



**STUDY ENGLISH IN THE U.S.A.**

**2013 BROCHURE**

on-campus & off-campus housing

# homestay program

experienced and professional faculty and staff

**airport pick-up service**

## THE LANGUAGE COMPANY

### MISSION STATEMENT

*The Language Company is a globally-minded organization that provides English as a Second Language instruction and cultural opportunities to individuals who are seeking educational, professional, and personal enrichment.*

high-quality, intensive lessons

average class size of ten students

*cultural activities*

**university admissions counseling**

an opportunity to practice your English at all times

**computer lab with access to the internet**

frequent and flexible starting dates

**inexpensive housing, food, and entertainment**

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*Welcome and thank you for taking the time to learn about The Language Company. Since 1983, we have provided superior English instruction and cultural activities to students from around the world.*

*The Language Company would like to share our years of experience to help you achieve your English language goals. The Language Company's instructors, directors, and staff members are committed to helping you learn. We provide a full range of services, including academic counseling once a student is attending our program. Through our cooperating college network we can find the college or university that is right for you.*

*Choosing a language school is an important decision. With The Language Company, you will improve your English skills and have great memories of the United States and its people. Our staff and representatives are ready to assist you with any questions you may have. We hope to see you soon at one of our centers.*



**DR. ALI ROBATI,  
CHAIRMAN AND CEO**



**MS. BRENDA ROBATI,  
PRESIDENT**



# BERKELEY, CALIFORNIA

## CONTACT INFORMATION

2470 Telegraph Avenue, Suite 200  
 Berkeley, California 94704  
 Tel: (510) 848-8110 • Fax: (510) 848-8499  
 tlcb Berkeley@thelanguagecompany.com

### AVERAGE SEASONAL TEMPERATURE

Hi Lo

Hi Lo

Hi Lo

Hi Lo

### PLACES OF INTEREST

2 Minutes	10 Minutes	20 Minutes	20 Minutes
10 Minutes	2 Minutes	5 Minutes	10 Minutes
2 Minutes	1 Minute	5 Minutes	10 Minutes
1 Minute	10 Minutes	10 Minutes	10 Minutes

## ABOUT THE CENTER:

TLC-Berkeley is located just 13 miles from San Francisco in the Bay Area of California. Within an hour in any direction, there are famous hiking trails, forests, wineries, luxury brand outlet malls, world-class surfing, and the best universities on the West Coast. Our school is on historic Telegraph Avenue and just 3 blocks from The University of California, Berkeley.

TLC-Berkeley offers a variety of English programs and flexible schedules in order to accommodate a student's diverse needs for studying English. Classes are small, which provides students with a high amount of personal attention. Standard classes include Speaking and Listening, Writing, Grammar, and Reading. In addition, we also offer a variety of core-plus courses.

TLC-Berkeley offers activities on a weekly basis. Transportation is provided and the activities are often at no cost to the student or greatly discounted. Activities give students the opportunity to practice their English, learn about American culture, and enjoy the Bay Area's many attractions.

## UNIVERSITIES AND COLLEGES IN THE AREA:

There are numerous prestigious universities and colleges in California. These include four-year programs, two-year programs and technical schools for the undergraduates, graduate students, and beyond. TLC-Berkeley works with schools in the Berkeley area, and in other parts of the U.S., to assist students in obtaining conditional admission.

## HOUSING AVAILABILITY:

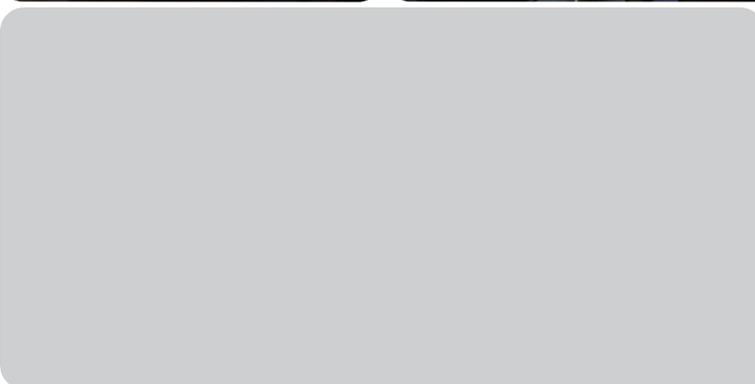
Homestay (16 meals per week; no transportation)

