



CAMPUS Education Center

Formerly Known as Computer Professional Learning Center

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English as a Second Language (ESL) Edition

2012 School Catalog

DISCLAIMER

The contents of the school catalog are subject to change. Campus reserves the right to add, change or cancel courses or programs, revise subject matter content, change requirements, modify, amend or revoke any rules and regulations, or make any other changes it deems necessary. Student should review approved catalog for factual information.

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

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.

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.

NONDISCRIMINATION POLICY

Campus is an equal opportunity learning institution. It does not discriminate on the basis of age, gender, race, color, religion, creed, national or ethnic origin, physical capability or sexual orientation in its admissions, employment, educational programs, student services, activities, or administration of educational policy.

OWNERSHIP

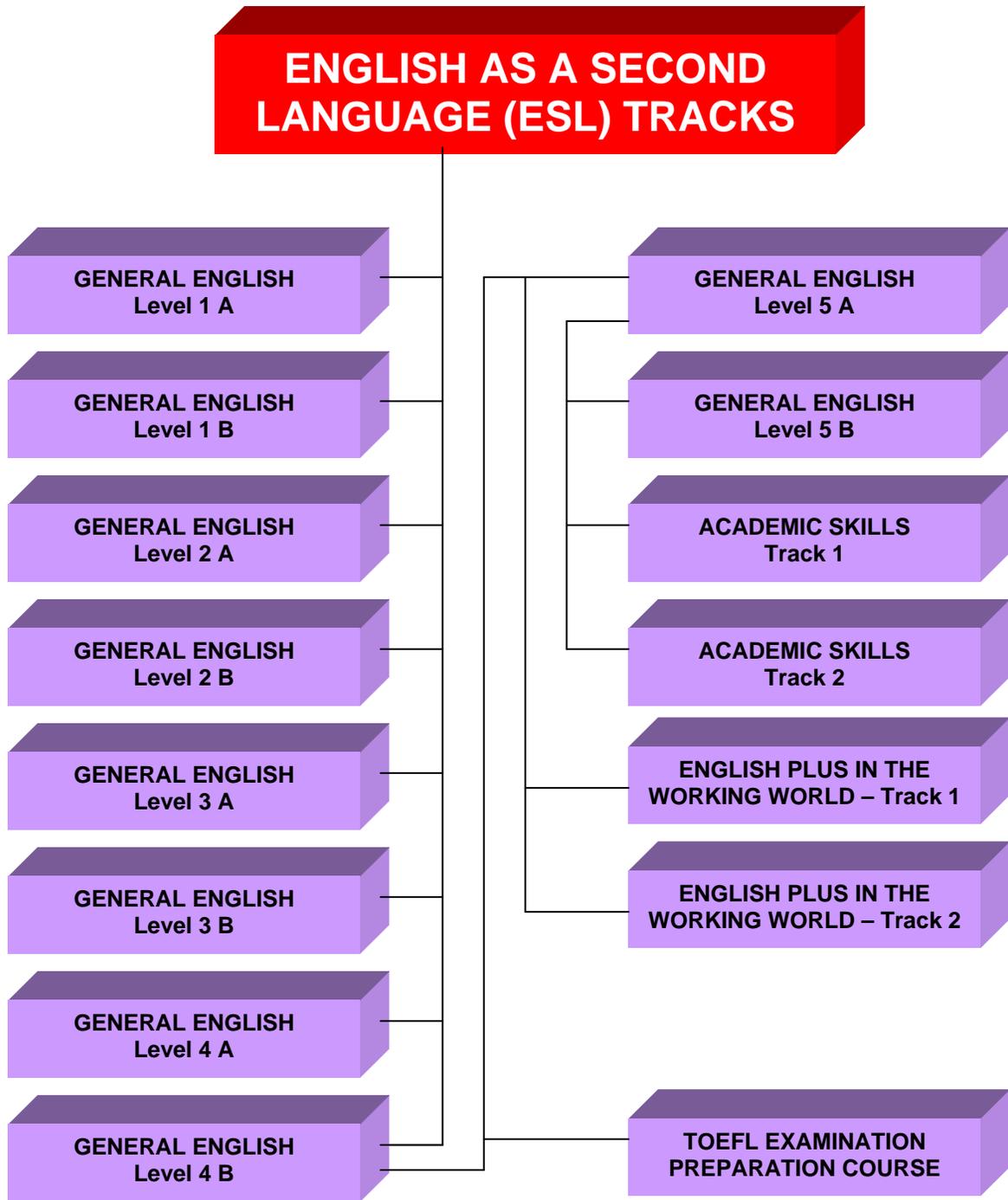
Campus is owned and operated by Manmeet S. Viridi, President and Kamalpreet S. Viridi, Executive Vice President.

EFFECTIVE DATE

September 2012 to September 2013

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HISTORY

Computer Professional Learning Center (CPLC) started in New Jersey as a computer training school. After a few years of training students on computers, the school moved to fill the students' desire to improve their spoken and written English. Overtime, English classes brought in more students than computer classes.

Now CPLC d.b.a. CAMPUS Education has several locations that almost exclusively teach English as a second language to foreign national students (citizens of other countries studying in the United States). As a result, CPLC has changed their name to CAMPUS Education to better describe the nature of the school. One branch of the former incarnation of CPLC remains at the Jersey City, New Jersey branch of Campus Education.

MISSION

The mission of Campus, formerly known as Computer Professional Learning Center, Inc. is “to provide students from around the world with exceptional, accessible and effective English language training, using innovative methods.”

APPROVAL STATEMENT

Campus is granted full institutional approval under California Education Code Section CEC 94915 to operate as a private postsecondary educational institution in California. The Bureau for Private Postsecondary Education has determined that the institution complied with the minimum standards contained in CEC sections 94915(b), (f) and Title 5 of the California Code of Regulations (CCR) section 73410.

FINACIAL STATEMENT

Campus does NOT have a pending petition in bankruptcy, NOR is operating as a debtor in possession, has filed a petition within the preceding five years, NOR has had a petition in bankruptcy files against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Court

PROGRAM OFFERINGS

Campus offers programs in English as a Second Language (ESL) language. Educational activities primarily consist of traditional classroom instruction. Each program curriculum aims to offer students the type of environment and practical experience that promotes the acquisition of those skills that will be needed to improve language skills.

