Cancellation: If OEI cancels or discontinues its course or education program subsequent to a student's enrollment, the school will make a full refund of all institutional charges and unused tuition. Tuition paid for fully completed courses is not refundable.

### **Withdrawal or Termination After Start of Class:**

1. Withdrawal: First Term/Session – A student may withdraw from a course after instruction has begun and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if he/she has completed less than 60% of instruction.
2. Termination: The institution will refund tuition to students who are terminated due to violation of the institution's written disciplinary and/or attendance policies or local, state, or federal law, as long as they have completed less than 60% of instruction.

### **Refunds:**

Prorated refunds will be calculated on a daily basis.

<i>For Example:</i> $\$19 \text{ day} \times 40 \text{ days} = \$760$		
<i>Week 1</i>	<i>(5 days)</i>	<i>Prorated</i> <i>For example, if the student completes 5 days of a 40 day course, and paid \$760 in tuition and \$100 for the non-refundable registration fee, the student would receive a refund of \$665 only (\$760 less \$95 owed for tuition pro-ration for five days).</i>
<i>Week 2</i>	<i>(10 days)</i>	<i>Prorated Daily</i>
<i>Week 3</i>	<i>(15 days)</i>	<i>Prorated Daily</i>
<i>Week 4</i>	<i>(20 days)</i>	<i>Prorated Daily</i>
<i>Week 5</i>	<i>(25 days)</i>	<i>Prorated Daily up to 23<sup>rd</sup> day</i>
<i>Week 6</i>	<i>(30 days)</i>	<i>No refund</i>
<i>Week 7</i>	<i>(35 days)</i>	<i>No refund</i>
<i>Week 8</i>	<i>(40 days)</i>	<i>No refund</i>

### **Charges Other Than Tuition:**

1. All extra costs, such as books, supplies, equipment, laboratory fees, rentals and any similar charges not included in the tuition are not subject to the refund computation but are limited to those materials that are distributed and attributable to the portion of the program in which the student is enrolled.

2. If applicable, students are bound by the terms as defined in any student housing agreements.

#### **D. Impact to Financial Aid or Loans (if applicable):**

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 student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of 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 assistance until the loan is repaid.

Prior to enrollment completion, the student must sign off on the policy above acknowledging that they understand and agree to the above cancellation and refund policies.

#### **D. Change of Homestay Housing Request**

OEI makes every effort to match the homestay family with the information provided by the student and referrals will be provided; however, it is not always guaranteed. Also information regarding apartment rental is available. OEI understands that transition issues can be experienced by international students who are not familiar with the homestay family environment. If issues arise, they should be resolved locally, through negotiation between the OEI administration, the student, and the homestay family. Once settled, students are expected to remain with their homestay family. A change of homestay family will be considered only for the following reasons:

- If there is a mismatch of student and homestay family
  - If there is a concern for student welfare
- 
- **Step 1:** *Submission of “Change of Housing Request Form” to the administrator.*
  - **Step 2:** *Interview – If a homestay family issue arises:* administration will record and discuss the issue(s) with the student and initiate action to resolve the problem.
  - **Step 3:** *If the homestay family issue cannot be resolved:* Where issue(s) cannot be resolved, approval is given by the administration for a new homestay family to be found.
  - **Step 4:** *Change of homestay family:* administration will organize a new homestay family.

## **E. Complaint and Grievance Policy**

OEI College will provide the institutions policy relative to providing a prospective student either in writing or electronically, with a school catalog.

“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.”

If students have any questions, they can report and discuss the questions with the institution. The administration will conduct an investigation regarding the concern(s). Within ten days of the complaint submission, a written response and resolution will be issued.

"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](http://www.bppe.ca.gov) telephone: (888) 370-7589 and fax number: (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](http://www.bppe.ca.gov)).”

## **F. Disclosures**

The institution is a private institution and that it is approved to operate by the bureau. OEI does not participate in federal and state financial aid programs.

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

The institution has not a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. 1101et seq.).

The institution does not provide placement services. Regulations associated with students attending on an F-1 students visa require that they do not use it to seek employment, but only use it for purposes of education.

The institution’s standard for students achievement is attending the program he/she had enrolled, maintaining the GPA 2.5 or above, keeping 80% attendance record.

## **STRF DISCLOSURE**

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: ( STRF is nonrefundable. It is based upon the full cost of tuition \$.50 per one thousand or less, rounded.)

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 students 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 students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following;

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

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

### **G. Financial Aid Policy**

Financial aid is not provided by OEI. OEI does not participate in any federal or state financial aid programs. International students must show proof of financial support upon application to OEI.