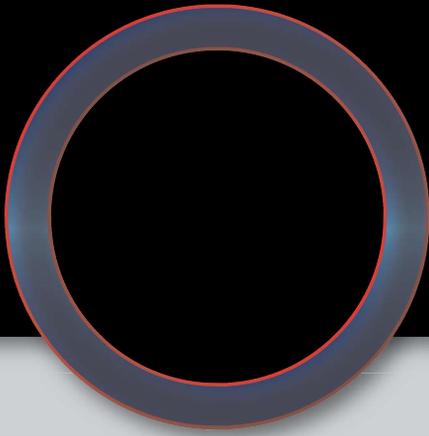
## HOST INSTITUTION:

None (TLC-Berkeley is an off-campus center)

## PROGRAMS OFFERED:

Intensive English Program, Intensive English Part Time, General English, Business English, Foundations of English, Special Programs (Advanced Proficiency Level, English for Professionals, Study Vacation Program)





# HOUSING

I want to experience the American culture and traditional family.

**LEE - SOUTH KOREA**

I like my homestay very much because they are so friendly and we only speak English. I feel at home.

**PAULINE - CONGO**

I chose to live in my own apartment. I wanted to be free and to feel more comfortable.

**YASSER - SAUDI ARABIA**

	HOMESTAY			CAMPUS HOUSING			APARTMENT	HOTEL
Locations	Availability	Meals per week	Transportation included	Availability	Occupancy	Meals per week or Meal Credit (\$)	Availability	Availability
Berkeley, CA	✓	16	No	X			✓	X

## HOMESTAYS

The Language Company is very proud of our host families and of our entire homestay program. We offer unique advantages and opportunities that will make your homestay a high point of your visit.

- Private room
- Experienced, friendly host families
- English only in homestays
- Experience American culture with native speakers.

## APARTMENTS

If you prefer more independence and privacy, there are attractive apartments within easy walking distance of each center. We will help arrange the housing you prefer. Typical apartments are unfurnished and require a minimum six month lease. If required, we will help arrange furnishings for your apartment.





# PROGRAMS

## INTENSIVE ENGLISH

### PROGRAM DESCRIPTION

TLC's academic Intensive English Program is carefully designed to help you achieve your language learning goals. The full-time Intensive English program meets Monday through Friday. The equivalent of twenty-five, 50 minute lessons is offered each week. Classes include structure and speaking, reading, writing, and core-plus courses. The optional sixth lesson a day may be used for homework, lab, or test study. A TLC instructor is present for this sixth hour study hall.

### THE BENEFITS OF TLC'S INTENSIVE ENGLISH PROGRAM

- An English language placement test to determine the level of study
- Thirteen, four-week sessions per year
- Optional sixth hour daily at no additional cost for study hall
- Conversation partners
- Nine levels of study in the standard program
- Additional levels in special programs of advanced English
- Academic advisement
- Customized, TLC student planner

### NINE LEVELS OF INSTRUCTION

#### BEGINNING – LEVELS 1, 2, AND 3

By the end of Level 3, TLC students will be able to:

- Communicate effectively in everyday situations
- Understand simple conversations with native speakers of English
- Write legibly and convey information using grammatically correct simple sentences
- Read material designed for beginning levels of English proficiency

#### INTERMEDIATE – LEVELS 4, 5, AND 6

By the end of Level 6, TLC students will be able to:

- Express ideas and concepts with ease both orally and in writing, with few structural errors
- Use both common and academic grammatical structures appropriately
- Read and understand technical material in a familiar field
- Write clearly and comprehensibly using academic vocabulary and structures

#### ADVANCED – LEVELS 7, 8, AND 9

Upon completion of Level 9, TLC students possess the skills needed to function in both the academic and professional world

By the end of Level 9, TLC students will be able to:

- Function comfortably in any English-speaking environment
- Understand speakers in both academic and professional settings
- Participate fully in English conversations with few limitations
- Read and understand academic texts and technical papers
- Gather information from written and spoken sources
- Compose written reports in acceptable academic or professional formats

*Please note: levels may be combined based on student enrollment and placement*

#### CORE-PLUS CLASSES

At advanced levels, you can focus your English study by choosing core-plus courses. You can work on areas that interest you or practice skills that your advisor recommends before you attend the university.