SESSIONS AVAILABLE

To be able to meet the varied needs and time preferences of the students, the following sessions are being made available:

Morning	9:00 AM to 2:00 PM	Monday to Thursday (20 hours weekly)
Afternoon	11:30 AM to 4:30 PM	Monday to Thursday (20 hours weekly)
Evening	5:00 PM to 9:00 PM	Monday to Friday (20 hours weekly)

An applicant desiring to enroll in a program must be available for the selected session for the entire length of the program.

FACILITIES, SPACE AND EQUIPMENT

Campus is fully accessible to bus and train stations that are just at a walking distance from the school. Situated in the heart of the downtown of San Francisco, the institution occupies a total of approximately 2,814 square feet of instructional and administrative space. It has 5 classrooms, 2 offices and a library. The institute has sufficient classroom equipment to support its educational programs and has kept current with workplace technology. Internet access is granted to Campus students. There are also restrooms for men and women.

FACULTY

The academic and experiential qualifications of the instructors needed to teach the respective courses are as follows:

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS		
COURSE	EDUCATIONAL QUALIFICATIONS	EXPERIENTIAL QUALIFICATIONS
General English 1A	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 1B	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 2A	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 2B	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 3A	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 3B	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 4A	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 4B	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 5A	Bachelor of Arts or related education	1 to 2 years of related experience preferred
General English 5B	Bachelor of Arts or related education	1 to 2 years of related experience preferred
Academic Skills –Track 1	Bachelor of Arts or related education	1 to 2 years of related experience preferred
Academic Skills –Track 2	Bachelor of Arts or related education	1 to 2 years of related experience preferred
English Plus in the Working World - Track 1	Bachelor of Arts or related education	1 to 2 years of related experience preferred
English Plus in the Working World - Track 2	Bachelor of Arts or related education	1 to 2 years of related experience preferred
TOEFL Examination Preparation Course	Bachelor of Arts or related education	1 to 2 years of related experience preferred

ADMISSIONS POLICIES

Campus offers programs for which applicants may seek admission depending on their interests. These programs require evidence of high school graduation or equivalent (GED). The admissions policy is designed to ensure that only qualified applicants with a reasonable expectation of completing the selected program of study are accepted by Campus.

ADMISSIONS GUIDELINES

Prior to admission, an applicant is required to complete the *Student Information Form* available from administrative personnel. Together with this form, a prospective student is also required to have an interview with a member of the admissions staff to clarify occupational objectives and to determine which program offering best meets the individual's needs.

ADMISSIONS REQUIREMENTS

- Applicants must be at least eighteen (18) years of age on or before first day of class
- Proof of high school graduation from any of the following
 - a. High school diploma or academic transcript
 - b. High school equivalency diploma or transcript
 - c. International education affidavit signed by the student & the director of the school
 - d. College transcript stating that the basis of admission was high school graduation (and specifies the high school name and date of graduation) or attainment of a GED
- Interview with the admissions staff and/or academic advisor
- Placement test

INTERNATIONAL STUDENT VISAS

We are authorized under Federal Law to enroll non-immigrant alien students with valid student visas. At Campus we assist with the preparation and application for student visas for non-resident visitors.

STUDENTS WITH PHYSICAL OR MENTAL HANDICAPS

Campus recognizes the educational rights of students with physical or mental handicap. The existing facility of the institution is handicap equipped. There may be possibility that the facility may be inadequate to suit some special needs thereby decision could be made by admission coordinator in special circumstance.

LATE ENROLLMENT

An applicant who misses the official start date of a program may make a request through the Admissions Office to enroll late. Requests for late enrollment will only be considered during the first week of instruction and will only be granted if the applicant agrees to complete remedial hours for sessions missed from the first week of instruction.

CHANGE OF LEVEL/SCHEDULE

Should a currently enrolled student petition to change to a different Level/Schedule other than the originally enrolled course, a completed application for change of Level/Schedule form is submitted to the Student Advisors for review and approval.

READMISSION

Students who were **dismissed** for unacceptable conduct or failure to meet minimum satisfactory progress standards will not be eligible to apply for readmission.

STUDENT FINANCIAL ASSISTANCE

Campus believes that every qualified student, regardless of financial ability, should be able to obtain a post secondary education. However, Campus is not yet entitled to participate in granting federal / state aids, grants, loans, and work-study.

SCHEDULE OF TOTAL CHARGES

The following chart determines the amount of total charges per student depending on the length of study enrolled for at the school.

Program	Week	Reg. Fee*	App. Fee*	Book/Material	Tuition Fee	Total
General English 3 – 5	1 – 3	\$100	\$100	\$75	\$125/wk	
TOEFL Preparation	1 – 3	\$100	\$100	\$75	\$125/wk	
General English 3 – 5	4 - 15	\$100	\$100	\$75	\$125/wk	
TOEFL Preparation	4 -15	\$100	\$100	\$75	\$125/wk	
General English 3 - 5	16	\$100	\$100	\$75	\$1,750	\$2,025
TOEFL Preparation	16	\$100	\$100	\$75	\$1,750	\$2,025
<i>Other:</i>						

Student Tuition Recovery Fund*	
Other fees**:	
GRAND TOTAL	

Note: Students in the morning and afternoon programs study 5 hours per day, Monday – Thursday, 20 hrs per week. Students in the evening program study 4 hours per day, Monday – Friday, 20 hrs per week.

***Non-Refundable Fees** -The student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund. The STRF fee is calculated as \$2.50 for every \$ 1,000 of your total fee paid. The STRF is a non-refundable fee.

****Other fees** -The student is responsible for costs incurred by the school related to the mailing of necessary documents and materials for enrollment as well as necessary SEVIS application fees where applicable.

STUDENT SERVICES

ACADEMIC SERVICES

Faculty

A Faculty member is available for advisement and academic support during designated office hours. This way, students are able to enjoy personalized consultations outside of the classroom setting.

Library

Campus Library & Computer Lab houses books, periodicals and software, audio and video materials, reference, technology delivery including on-line resources, CD-ROM and the Internet.