### **H. Graduation Requirement / Earning of Completion Certificate**

Upon satisfactory completion of all program requirements, we will provide a transcript and certificate. In order to receive the Certificate of Completion, students must successfully complete the course with a grade point average of 2.5 or above (including attendance and academic work) and meet all of the financial obligations to OEI College.

Graduation from OEI does not guarantee employment. OEI programs provide English language acquisition for students to develop the necessary language skills to succeed in American colleges and universities. It is not the responsibility of OEI to assist graduates in obtaining employment. However, OEI is committed to assisting students in applying for an American college or university.

### **I. Probation/Dismissal Policies**

OEI College creates a positive learning environment and expects our students to maintain proper academic behavior. Disruptive behavior, harassment of any form towards any member of this institution, use or possession of alcohol, illegal narcotics and any other violation of policies are not tolerated. Violator may be subject to disciplinary action, suspension, probation, dismissal or administrative withdrawal from the school.

### **J. Records and Retention Policy**

OEI keeps an electronic record of the student's academic file and personal information for up to five years from the date the student first registered. Records must remain onsite for 5 years, and transcripts kept permanently. OEI keeps hard copies of rosters, midterms, and finals for up to one year. The student's electronic or hardcopy data is accessible only to authorized personnel unless the student requests in writing for the release of his/her information to a person or an entity.

If the student disagrees with his/her grade and/or attendance records that are less than thirty days from the date on which the letter grade was submitted, the administrator will respond within 10 days to the request for correction.

### *Appeals and Probation*

A student has the right to appeal his or her Academic Withdrawal based on unusual or extenuating circumstances such as the death of a family member or student injury. The appeal must be submitted in writing for consideration by the administration, and include an explanation of the circumstances that negatively affected academic progress, a plan to correct deficiencies, and supporting documentation for both. The administration will make a decision on the student's appeal within one week.

### *Probation Status*

A student who has successfully appealed an Academic Withdrawal shall be placed on **Academic Probation** status for one evaluation period. If at the end of the evaluation period or payment period, the student has met the institution's GPA of 2.50, the student shall be returned to good academic standing.

## **K. Transferability of Credits and Coursework Earned at OEI College**

The transferability of credits you earn at Olympia Education Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in English Language Acquisition is also at the complete discretion of the institution to which you may seek to transfer. If the credits or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Olympia Education Institute to determine if your credits or certificate will transfer."

Up to date we have entered into an articulation agreement with Pasadena City College. To be accepted, students must:

- ✓ Complete English Language Acquisition courses up to ELA 8 Elite Level 2
- ✓ Take the College Placement Tests in lieu of TOEFL entrance requirements

## **VIII. OEI Academic Calendar 2013-2014**

SEPTEMBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
30						

- 2 Labor Day
- 3 Orientation
- 27 Midterm

**FALL SESSION 1 2013:**

- September 3, 2013 – October 25, 2013

OCTOBER 2013						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 14 Columbus Day
- 24 Final
- 25 Field Trip
- 31 Halloween

NOVEMBER 2013						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**FALL SESSION 2 2013:**

- October 28, 2013 – December 20, 2013

- 1 Orientation
- 11 Veterans Day
- 22 Midterm
- 27 Holiday Potluck
- 28 Thanksgiving Day

DECEMBER 2013						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 19 Final
- 20 Holiday Lunch
- 25 Christmas Day

**WINTER BREAK:**

- December 23, 2013 – January 3, 2014

JANUARY 2014						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1 New Year's Day
  - 6 Orientation
  - 20 M.L. King Day
  - 30 Midterm
  - 31 Chinese New Year
- SPRING SESSION 1 2014:**  
January 6, 2014 – February 28, 2014

FEBRUARY 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- 17 President's Day
- 27 Final
- 28 Field Trip

MARCH 2014						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 3 Orientation
- 28 Midterm

**SPRING SESSION 2 2014:**  
March 3, 2014 – May 2, 2014

APRIL 2014						
S	M	T	W	Th	F	S
		1	2	3	4	
6	7	8	9	10	11	6
13	14	15	16	17	18	13
20	21	22	23	24	25	20
27	28	29	30			27

**SPRING BREAK:**

- March 31, 2014 – April 4, 2014

MAY 2014						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 1 Final
- 2 Field Trip
- 26 Memorial Day
- 30 Midterm

**SUMMER SESSION 1 2014:**  
May 5, 2014 – June 27, 2014

JUNE 2014						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 26 Final
- 27 Field trip
- 30 Orientation

JULY 2014						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 4 Independence Day
- 25 Midterm

**SUMMER SESSION 2 2014:**  
June 30, 2014 – August 27, 2014

AUGUST 2014						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 21 Final
- 22 Field Trip

**SUMMER BREAK:**  
August 25, 2014 – August 29, 2014