The following is a list of core-plus courses offered at TLC centers:

American Culture	State/Regional History
Debate	TOEFL Preparation
Morphology	IELTS Preparation
American History	Idioms and Slang

*Please note: Not all core-plus courses are offered every session or at every center and some courses may have a level requirement for admission. However, all TLC centers offer a variety of choices of core-plus courses.*





# PROGRAMS

TLC is an institute that really cares about us. I have met amazing teachers and principals who are really friendly, dedicated, and very responsible.

**EVER - BOLIVIA**

## INTENSIVE ENGLISH PART TIME

### PROGRAM DESCRIPTION

Learn English for three hours per day, Monday through Friday, while enjoying the fun and excitement of visiting U.S. cities. TLC will help anyone who enrolls in the Intensive English Part Time Program to get the most out of a trip to the United States! High-quality English instruction will be provided for three hours per day. Listening, speaking, vocabulary, reading, and writing are all part of the learning experience. As a TLC student, one can participate in all TLC-sponsored activities including trips and parties. A student's English will improve by taking advantage of the Intensive English Part Time Program. It is more than just learning from books; it is learning from culture and experience as well.

### BENEFITS:

Students who want to sharpen your English language skills at a more relaxed pace, will find the Intensive English Part Time Program a perfect fit. TLC's qualified staff will help students improve their English language skills while getting to know American culture through planned activities and trips.

TLC's Intensive English Part Time Program is a short-term program with long-term benefits. Students enrolled in TLC's Intensive English Part Time Program will receive a Certificate of Attendance at the end of their program.

Students who come to TLC to study in the Intensive English Part Time Program learn English in the morning and use what they learned in the classroom the rest of the day!

### ISA REQUIREMENTS:

No special Visa is needed for this program. Program not available to F-1 students.

## GENERAL ENGLISH

### PROGRAM DESCRIPTION

General English is for students who want to come to the United States to learn English but not necessarily attend a university after completion. TLC's General English integrates the development of listening and speaking skills, structural accuracy, and everyday communication. If your goal is to be able to successfully communicate English in everyday situations, TLC's General English course is for you!

### BENEFITS:

In addition to Grammar, Listening and Speaking English courses, students who enroll in TLC's General English program will learn to speak and understand English in a variety of non-academic settings. For example, students may get help with going to the market, asking for directions, making appointments with doctors or shopping in the mall. General English will help students to communicate in everyday American life and adjust to American culture.

## BUSINESS ENGLISH

### PROGRAM DESCRIPTION

TLC's Business English is designed for students who wish to improve their general English skills as well as their ability to use the English language in the Business and Marketing fields. This program will explore business cultural practices and help to improve the student's communication skills in specific areas of business. The program will include courses in listening, speaking and grammar as well as four, field-specific courses addressing various topics related to the language of business. These will include such topics as Business and Marketing, Leadership and Teamwork, Finance and Accounting, and Correspondence, Reports, and Presentations.

### BENEFITS:

Students who wish to improve their English language skills specifically for the purpose of doing business with English-speaking countries, as well as students who plan to attend an American university to study business, will find TLC's Business English the right program for them. Grammar, Listening and Speaking classes will help the student master English, and the specific business courses will build upon those skills to develop the industry-specific language needed to be successful doing business in English-speaking environments.





# PROGRAMS

All the staff and teachers working in TLC are enthusiastic about teaching English and solving your problems.

WEI-FENG - CHINA

## FOUNDATIONS OF ENGLISH

### COURSE DESCRIPTION:

Back to the Basics! TLC's Foundations of English course provides students with the exceptional opportunity to build the foundation necessary for success in our Intensive English Program.

TLC's Foundations of English is **flexible** and meets the needs of all students who arrive with little or no English language skills. Students learn English for a variety of reasons and Foundations of English is not a "one size fits all" program. Instructors and staff are prepared to meet the individual needs of each and every TLC student and provide what is necessary for all students to achieve success, even if they have never spoken a word of English!

TLC's Foundations of English **integrates** both quality English language instruction with a variety of cultural opportunities. Students will study on campuses with other TLC students where they will practice their new language skills with both native English speakers and fluent peers alike!

TLC's Foundations of English provides **reinforcement** in learning English by providing time and support to all students to develop English. At TLC, we value our students' success! Studying English for the first time is a big challenge and by beginning language study with Foundations of English students will not only meet the challenge, but exceed it!

TLC's friendly and service-oriented staff is ready to **coordinate** a wide range of services to make sure everything from the admissions process to cultural and classroom experiences at TLC guarantees success.