The Library & Computer Lab is open: Monday to Friday 9:00 am – 9:00 pm

GENERAL SERVICES

Academic and administrative offices are available throughout most of the day and early evening to assist students with their studies and other needs at the institute. Advising may be solicited from the appropriate support group listed below:

School Director and Academic Advisor (for academic related concerns, enrollment verification, change of address, change of session requests, official withdrawal, satisfactory academic progress, academic transcripts, diplomas, requests to view permanent record, auditing classes, disputed grades and tutoring)

Admissions (for admission, program offerings)

Administration (tuition account status, payment plans, student refund checks, personal matters, attendance, make-up, tutoring, extracurricular activities)

OTHER SERVICES

Counseling

Students who seek personal or academic counseling may see any one of the coordinators or the school director. Relevant information and programs will be posted on the bulletin boards.

Student Housing

Campus does not have housing accommodations. Campus staff can make suggestions and offer a rough price guide for accommodations in the vicinity. In addition, individuals in need of local housing should refer to the classified section of the city and local newspapers. Apartment shares and rentals can also be located through several internet web sites.

Emergencies

Campus always takes into account everyone's safety. In the interest of order, safety and security, students are enjoined to familiarize themselves with emergency procedures and evacuation routes. Floor plans showing the location of fire exits and fire extinguishers are posted on bulletin boards. Fire drill schedules and procedures are also posted strategically. In case of power failure, emergency lights that are strategically installed will automatically turn on to provide temporary lighting.

Individual illness or injury must be reported immediately to a member of the administration. Campus reserves the right to contact a relative or friend of the student and request emergency medical assistance in the event of a student's illness or injury. A first-aid kit is maintained for minor emergencies.

Bulletin Boards

To keep informed of school activities, class schedules, grades, job announcements, etc., students are encouraged to regularly read notices on bulletin boards located throughout the school. Notices for non-Campus sponsored or related community activities may be posted on school bulletins with the approval of the School Director. Generally, no approvals will be issued for advertisement of commercial enterprises unrelated to Campus business. Personal or community notices posted on official bulletin boards meant for particular offices or purposes will be removed.

Lost and Found

Lost personal items must be reported immediately to the School Director for proper action. For information dissemination, the school will put announcements on bulletin boards. Once item is recovered, student will be immediately notified and can only claim said item upon presentation of proper identification and upon conviction that he or she really owns the item. As a good practice, students are advised to always check their personal belongings in and out of the school premises.

Privacy Rights

The Family Educational Rights and Privacy Act of 1974 give students the right to inspect their educational records upon reasonable notice. The Act also guarantees the privacy of student educational information and sets forth the conditions and circumstances under which a student's records may be shown to others. Information contained within student records is private and confidential and will not be released to, nor discussed with, any individual or organization (except to agencies exempted under the law) without the appropriate written consent of the student.

SCHOOL POLICIES

GENERAL POLICIES

ATTENDANCE

Regular attendance is extremely important to each student's success in the program of study. Attendance is taken by instructors for **every** instructional hour of a student's program and then recorded on each student's permanent attendance record. Attendance data is then totaled to determine whether a student has completed at least 90 percent of scheduled course hours so diploma may be issued.

Absences

The school reserves the right to dismiss any student who is absent for 10 consecutive days without notifying the school in writing.

Any student whose absence is due to illness, other exceptional circumstances, or necessary appointments with official agencies, should submit appropriate documentation to the school director for filing in the student's permanent file. This documentation may be used in determining whether a student will be permitted to do make-up hours. (Refer to Make-up Work Policy for details)

Tardiness

Developing good work ethics is an important part of the training at Campus. Students arriving late for class are interrupting the instructor and other students. The following system will be used for tardiness.

- Arrival 15 to 30 minutes after the start of scheduled class time will be counted as late
- 31 minutes late will be counted as an unexcused absence for that class

Since 3 incidents of lateness are recorded as an unexcused absence, it is the responsibility of the student to make up for the lost time and classroom instruction. Campus encourages students to plan to arrive at the school at least 10 minutes before the start of class.

Make-up Work Policy

In the interest of supporting student retention, Campus maintains a make-up policy that permits a student who has been absent due to extenuating circumstances to make up hours missed. A student whose attendance is deficient may apply to the school director to attend make-up sessions for the missed work. In order for make-up hours to be credited to a student's attendance record, make-up sessions must be completed, at the latest within 21 calendar days of the end of a course.

Leave Of Absence (LOA) Policy

Students will be granted a leave of absence upon request. The following guidelines must be adhered to:

- A written request for a leave of absence stating the specific reason/s for the leave must be submitted in advance to the School Director.
- The request must have the date that the student will begin the leave and the expected date of return to classes.
- The LOA a student may undergo must not exceed 30 school days and is limited to once during any given course.

Note: Each situation will be handled privately. The school will make every effort to help students meet their educational goals.

STUDENT RECORD RETENTION POLICY

Campus shall maintain records of each student, whether or not the student completes the educational service, for a minimum period of five (5) years after the date of student's graduation, withdrawal or termination. We shall also maintain copies of all tests given to the student before admission, records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation, a document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received; complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint and records of student attendance. For the purposes of off-site storage of student files, files are scanned and uploaded to the company's Sharepoint server for safe keeping. Files are scanned when a student completes enrollment in the school and again when the student matriculates from the school.

Custodian of On-Site Student Records:

Ammon Torrence, School Director

40 First Street, 4th Floor

San Francisco, CA 94105

infosf@studyoncampus.com

(415) 541-0888

Custodians of Off-Site Student Records:

Ammon Torrence, School Director, San Francisco

Ernest Quisumbing
Aequor Technologies, Inc.
377 Hoes Lane, Suite 200
Piscataway, NJ 08854

☎ 732-781-2933

Email: ernest@aequor.com

CHANGE OF STATUS

A change of status occurs when a student does not continue in the class group in which he or she registered and first attended. Changes of status include:

- official and unofficial student withdrawal
- enrollment cancellation
- student dismissal
- change of program

Any change of status in which it is necessary for a student to change from one class group to another may involve a waiting period before a student is able to join a group that is at the same point of the program sequence appropriate to his or her needs.

PROPER DRESS CODE

Students are encouraged to dress in a manner appropriate to the customary standards expected in a business environment or casual clothing may be worn. Under no circumstances, however, may students wear any of the following attire while on school premises: tank tops, halter tops, cut-off jeans, skintight attire, miniskirts, mini-shorts, or any clothing that may be offensive or disruptive to other students, faculty or staff members. Furthermore, students may not wear hats or headphones, nor listen to portable or personal music units, while in the class session. Any student who does not adhere to the school's dress policy will be suspended from school, marked absent for the missed hours, and will be subject to any consequences incurred for such absences.

CRIME AWARENESS AND SCHOOL SECURITY

In accordance with federal law, Campus posts information regarding crime awareness and school security on its bulletin boards.

STUDENT CONDUCT

To ensure safety and security of the Campus community and in the interest of providing a climate of student and staff cooperation, students are expected to behave in a businesslike, mature manner. Failure to adhere to the student conduct code can result in suspension or dismissal from the institution.

Offenses Subject for Suspension

Unacceptable conduct or attitude, either in class or in the school environment will not be tolerated and may result in suspension from Campus for the period published in the *Student Handbook*. Monetary fines can also be imposed if so directed by the Office of School Administration.

The purpose of suspension is to give the student time away from school to reflect on the situation and to understand that further infractions may lead to dismissal from Campus. During the suspension, the student will be marked absent for the hours missed and will be subject to any consequences incurred for such absences.

Students may be suspended after **one verbal warning** for the following:

1. Smoking in areas designated by law or school policy as nonsmoking areas.
2. Using lab facilities instead of attending scheduled classes.
3. Continuing to use a computer terminal or other facility which is needed for another group's scheduled class.
4. Wearing inappropriate attire or related gear (See details in Proper Dress Code section above)
5. Failure to adhere to academic integrity standards during tests, quizzes, or examinations (such as using notes or materials, talking to or copying from other students, and/or copying other student's projects or assignments)

Students may be suspended ***immediately and without warning*** for the following:

1. Abusing or defacing school property or the personal property of other members of the school community
2. Behaving disruptively in the classroom such as:
 - (a) being frequently late;
 - (b) constantly asking questions which are irrelevant, tangential or inappropriate to the material being discussed;
 - (c) being unduly argumentative or contradictory;
 - (d) frequently talking to others in class when the instructor or another student is talking;
 - (e) frequently interrupting the instructor or other students;
 - (f) reading non-subject related materials (newspapers, novels); or
 - (g) trying to provoke the instructor or other students in the class;
 - (h) intentional disruption or obstruction of teaching, researches administration, disciplinary proceedings, public meeting and programs, or other school activities;
 - (i) failure to comply with directions of institutional officials acting in the performance of their duties
3. Behaving inappropriately within Campus school premises.
4. Using another student or personnel's ID.

Appeal on Suspension

Any student who desires to dispute the basis for suspension should notify the Office of the School Director immediately in writing and request an executive committee review of the case. The decision of the panel will be final.

Offenses Subject for Dismissal

The following breaches of conduct are valid grounds for ***immediate*** dismissal from school:

1. Use of or being under the influence of alcohol
2. Using, selling, possessing or distributing drugs or other illicit substances
3. Using physical or verbal abuse, profanity, or violence in any form
4. Engaging in sexual harassment or sexual assault. Sexual harassment including hostile environment and quid pro quo (forcing an individual to perform sexual favors in return for something.) Campus strictly imposes sanction if any form of sexual harassment is committed. It is a violation of the Campus policy and a violation of federal law. Sexual harassment is described as an unsolicited, non-reciprocated behavior, including, but not limited to unsolicited verbal comments, and harassment, sexist remarks about a person's body or sexual activities, patting, pinching, or unnecessary touching, subtle pressure or demands for sexual favors accompanied by implied or overt threats concerning employment or student status, and physical assault. Individuals who consider they are victims of sexual harassment should contact the School Director, who will investigate reported incidents confidentially and take necessary action. Disciplinary actions include suspension or dismissal from school, depending on the nature and substance of grievance.
5. Improper use, destruction, or unauthorized removal of school property and/or the property of others
6. All types of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, and forgery, alteration or use of institution documents of identification with intent to defraud.
7. Theft or damage to the school premises or damage to the property of a member of the school community on the school premises.
8. Setting off the fire alarm without good cause
9. Missing more than 20 percent of instruction time that is recorded as unexcused absences
10. Not meeting financial responsibilities to the school
11. Not adhering to the school's rules, regulations, policies and code of conduct

The school director will notify the students in writing should it become necessary to dismiss the student. The dismissal letter will contain the date and the reason for dismissal. Prepaid tuition will be refunded in accordance with existing school refund policy.

SCHOOL GRIEVANCE PROCEDURE

School Level

Students are requested to follow the steps outlined below and to speak with the designated individuals. The following procedure must be observed:

1. Bring the problem to the attention of the instructor. If he or she is the inappropriate person with whom to talk, and/or if the instructor does not have the authority to address the problem, then the matter should be discussed with any of the student coordinators.
2. If the student coordinators are unable to resolve the issue, the school director should then be contacted.
3. If after following these steps, the grievance is not amicably resolved, then the matter should be reported to the chief school administrator.
4. If still dissatisfied with the outcome, an appointment can be made to see Campus president to discuss the nature of the problem and finally get resolved.

Bureau Level

If the student feels that an issue or problem has not been appropriately addressed or resolved by the school, the student can contact the school's state licensing body by mail or phone:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

ACADEMIC POLICIES

GRADING SYSTEM

The competencies taught in the courses offered at Campus will be evaluated by both written examinations and teacher evaluation.

Students are required to complete quizzes, tests, projects and assignments for each course, by the due dates established by their instructor. All course requirements that count toward the final grade must be completed by the last day of the course.