### BENEFITS:

Most students in Foundations of English will begin their study of English on campuses with other TLC students and native English speakers, which exposes them to various English-learning experiences while attending a TLC center located on a university campus.

Students will be immersed in American culture as well as experience the cultures of fellow students from around the world. Students will receive a strong foundation in English which will facilitate further English language study.

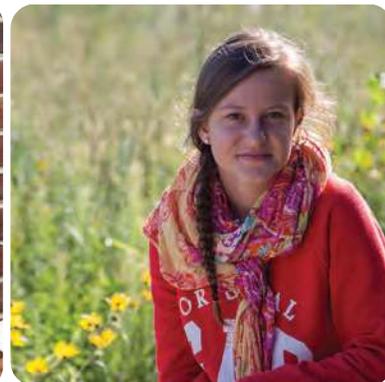
## ENGLISH WORKS (NIGHT PROGRAM)

English Works is an accredited program that is designed for students who want to learn English to succeed in both career aspirations and their social life. English Works classes take place two evenings per week, which allows students the opportunity to achieve personal English language goals while maintaining a busy lifestyle.

Upon completion of the English Works Program, TLC provides each participant with a certificate that will be a plus on any resume or job application.

### ADDITIONAL INFORMATION:

TLC offers package pricing and can provide details to interested companies. Free trial lessons are also available. TLC staff would also be happy to discuss our special 50/50 program, which many local companies have offered to their employees.





# SPECIAL PROGRAMS

I had a great time learning at The Language Company because it was not only about learning English, it was also learning about different cultures.

**LAIKA - NETHERLANDS**

## (APL) ADVANCED PROFICIENCY LEVEL

Many students who complete TLC Level 9—the highest level in TLC's Intensive Program—choose to remain at TLC for further study of specific aspects of English. Many of these students are preparing for post-graduate study at an American university and would like to study more extensive English to prepare for their advanced or graduate study at the university. For these students, these TLC centers have designed their APL courses to meet these needs and special requests.

Advanced Proficiency Level courses include, but are not limited to, the following offerings: Conversation and Pronunciation or Oratory and Debate, which are designed to improve speaking skills. Composition and Advanced Writing are designed for students who require a higher academic level of writing skills for advanced study at a university. There are also courses that focus on advanced reading or literature, as well as academic test preparation. No matter what the student's field of study, TLC offers the perfect Advanced Proficiency Level courses. Contact the TLC center of your choice for further information on the specific APL course offerings at that center.

## ACADEMIC TEST PREPARATION

### COURSE DESCRIPTION:

This program is designed to help students navigate the variety of testing requirements for admission to American universities, such as TOEFL, GRE, GMAT, iTEP and IELTS tests. Courses cover the following topics: advanced grammar and reading review, test question analysis, test-taking strategies, practice tests, and analysis of test results.

### COSTS:

The cost of these programs are the same as the Intensive English Program. The cost for the Intensive English Program can be found on the application form.

### ADDITIONAL INFORMATION:

Students on F-1 Visas, enrolling in half-day Academic Test Preparation programs, are required to enroll part time in the Intensive English Program as well, in order to maintain full-time status. Courses designed to address a variety of academic tests are not offered at all centers during every session. Please refer to the chart above to locate courses and locations. Contact the director of the TLC center of your choice for additional information or special requests.

## ENGLISH FOR PROFESSIONALS PROGRAM

### LOCATIONS:

Available at TLC-Ada, Berkeley, Boston, Bowling Green, Edmond, Fort Wayne, Minot, Orlando, Philadelphia, South Bend

### COURSE DESCRIPTION:

These private, customized programs are designed for people who need specific English skills for business, but have limited time to study. Participants can return to their jobs quickly, having mastered the necessary English language skills. Programs can be designed to address the English language needs in particular fields such as Petroleum English, English for the Telecommunications Industry, or English for technology business.

### BENEFITS:

The benefits of the English for Professionals Program include:

- Individualized attention from a team of TLC's most experienced instructors
- Up to 45 hours of one-on-one instruction per week
- A program designed for specific personal and professional needs
- Public school enrollment assistance for children of program participants, if desired
- Field trips and/or university class visits
- Contacts with professionals in various business fields
- Family discount on Intensive English Program
- Housing with either a host family or in a convenient apartment or hotel
- Career-focused terminology
- All arrangements made before you arrive





# SPECIAL PROGRAMS

## EXECUTIVE ONE-ON-ONE

An executive who plans to participate in a TLC custom-designed, one-on-one English course may attend two or more weeks, with a flexible daily schedule of up to eight hours. This allows TLC's experienced instructors to target the unique needs of a business professional's day, and lets the professional choose any accommodation that best suits his or her individual preferences.