For student's reference, course progress reports are issued at the midpoint and end of each 16 week semester. The course feedback reports assigned by faculty at the midpoint and upon completion of a semester are to be completed follows:

Completing the Progress Report

1	Poor	Student does not try; no visible progress being made due to effort/attitude/lack of attendance
2	Below average	Student needs to do more; a little progress made, but not significant; more effort required to improve
3	Satisfactory	Student is satisfactory overall; has made some progress; performance OK
4	Good	Student is making a good effort; has made good progress; wants to improve and has a good attitude toward being in class; performance fine
5	Excellent	Student is making an excellent effort and has made really good progress; tries hard to learn and has a positive attitude toward learning; performance is very solid

NOTE: You might have a student who is low in terms of level, yet high in terms of motivation and effort. You can reflect this in the numbers you award and the comments you make.

ATTENDANCE: Consider whether the student attends regularly, misses class often, disappears during class, takes prolonged breaks and so on.

MOTIVATION: Consider the student's attitude to studying. Do they put forth maximum effort? Are they committed?

PARTICIPATION: Consider how much the student joins in, completes tasks, gets involved in activities, and contributes to the class as a whole.

READING: Consider how effectively the student reads and comprehends material. Do they read for overall understanding? Can they deduce meanings of words from context? Are their reading skills improving?

WRITING: How effectively can the student convey ideas in writing? Is their writing organized, coherent, cohesive, and well-structured? Do errors obstruct or obscure meaning? Are their writing skills improving?

LISTENING: Consider how well the student understands spoken English, either face-to-face or in audio recordings. Can they understand main ideas and details? Do they struggle with comprehension? Are their listening skills improving?

SPEAKING: How effectively can the student convey ideas in conversation? Is their spoken English organized, coherent, and fluent? Is there undue hesitation? Are their speaking skills improving?

GRAMMAR: How is the student's range of grammar? How accurate is their production in both writing and speaking? How easily can they produce different forms? How extensive is their repertoire? Are their grammar skills improving?

VOCABULARY: How extensive is the student's range of vocabulary? How well do they learn and retain new words? How accurately do they use different word forms? Can they easily recall vocabulary? Are their vocabulary skills improving?

PRONUNCIATION: Does the student's pronunciation cause difficulty for the listener? Do they struggle with particular vowel or consonant sounds? How natural is their use of stress and intonation? Are their pronunciation skills improving?

LEVEL RECOMMENDATION: State whether the student should advance to the next level or repeat the current level.

TEACHER'S COMMENTS: Comment on the student's overall strengths and weaknesses and the progress they have made in your course. Make sure to provide details to support your level recommendation.

Useful phrases:

...has an excellent ability in
 ...has a good ability in
 ...is quite good at
 ...needs to work on
 ...has problems with
 ...finds X difficult
 ...needs to focus on
 ...has made progress in
 ...has been working hard at

STUDENT'S COMMENTS: Ask the student for suggestions regarding his or her program of study. What would the student like to do more of in your class? What would the student like to do more of in future courses at **CAMPUS**?

Make sure you ask and note whether the student plans to go to college or graduate school and, if so, if he or she plans to take the TOEFL.

Students are required to complete quizzes, tests, projects and assignments for each course, by the due dates established by their instructor. All course requirements that count toward the final grade must be completed by the last day of the course.

A student's final grade may be obtained from the instructor one week after the last day of the course.

Failing Grades (F)

To graduate, a student who fails a course must repeat and attain a passing grade for the course within the program's maximum timeframe. By repeating failed courses, the student will be attending beyond the contracted program hours and will incur an additional tuition charges depending on the course failed.

A student who misses a complete course in the program and who does not make up the hours and work, will automatically receive a failing grade (F) in the course. A student who receives a failing grade (F) in a package course must repeat and pass the subject before the same course can be continued for completion. A student who receives a failing grade (F) in individualized programs may continue the program, and at his or her option, may repeat and pass the course if the student would not otherwise satisfy graduation requirements.

Grades earned during an extended enrollment status will replace previous low or failing grades for purposes of calculating student's cumulative grade point average, and the initial grade will not appear on a student's academic transcript. However, all course grades will be considered clock hours attempted for purposes of determining successful course completion percentages. For a program to be successfully completed, all courses must be repeated within a program's maximum timeframe.

Incomplete Grades (I)

An incomplete (I) is a temporary grade assigned by the instructor. Incomplete grades are given only when a student is unable to complete a course because of illness or other serious problems. An incomplete grade is given when through negligence or procrastination, students fails to turn in work or take examinations. A student who misses a final examination must contact the instructor within twenty-four hours of the examination. If the absence is excusable, the student will be given an Incomplete or otherwise graded accordingly. Students are given one week to make up missed examinations. Work and examinations that are still incomplete at the end of the one-week deadline will be assigned a failing grade (F).

Withdrawing from School (W)

Students who withdraw from Campus Education Center before the midpoint of the term will be given a grade of W (withdrawal) in the course. Withdrawal after the midpoint of the course will result in a grade of WP (Withdrawal-Passing) if the student is on a passing classification or a WU (Withdrawal-Unsatisfactory) otherwise.

Unofficial withdrawal, dropping or dismissal (U)

An unofficial withdrawal or dropping (U) mark if there is no effort made on the part of the student in informing the school about his or her intention's of withdrawing or dropping subjects / course enrolled. It is also the mark given to students who have been dismissed by Campus on valid grounds.

Disputed Grades

In the event that a student believes the final grade for a course has been miscalculated, or that he or she has been graded unfairly, the student should immediately notify the school director so that a review can be undertaken. Immediate notification is extremely important if the course is a package course, as failure in such a course has an immediate impact on the student's continuation in the program. For individual programs, the student has 21 days after the course end date to notify the school director about a disputed grade.

Other Academic Related Concerns

Campus does not offer courses on a pass / fail basis neither does it offer remedial courses.

COMPLETION REQUIREMENTS

Students will be classified as completed if they have:

- Earned at least a cumulative course assessment average of 2.5
- Successfully completed at least 80% attendance in the program enrolled
- Received passing marks in each course in the program

In the event that a student receives passing marks in each course in the program and yet fails to obtain an assessment average of "2.5", the student must repeat the course/s that may have caused a great bearing for not achieving the minimum requirement.

Additionally, Campus will not release the academic transcript and credential of any student who has not paid all program or individual course tuition, fees and fines in full, or who has failed to return to the school all books and other materials borrowed from the institution.

CERTIFICATES AWARDED

Certificates of participation are issued to students detailing the course(s) taken and the dates attended. An end-of-course teacher evaluation is included with the certificate.

TRANSCRIPTS

All students receive an *unofficial* student transcript of all completed course work approximately four weeks after their withdrawal or graduation. Requests for unofficial transcripts containing grades for completed courses and those in progress should be made in person at the Office of the School Director.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

All Campus students are required to meet minimum standards of academic achievement and successful course completion while enrolled. At the end of each specified period, a review is undertaken to determine whether standards are being met and whether students are progressing toward their objective. Students who do not meet the requirements are not allowed to remain in school. Progress standards apply to **all** students.

Academic Progress

Grades earned for all courses are recorded on each student's satisfactory academic progress report and cumulative grade point averages and course completion percentages are calculated on the reverse side of the form according to a preprinted formula. These reports are distributed to students at the beginning of the next term or other marking period. Information from individual reports is also distributed in tabular format to other Campus departments (student accounts, student coordinators, school director).

Successful Program/Course Completion

Completed course progress reports where the student is shown to have made satisfactory progress towards the goals of the courses are considered to indicate successful program and course completion. Students' successful completion of the program and promotion to the next levels of the program are based on these course evaluations. Each evaluation is treated on an individual case by case basis and take into account both learning goals of the course and of the individual student. Grades of fail (F), incomplete (I), withdrawal (W), and unofficial withdrawal, dropping or dismissal (U) are not considered work successfully completed. Descriptions of these academic marks are fully discussed under the Grading System section of this catalog.

Maximum Timeframe

The maximum time period for a student to complete the program, known as the maximum timeframe, differs by program length and which is further presented below:

Program Type	Standard Program Length	Maximum Timeframe
	Weekday	Weekday
ENGLISH as a SECOND LANGUAGE (ESL) Tracks		
General English 1A	1 term	1.5 terms
General English 1B	1 term	1.5 terms
General English 2A	1 term	1.5 terms
General English 2B	1 term	1.5 terms
General English 3A	1 term	1.5 terms
General English 3B	1 term	1.5 terms
General English 4A	1 term	1.5 terms
General English 4B	1 term	1.5 terms
General English 5A	1 term	1.5 terms
General English 5B	1 term	1.5 terms
Academic Skills – Track 1	1 term	1.5 terms
Academic Skills – Track 2	1 term	1.5 terms
English Plus in the Working World – Track 1	1 term	1.5 terms
English Plus in the Working World – Track 2	1 term	1.5 terms
TOEFL Examination Preparation Course	2 terms	3.0 terms

Generally, the maximum time is limited to 1.5 times the number of clock hours required to complete the program.

Determining Academic Progress

Grades earned for all courses are recorded on each student's "satisfactory academic progress report," and cumulative assessment averages and course completion percentages are calculated on the same document. These reports are distributed to students at the beginning of the next marking period.

Program-Specific Minimum Progress Requirements

As reflected in the charts that follow, progress standards differ according to a student's program of study and the number of terms in the program. The minimum requirements below have been established and are effective for all students beginning classes for the first time, or students reentering the school (as a result of readmission).

Consequences for Failure to Meet the SAP Standards

Students who fail to meet established requirements are subject to dismissal and may not continue at Campus as a regular student. It is therefore essential that any student who is experiencing academic difficulties seek assistance from the school.

Programs of 300 clock hours General English (for each level)	Period 1 150 hours	Period 2 300 hours	Period 3 450 hours
Cumulative GPA	1.25	1.63	2.00
Successful course completion percentage	55%	66%	80%

Academic Probation

Students who are not meeting progress standards will be permitted to remain in school in a probationary status for one marking period. To qualify for academic probation, a student must:

- Agree to participate in any measures recommended by the office of the School Director to improve academic achievement.
- Be eligible for a probationary status for the period in which applicable requirements were not met, and
- Not have previously been on probation.

Appeals

Academic progress standards may be waived upon student appeal on the following valid grounds: poor health or personal injury, family crisis (such as the death of a relative), or other significant occurrences that are beyond the control of the student. These circumstances must be documented by the students to demonstrate that they had an adverse impact on their performance. No waivers, however, will be provided for failing to meet graduation requirements.

Should a student disagree with the application of these progress standards, he or she must first discuss the problem with the school director. If still dissatisfied, the student may then appeal to the Vice President of the school. If still dissatisfied, the student may appeal to the President of the school.

Appeals must be made in writing and submitted to the School Director within five (5) calendar days upon receipt of the dismissal notice. The appeal must indicate the nature of the mitigating circumstance that prevented the student from meeting progress standards and must be accompanied by supporting documentation (faculty letters may be included if desired).

The administration will meet and review the student's appeal and make a determination within 21 calendar days of receipt of the appeal. The student will be advised of their decision in writing, including any stipulations for reinstatement to school. The decision of the administration is final and may not be further appealed.

PROGRAMS OF STUDY

GENERAL INFORMATION

English as a Second Language programs are offered for those who are interested in improving their proficiency in English. It is a program that provides students the language skills that are important to everyday life. TOEFL preparation and Academic Skills programs are offered to assist those students with the specific goal of gaining admission to institutions of higher education in the United States.

In the event that class or lab hours of a subject need to be canceled due to the absence of the instructor or for other unavoidable reasons, the missed subject hour(s) will be rescheduled before the end of the subject or during the term break. In the event that the instructor cannot conduct the rescheduled hours due to other commitments, the school reserves the right to assign a different instructor competent enough to handle the same subject area.

Within prescribed limits, the school reserves the right to utilize facilities and resources effectively for the common benefit of the school as a whole and may regroup students who are at the same point in a course sequence or curriculum.

BOOKS AND SUPPLIES

Textbooks and materials are issued by the school. Items lent to the student must be returned in undamaged and reusable condition. Students will be charged for lost, damaged, unusable, or unreturned books, materials and/or manuals at the current market price.

PROGRAM AVAILABILITY

Please note that some programs may not be offered in every term or may not be available during all sessions that Campus generally provides. For specific information on program or session availability, please contact the School Director.

PROGRAM OUTLINES AND COURSE DESCRIPTIONS

Information specific to each program of study offered by Campus can be found on the pages that follow according to the appropriate area of specialization. The outlines include each program's objective, standard program length, sessions, entrance requirements, maximum timeframe and course requirements.