The academic curriculum of each executive is individually designed. Special emphasis is placed on those skills identified as most useful to individuals and their companies through interviews and professional questionnaire. All instruction is in English. Professionals will have one or more highly qualified instructors. Curriculum may include standard business and language topics that are focused on individual requirements. The language skill areas are emphasized as requested and as determined during preliminary assessment interview sessions. They may include:

**Oral skills, presentation skills, and vocabulary development** for videotaped practice of speaking delivery for meetings and before groups, supplemented by review with an instructor skilled in speech modification and public speaking.

**Grammar and usage** to help individuals use appropriate forms for different environments.

**Listening** to provide individuals with the opportunity to practice listening as well as opportunities to listen to and self-evaluate personal speaking through technology.

**Computer laboratory** for practice with computer-assisted instruction and word processing software.

**Reading and writing** while using materials and situations similar to those in real-work environments.

## EXECUTIVE GROUP ENGLISH

Custom-designed English lessons may be developed and offered to multiple executives from the same company. For maximum effectiveness, the executives participating in the same lessons shall be of comparable English proficiency levels and in the same area of specialty.

Executives with similar professional English needs and goals may attend two or more weeks with a flexible schedule of up to eight hours per day and choose any of the housing accommodations offered that best meet their needs. The professionals who plan to participate in the Executive Group English course are urged to begin on the same start date although they may choose to have different ending dates.

The Language Company will offer substantial pricing incentives to companies sending multiple executives to our Executive Group English course beginning on the same program start date.

## EXECUTIVE MIX

This program follows the same pattern as the Executive One-on-One English course. Participants will have a lead instructor to guide them through the course, which consists of a combination of both Intensive English Program classes and private instruction, and will enjoy a high degree of individualized attention at a very affordable cost. The aim of TLC lead instructors is to meet each participant's individual needs.

### THE FAMILY PLAN

About one-half of our English for Professionals clients bring their spouses and/or other family members with them. Why? Because TLC offers a special spouse scholarship and family discount program exclusively for the English for Professionals Program.

**The Spouse Scholarship:** If a client attending an English for Professionals Program is accompanied by a husband or wife, TLC will offer a 75% tuition scholarship to him or her in our Intensive English Program. Other program fees (which may include but not be limited to insurance, application fees, and optional activities) are the responsibility of the student. In the event that an executive is accompanied by a child rather than a spouse, the tuition scholarship may be used for one child of the appropriate age.

**The Family Discount:** For children of executives who are 12 years of age or older, who accompany an executive, TLC offers a 25% discount off the tuition of our Intensive English Program, or Study Vacation Program (when available) for teens. Other program fees (including but not limited to books, insurance, application fees, optional activities) are the responsibility of the student. Depending on the program chosen, a separate I-20 may be required.

### DATES:

Any of the English for Professionals programs offered by TLC can be arranged at your convenience.

### ADDITIONAL INFORMATION:

TLC has had the pleasure of working with many international companies including Petrobras, Pemex, Schlumberger, Rhone-Poulanc, Maraven, PDVSA, Lagoven, CONELCA, Vitro Cristal, Cervecería Cuauhtemoc, United Nations, Tomen, America, Hilti, Laufen International, Telecom, Citgo, Hitachi, Kerr McGee, and many others.





# SPECIAL PROGRAMS

TLC has great teachers and staff who will assist and help you during your stay and study in the USA. It was one of my best life experiences.

**BRIAN - INDONESIA**

## STUDY VACATION PROGRAM

The Language Company's Study Vacation Program combines educational opportunities with the chance to experience a vacation in the United States. This program is designed for students who are 12 through 18 years of age and who want to enjoy a learning vacation in an interesting and exciting environment with other students from around the world. The English language study is not only focused on English for communication, especially speaking, which participants will use on the various planned activities, but also on English structure skills. These two areas of English study, combined with vacation activities, provide an excellent opportunity for teens.

### PROGRAM FEATURES INCLUDE:

- Full-time or part-time English language program designed for your ability level
- After-class activities during the week
- Special activities every weekend
- Homestay with an American host family
- Hotels may be arranged for accommodation in certain locations

### STUDY VACATION ACTIVITIES:

In addition to studying English, TLC will provide many fun-filled activities and exciting events to complete the vacation experience! After classes, during the week and on every weekend, students will participate in a variety of special activities that will keep everyone busy and learning. Students will not be bored! TLC centers across the country will introduce students to regional fun such as horseback riding in Oklahoma or going to the beach in California! There will also be opportunities to visit museums, sightsee, shop in beautiful malls, swim and enjoy water sports in nearby lakes, participate in sports and attend local professional sports events. There may also be picnics, school

dances, and parties to enjoy with classmates. Activities will vary, depending on the location chosen and the time of year. Many times an overnight trip is arranged to a big city in a surrounding state.

### STUDY VACATION CLASSES:

TLC offers Study Vacation Programs with the perfect balance of study and fun. The English study program includes classes that emphasize conversation and speaking while reviewing other skill areas. Our teachers are skilled at providing instruction that is fun as well as educational, and students will study with other students from all over the world who are at the same level of English.

Study Vacation Program classes will provide teens with the opportunity to practice English in a variety of skill areas, including conversation, vocabulary development, idioms and slang, pronunciation, reading and writing, as well as incorporate technology to help expand their skills and exposure to English.

***At the end of the TLC Study Vacation Program each participant will receive:***

- A Certificate of Attendance that shows the dates of study
- A customized TLC gift as a souvenir of your experience
- A group photo of the class
- A lifetime of friends and memories!

### PROGRAMS:

TLC offers both full-time and part-time Study Vacation Programs. The full-time program offers the equivalent of twenty-five, 50 minute lessons per week. The part-time program offers the equivalent of fifteen, 50 minute lessons per week. Both programs are four-week sessions.





# POLICIES

## TLC-BERKELEY POLICIES AND PROCEDURES

### 94909 (a)(8)(C):

#### PROBATION POLICY:

Satisfactory progress is defined as improving one's English proficiency in a systematic and timely manner. Students who do not pass a level the first time are allowed to repeat the level, and are placed on academic probation. In such cases written conditions are required that in the Director's opinion will improve the student's chances of success. The written conditions must also spell out consequences should the student fail the level a second time. The signature of the student on the written conditions must be obtained as evidence that the student understands what is expected of him/her.

If a student does not pass a level a second time, it shall result in the student remaining on academic probation. A signed and written statement indicating the student's understanding of the consequences of failing a third time and the conditions for being removed from probationary status must be obtained. The written statement must include a compelling and well-documented rationale for the student to be allowed to repeat the level again.

Should a student not pass a level for a third time, the student and any financial sponsor shall be notified that the student shall be terminated in the SEVIS system within fifteen (15) calendar days from the date of notice. The student shall have fifteen (15) calendar days from the date of SEVIS termination to leave the country or to transfer to another Center that is willing to accept the transfer of a student in terminated status. The student may appeal failure to make satisfactory progress.

#### DISMISSAL POLICY:

A student may be dismissed from the center if any of the following conditions are met:

- a. Failure to make satisfactory progress as defined in the satisfactory progress policy
- b. Three violations of the Academic Integrity Policy three times
- c. Violates local, state, or federal laws of the United States
- d. Failure to submit payment as defined by TLC payment policies
- e. Other serious disciplinary problems or serious misconduct
- f. Failure to attend class as stated in the attendance policy guidelines

#### APPEAL OF DISMISSAL:

If a student is dismissed for any of the above reasons, then the student must be notified in writing. The student has within three (3) business days of the written dismissal notice to appeal. Once the appeal is received, the designated appeal committee has three (3) business days to respond. The decision of the committee is final. If the violation resulting in dismissal is upheld, the student will have fifteen (15) calendar days from the date of notification to transfer to another institution or be terminated in SEVIS.

Notification will be sent to the government or private Sponsor or Advisor, if applicable. An Appeals Committee will consist of one administrator, one instructor unassociated with the documented violation, and one objective third party not employed by, or enrolled at, TLC. The appeals process must adhere to the following Request/Decision/Results guideline and using the provided Request/Decision/Results form.

### 94909 (a)(8)(E):

#### LEAVE OF ABSENCE POLICY

A leave of absence is a temporary break in a student's attendance during which s/he is considered continuously enrolled. The Language Company Centers permit a student to request a leave of absence for personal or medical reasons subject to the conditions listed below. A leave of absence cannot be granted to a student who is financially sponsored or guaranteed by an outside agency without the agency's written approval.