CLOCK HOUR / CREDIT HOUR

Equivalent quarter credits are awarded upon completion of programs at Campus; that is, for every 20-clock hour, the student earns a quarter-credit.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

CAREER TRACK – ENGLISH AS A SECOND LANGUAGE (ESL)

Campus offers English as a Second Language (ESL programs) that students may select from and course/s that may best suit their short or long term educational goals. Educational activities primarily consist of traditional classroom instruction supported by hands-on training. Also, extensive lab time is available to all students to reinforce their knowledge and skills.



Term	General English Courses	Total Hours	Prerequisites
Term 1	General English Level 1A	320	None
Term 2	General English Level 1B	320	General English 1A or Exam
Term 3	General English Level 2A	320	General English 1B or Exam
Term 4	General English Level 2B	320	General English 2A or Exam
Term 5	General English Level 3A	320	General English 2B or Exam
Term 6	General English Level 3B	320	General English 3A or Exam
Term 7	General English Level 4A	320	General English 3B or Exam
Term 8	General English Level 4B	320	General English 4A or Exam
Term 9	General English Level 5A	320	General English 4B or Exam
Term 10	General English Level 5B	320	General English 5A or Exam

General English Course

Campus General English courses provide an all-around understanding of the language including grammar, pronunciation, vocabulary, reading, writing, listening comprehension, speaking and conversation.

Course contents are presented in a carefully sequenced syllabus through extended narratives, video sequences and dialogs, reinforced by a wide variety of engaging exercises that provide the intensive practice essential for mastery. The speech lessons, designed to improve oral fluency, also reinforce grammar and vocabulary, helping students to talk about their lives and the world around them with increasing confidence.

Students must be required to take an entrance exam to see what course level would be right for them. These levels are:

Level 1	(Pre-requisite: Appropriate Placement Exam Score) <u>Beginners</u> (for those with no prior exposure to English or who know only a few words in English). Students under this level begin with the alphabet and numbers. This level also includes basic grammar, vocabulary, pronunciation and writing of basic sentences, phrases, and expressions related to everyday “survival” situation.
Level 2	(Pre-requisite: Level 1 or Appropriate Placement Exam Score) <u>Lower intermediate</u> (for those who have fundamental ability to communicate in daily “survival” situations). This course reinforces the fundamental grammar and vocabulary needed for basic communication. Emphasis is on spoken English, but reading and writing are also included. Level 2 covers all the basic verb tenses.
Level 3	(Prerequisite: Level 2 or Appropriate Placement Exam Score) <u>Intermediate</u> (for students who have completed the basic levels and have the ability to speak English with some confidence). Oral competency is highly emphasized. Instruction will include more complex grammar and idiomatic expressions.
Level 4	(Prerequisite: Level 3 or Appropriate Placement Exam Score) <u>Upper Intermediate</u> (for students who use English with ease and in a range of culturally appropriate ways but have yet to gain true fluency). Emphasis is placed on idiomatic expression and vocabulary development, refining grammar and learning how to discuss, argue, and express opinions in a culturally acceptable way.
Level 5	(Prerequisite: Level 4 or Appropriate Placement Exam Score) <u>Advanced</u> (for students whose command of language is good though lapses occur in more complex or unfamiliar situations) Emphasis on understanding and producing extended speech making interaction with native speakers as accurate and clear as possible.

OTHER ESL PROGRAMS	Total Hours	Prerequisites
English Plus in the Working World - Track 1	320	General English 4A or Exam
English Plus in the Working World - Track 2	320	General English 4B or Exam
Academic Skills Part 1	320	General English 5A or Exam
Academic Skills Part 2	320	General English 5B or Exam
TOEFL Examination Preparation Course	480	General English 4B or Exam

English Plus in the Working World

English Plus in the Working World is specifically designed for those who will use English in the course of their day-to-day work and who need to develop proficiency in the language. It focuses on the use of English in the work environment as well as providing tuition in general English.

Students enter this program at an upper-intermediate/advanced level. The program is specifically designed for those who will use English in the course of their day-to-day work and who need to develop proficiency in the language. It focuses on the use of English in the work environment as well as providing tuition in general English, alongside learning basic concepts / skills in accounting and computers.

English Plus in the Working World offers a range of business study options for students seeking English study plus the option of practical, career-related study options in an American business setting. It is a flexible program that combines study at Campus with a range of business related courses. There is a strong emphasis on improving your communication skills through active use of the language.

English Plus in the Working World enables the students to have a unique opportunity to get practical hands-on-training in subjects which enhance their career prospects. This course has 2 tracks and gives the students the option to take up English with ESL office training subjects or English with computer courses.

TOEFL Examination Preparation Course

In a competitive world, good qualifications are increasingly important. These courses help students to earn valuable qualifications that are proof of their level of English are accepted by universities, colleges and employers around the world.

This course provides detailed examination preparation, while also developing one's general skills and abilities. The TOEFL exam is an important part of preparing to study at college or university.

For entry to an English-speaking university or college, a high score in the TOEFL exam (Test of English as a Foreign Language) is required. This is proof of one's ability to study academic subjects in English. These examinations are also recognized by many international employers and local US hospitals.

This intensive program provides rigorous exam preparation as well as general skills development. Students will do extensive work on sample questions – vital to giving them the skills needed to succeed in these exams.

The starting level is upper-intermediate through to advance levels.

Academic Skills

The goal of the course is to prepare students for university or college life. The course should reflect this aim as much as possible, both in the work covered and the way the course is conducted.

As with any class, the instructor aims to encourage pair and group work as much as possible. The instructor gets students working collaboratively on tasks and activities, as this will foster habits they can benefit from at college. Pair work also allows the instructor to better assess how members of the class are doing, and affords them opportunities to individually guide and provide tailored instruction.

The instructor creates a positive learning environment, helps students to feel comfortable in the class so that they can experiment and take risks with their expanding language. Confidence in English will benefit them in their university classes.

ACADEMIC CALENDAR

Applicants and students are advised to check with the School Director and school bulletin boards to determine whether there have been any changes in the dates indicated herein. Students are reminded that Campus offers both **full time (day and evening) programs**.