- a. The student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. The student must sign the leave of absence request form and specify a reason for the leave. Such a request becomes a permanent part of that student's file. If a student does not request a leave of absence prior to being absent more than fifteen (15) consecutive class days, s/he shall be terminated from the program of study.
- b. For a student remaining in the country, a leave of absence for personal reasons is limited to one session (30 calendar days) of enrollment, and may be granted only after three (3) consecutive sessions of enrollment, and cannot be extended. Multiple personal leaves of absence while remaining in the country may be granted; however, the combination of all granted personal leave time may not exceed one-half of the program length, or eighteen (18) weeks, whichever is less.
- c. A leave of absence for medical reasons while remaining in the country is limited to the time period stated on documentation provided by the medical professional for a maximum of one-half the published program length, or eighteen (18) weeks, whichever is less. Multiple medical leaves of absence may be granted; however, the combination of all granted leave time may not exceed one-half of the program length, or eighteen (18) weeks, whichever is less.
- d. For a student remaining in the United States, a leave of absence requested due to economic hardship may be granted for up to one session (30 calendar days) of enrollment only after a student has been enrolled full-time for at least one session. A one-session extension of the economic hardship leave may be granted one session at a time. Each grant of extension requires that the student report to the center and provide in writing a request for extension, proposed plan of study/return, and a current address. However, the total amount of leave granted while remaining in the United States may not exceed one-half of the program length, or 18 weeks, whichever is less. An economic hardship leave can be granted only with the Center Director's approval and only if the economic hardship is a result of documented political turmoil or war in the student's home country that prevents the student from receiving funds transfers or from receiving sponsorship payments.



# POLICIES

- e. For a student exiting the United States, a leave of absence may be granted/approved for a period of up to one-half of the program length, or eighteen (18) weeks, whichever is less. A student has thirty (30) calendar days to report to the Center upon his/her re-entry into the United States.
- f. The aggregate sum of all LOAs may not exceed eighteen (18) weeks.
- g. A student who has not attended for any reason for a period greater than two (2) sessions must re-test.
- h. If a prepaid student fails to return from a leave of absence for a period exceeding fifteen (15) class days, the student shall be terminated from his/her studies at the Center in SIS. The student's F-1 status shall be terminated in SEVIS if the student fails to return within thirty (30) calendar days. All applicable refunds shall be requested upon termination. If a non-prepaid student fails to return from a leave of absence by the end of week one of a session, the student shall be terminated from his/her studies at the Center in SIS. The student's F-1 status shall be terminated in SEVIS if the student fails to return within thirty (30) calendar days. All applicable refunds shall be requested upon termination.

#### **a94909 (a)(10):**

TLC-Berkeley does not participate in federal or state financial aid programs.

#### **94909 (a)(11):**

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. TLC-Berkeley students are not eligible for state or federal loans or financial aid.

#### **94909 (a)(12):**

TLC-Berkeley 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 it had a petition in bankruptcy filed against it within the preceding five years.

#### **94909 (a)(15):**

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of coursework you complete at TLC-Berkeley is at the complete discretion of an institution to which you may seek to transfer. Acceptance of a TLC Certificate of Completion or Certificate of Attendance that you may earn while enrolled at TLC-Berkeley 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 TLC-Berkeley to determine if your certificate will transfer.

#### **71810 (b)(1):**

This is an annual catalog; the dates covered by this catalog are January 01, 2013 through December 31, 2013.

#### **71810 (b)(7):**

TLC-Berkeley does not award credits or placement from other ESL schools given that each ESL center is different with different learning objectives. However since all TLC centers have the same learning objectives, TLC does permit transfer from one center to another without re-testing if transfer is made within 60 days of attendance at one institution to the next. Re-testing and placement procedures require students to be assessed using a standardized placement test as well as a writing test. Once a student's level has been determined and communicated to the student, the student may appeal the level placement by completing a placement appeal form (available in the TLC-Berkeley office) and submitting to the TLC-Berkeley office by 12 p.m. on the first Thursday of the session. There is no additional fee associated with retesting or level placement.

#### **71810 (b)(9):**

TLC-Berkeley is an off-campus ESL program located at 2470 Telegraph Avenue, Suite 200, Berkeley, CA 94704, USA. TLC-Berkeley is comprised of 10 classrooms, a student lounge, computer lab, student library, two administrative offices, and five restrooms. Equipment used for instruction is comprised of white boards, laptops, projectors, and other classroom-appropriate technology. Materials used for instruction are primarily ESL textbooks.

#### **71810 (b)(10):**

TLC-Berkeley houses an on-site library including books and other resources for students to access. Additionally, students working on research papers are offered the opportunity to visit an off-campus library.

#### **71810 (b)(14):**

The complaint procedures for TLC-Berkeley; TLC's accrediting body, ACCET; and the BPPE are listed below. For information related to dismissal or the student appeal process, please refer to the information provided above under 94909 (a)(8)(C).

#### **THE LANGUAGE COMPANY - STUDENT GRIEVANCE PROCEDURE**

A TLC student who has a personal or academic problem will have the opportunity to address the grievance through the following stated policy:

- If the problem or concern is related to CLASSROOM difficulties, the student will first discuss the matter with the INSTRUCTOR of the particular class. If the matter is not resolved through these means, the student may then appeal to the CURRICULUM TEAM, ACADEMIC COORDINATOR, or DIRECTOR of the center.
- Students with problems that are PERSONAL in nature will be given the opportunity to counsel with the DIRECTOR, the CURRICULUM TEAM, or the ACADEMIC COORDINATOR.



# POLICIES

- Problems with ORGANIZATIONAL POLICY will be discussed with the DIRECTOR of the unit. If the problem is not solved, the student has the right to gain consultation with the CENTRAL OFFICE STAFF of The Language Company.

The Language Company Attn: Brenda Robati, President 189 West 15th Street, Edmond, OK 73013, Phone: 405-715-9996 Fax: 405-715-1116

## ACCET - STUDENT GRIEVANCE PROCEDURE

The Language Company is recognized by the Accrediting Council for Continuing Education & Training (ACCET) as meeting and maintaining certain standards of quality. It is the mutual goal of ACCET and the institution to ensure that educational training programs of quality are provided. When problems arise, students should make every attempt through the formal complaint procedure within the institution to find a fair and reasonable solution.

However, in the event that a student has followed the formal complaint procedure and yet the problem(s) has/have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. A detailed description of the problem(s);
  - b. The approximate date(s) that the problem(s) occurred;
  - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s), including both institutional staff and/or other students who were involved;
  - d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N. Street, NW Washington, DC 20036, Phone: (202) 955-1113, Fax: (202) 955-1118 Email: [complaints@accet.org](mailto:complaints@accet.org) Website: [accet.org](http://accet.org)

Note: Complainants will receive an acknowledgement of receipt within 15 days.

## BBPE – STUDENT COMPLAINT PROCEDURE

Anyone may file a complaint if they believe an approved institution has violated the laws governing the institution's operation. Complaints are most often received from students, their families, other members of the private postsecondary education industry, law enforcement agencies, and other regulatory agencies.

Most consumers receive a quality education and have a generally positive experience from attending an approved private postsecondary educational institution (institution). However, in the event a consumer believes an institution's administrative processes or educational programs are compromised and not up to the required minimum standards, the Bureau should be notified.

To file a complaint against a private postsecondary institution subject to the laws of the Postsecondary Education Act, please fill out the form found here ([http://www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)) and submit to the Bureau for Private Postsecondary Education at the following address or fax: BPPE, P.O. Box 980818, West Sacramento, CA 95790-0818, Fax: (916) 263-1895. OR, you may also call the Bureau's Enforcement Section at the following phone number: (916) 431-6924.

## ADDITIONAL INFORMATION

### 71810 (b)(15):

The Language Company's policy on the retention of student records is below:

Upon student's departure from the Center, the complete file shall be kept for 3 years and the copies of student's visa status (I-20, I-94, and passport) for 4 years thereafter, for a total of 7 years from start date. California schools are required to maintain full students records for a minimum of 5 years.

All student information is confidential and may only be released under parental consent (if student is under 18 years of age), student consent (if student is over 18 years of age), sponsorship consent, or law enforcement requirements.

Upon request, students have the right to review and request copies of their personal records. This service is free of charge. A 48-hour written notice from the student requesting the review is required.

**A copy of TLC-Berkeley's Performance Fact Sheet** is available for review on the TLC-Berkeley webpage by following the link below: <http://www.thelanguagecompany.com/index.php?berkeley-ca>

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), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.