Classes begin every month for all courses. Detailed schedules are posted on the bulletin boards and are also available at the office of the school director.

Classes are suspended and school is closed in the observance of the following holidays:

2012 Student Holiday Calendar
January 1-2 - New Year's Day
January 16 - Martin Luther King Day
February 20 - President's Day
May 26,27,28 - Memorial Day Weekend
July 4 - Independence Day
September 1,2,3 - Labor Day Weekend
October 8 - Columbus Day
November 22,23,24,25 - Thanksgiving Day
December 24-28th - Winter Break!

NOTE: Campus reserves all the right to make changes on schedules whenever deemed necessary. Registration dates and schedules of classes start / end for students who may want to enroll in individual courses may see the School Director for more information. Schedules for individual courses may vary depending on the availability and time preferences of applicants who will form the class.

Refund Policy:

The student has the right to cancel the enrollment agreement and obtain a refund at any point of the course. Intent to withdraw must be made in writing and is effective, on the postmarked date of a mailed request or on the date a written notice of withdrawal is delivered to the school. Written notice should be addressed to:

**CPLC Education Center/CAMPUS Education
40 1st Street, 4th Floor, San Francisco, CA 94105**

In compliance with the requirements of the Bureau for Private Postsecondary Education, the school adheres to the following refund policy:

- The school shall refund 100% of the amount paid that includes the tuition fee, fee paid for the books, and the STRF fee (student tuition recovery fund fee) if the student cancels before the start of their program. All refunds will be paid within 45 days of cancellation or withdrawal.
- Students cannot receive a refund if they have completed more than 60% of their program.
- The refund policy is calculated on the pro-rata basis up to 100 percent of the course. The formula is as follows:

Total amount actually paid for instruction by the student	x	Hours not received but for which the student has paid / hours for which the student has paid.	=	Final refund amount
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Hypothetical Example

For example, a student enrolls in the General English 3A, 3B course and has attended only 10% of the total program. He has paid a tuition fee of \$ 1,750. The program has a total of 320 clock hours and the student only attended 32 hours of it. His total refund is calculated as:

$$\begin{aligned} & \$ 1,750 \times (320 \text{ hours} - 32 \text{ hours}) / 320 \text{ hours} = \$ 1,575.00 \\ & \text{Refund given to student} = \$1,575.00 \end{aligned}$$

* Registration, Application & Books/Materials Fee is non-refundable

** Non-refundable fee applies only to students who will apply for F1/M1 student visa processing and will be in effect ONLY upon the institution's approval from the United States Citizenship and Immigration Service (USCIS) as a SEVIS approved institution authorized to enroll non-immigrant students.

REFUND TABLE

% of course attended	10%	25%	50%	60%
Tuition Refund	\$ 1,575.00	\$ 1312.50	\$875.00	\$ 700.00

STUDENT'S RIGHT TO CANCEL:

1. Student may cancel this contract and obtain a refund of charges without penalty through the first class or 7th day of enrollment whichever is later.
2. Any payment made and any negotiable instrument signed by the student shall be returned within 10 days following the school's receipt of the cancellation notice.
3. Any equipment issued by the school must be returned within 10 days of the date the cancellation notice was signed. Otherwise, the school may retain the amount that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value.
4. To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

CPLC Education Center/CAMPUS Education
40 1st Street, 4th Floor, San Francisco, CA 94105

NOT LATER THAN:

(a) Midnight of the business day following the day of the first class, if the program is more that fifty days and the student did any of the following

1. Attended the first class of the program of institution that is the subject of the agreement.
2. Received a copy of the notice of cancellation.
3. Received a copy of the agreement and the disclosures whichever is later.

OR

(b) Midnight of the date that is one business day for every 10 days of scheduled program length, rounded up for any fractional increment thereof, if the program is 50 days or less.

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

Student Tuition Recovery Fund

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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.

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 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 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 judgement against the institution for a violation of the Act.

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

If the student is not a resident of California, the student is not eligible for protection under, and recovery from, the Student Tuition Recovery Fund.

POSTPONEMENT OF START DATE

The school reserves the right to postpone a scheduled start date within the same calendar month. In this event, the registration fee will not be refundable.

PAYMENT OF TUITION: PROGRAMS OF STUDY

For students on whole or partial payment plans, tuition is due and payable according to the terms of the Enrollment Form. Campus reserves the right to bar a student from attending further classes and/or dismissing a student for nonpayment of tuition and fees due.

DISMISSAL BY Campus

In addition to other reasons mentioned in this catalog, Campus at its sole discretion may dismiss a student for any of the following reasons:

- Unsatisfactory conduct or attitude in class or school.
- Nonpayment of tuition and fees due.
- Failure to meet satisfactory academic program requirements.
- Absence of fifteen consecutive days without notifying the school in writing.
- Failure to maintain a cumulative present rate of 65 percent.

TERMINATION BY THE STUDENT

A student may cancel or voluntarily terminate his or her *Enrollment Agreement* at any time by notifying the Registrar's Office. A refund or if any monies are owed by the student to Campus, will be calculated as the date of termination.

UNOFFICIAL WITHDRAWAL BY THE STUDENT

In the event that a student is absent for fifteen consecutive school days without notifying the school of the reason for the absence in writing, the school reserves the right to consider that the student has unofficially withdrawn from the program.

Once the school has determined that a student has unofficially withdrawn, the student will be dismissed. A refund, if any, or monies owed by the student to the school, will be calculated as of the student's last date of attendance.

ADMINISTRATION AND STAFF

ADMINISTRATIVE AND CONSULTATIVE SERVICES

BOARD OF DIRECTORS

Manmeet S. Viridi
Kamalpreet S. Viridi

President-CEO
Executive Vice President

ADMINISTRATION

Ammon Torrence
Patrick Orara
Cherry Cha
Motoko Kiuchi-Binger
Erdem "Eddie" Ozbilen

School Director
Admissions Counselor
Admissions Counselor
Admissions Counselor
Admissions Counselor

ACADEMIC STAFF

ESL Department

Delphino Williams
Galen Wyn Davies
Mike Penhaligon
Laura Haber
Joseph Rios
Emma Manion