

## X. 2017 CALENDAR

### Mentor Language Institute

	<b>January</b>
January 3rd, 2017	First Day of Winter Term
January 16th	<b>Marlin Luther King Jr. Holiday – No Classes</b>
	<b>February</b>
February 14th	Valentine's Day Party
February 20th	<b>President's Day – No Classes</b>
	<b>March</b>
March 24th	Last Day of Winter Term; Graduation Party
March 27th – March 31st	<b>Spring Break</b>
	<b>April</b>
April 3rd	First Day of Spring Term
	<b>May</b>
May 29th	<b>Memorial Day – No Classes</b>
	<b>June</b>
June 23rd	Last Day of Spring Term; Graduation Party
June 26th – June 30th	<b>Summer Break</b>
	<b>July</b>
July 3rd	First Day of Summer Term
July 4th	<b>Independence Day – No Classes</b>
	<b>August</b>
August 25th	MLI Beach Party and Volleyball Tournament
	<b>September</b>
September 4th	<b>Labor Day – No Classes</b>
September 22nd	Last Day of Summer Term; Graduation Party
September 25th – 29th	<b>Fall Break</b>
	<b>October</b>
October 2nd	First Day of Fall Term
October 31st	Halloween Party
	<b>November</b>
November 22nd	Thanksgiving Potluck
November 23th – 24th	<b>Thanksgiving – No Classes</b>
	<b>December</b>
December 22nd	Last Day of Fall Term;
	Christmas & Graduation Party
December 25th – 29th	<b>Winter Break</b>



Accredited by: **ACCET**

## Student Catalog

January 3<sup>rd</sup>, 2017 to December 22<sup>nd</sup>, 2017

### Institution Addresses:

<b>*Westwood</b>	<b>*Hollywood</b>
10880 Wilshire Blvd., Suite 122 Los Angeles, CA 90024 Tel: (310) 887-0777 Fax: (310) 593-2499 info@mliesl.edu	6755 Hollywood Blvd., Suite 300 Hollywood, CA 90028 Tel: (323) 870-7102 Fax: (323) 488-9748 hollywood@mliesl.edu

<b>Morning ESL(BH)</b> Monday—Friday 9:00am—12:50pm	<b>Morning TOEFL®(BH)</b> Monday—Friday 9:00am—12:30pm	<b>Morning ESL(HW)</b> Monday—Friday 8:30am—12:20pm	<b>Morning TOEFL®(HW)</b> Monday—Friday 8:30am—12:00pm
<b>Afternoon ESL(BH)</b> Monday—Friday 1:30pm—5:10pm	<b>Afternoon TOEFL® / GRE® GMAT®(BH)</b> Monday—Friday 1:30pm—5:00pm	<b>Afternoon Conversation(HW)</b> Monday—Friday 1:00pm—4:20pm	
<b>Afternoon Conversation(BH)</b> Monday—Friday 1:30pm—5:00pm	<b>Business plus TOEIC(BH)</b> Monday—Friday 1:30pm—5:00pm	<b>Business plus TOEIC(HW)</b> Monday—Friday 1:00pm—4:20pm	
<b>Evening ESL(BH)</b> Monday—Friday 5:50pm—9:30pm	<b>Evening Conversation(BH)</b> Monday—Friday 6:10pm—9:30pm	<b>Evening TOEFL®(BH)</b> Monday—Friday 6:00pm—9:20pm	

\*Catalog updated annually (or as necessary)

\*Instruction locations.

www.mliesl.edu

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## C. Notice to Students: ACCET Complaint Procedure

This institution 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 to find a fair and reasonable solution through the institution's internal complaint procedure, which is required of ACCET accredited institutions and frequently requires the submission of a written complaint. Refer to the institution's written complaint procedure which is published in the institution's catalog or otherwise available from the institution, upon request. Note that ACCET will process complaints which involve ACCET standards and policies and, therefore, are within the scope of the accrediting agency.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a) Name and location of the ACCET institution;
  - b) A detailed description of the alleged problem(s);
  - c) The approximate date(s) that the problem(s) occurred;
  - d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students;
  - e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - f) The name, email address, telephone number, 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; and
  - g) The status of the complainant with the institution (e.g. current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g. student's enrollment agreement, 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  
Telephone: (202) 955-1113  
Fax: (202) 955-1118 or (202) 955-5306  
Email: [complaints@accet.org](mailto:complaints@accet.org)  
Website: [www.accet.org](http://www.accet.org)

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

\*TOEIC, TOEFL, TOEFL iBT, TOEFL PBT and GRE are registered trademarks of Educational Testing Service (ETS) in the United States and other countries.

\*\*GMAT is a registered trademark of the Graduate Management Admission Council in the United States and other countries.

dents with housing and dormitory services. USSS can be reached at (424) 253-3169 for additional information.

A variety of housing options are located within a reasonable distance from the school by car, public transportation, bike or walking. These options can range from \$1,000—\$1,600 for a single or studio.

#### D. Student Services

U.S. Support Services (USSS) provides all student services for MLI students such as airport pick-up, pre-paid phone cards, and cell phones for rent. Arrangements must be made at the specific campus the student will attend. USSS can be reached at (424) 245-3169 for additional information.

#### E. Late Fee

A late payment fee will be charged if tuition is not paid by the tuition due date. If payment is made from one to five business days after the tuition due date, the late payment fee is \$25. If payment is made more than five business days after the tuition due date, the late payment fee is \$50. If a check is returned unpaid because of insufficient funds, there will be a \$25.00 penalty charge.

### IX. QUESTIONS, GRIEVANCES AND COMPLAINTS

#### A. Questions

Mentor Language Institute is a private institution that is approved to operate by the Bureau for Private Postsecondary Education which means it is in compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009. 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:

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

Physical Address: 2535 Capitol Oaks Drive, Suite 400 Sacramento California, 95833

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

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

Toll Free Number: 1 (888) 370-7589

Fax Number: (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.

#### B. Grievances and Complaints

If a student has a complaint about his/her class or teachers, or about the administration at Mentor Language Institute, he/she must register it in the Complaint Log at the school's front desk. The student's complaint will be given to the Program Coordinator and addressed, and an appointment will be made with the student in order to discuss the situation. If, however, the student feels that his/her complaint cannot be worked out, he/she has the right to either write or call the Bureau for Private Postsecondary Education.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 1 (888) 370-7589, or by completing a complaint form, which can be obtained on the Bureau's web site ([www.bppe.ca.gov](http://www.bppe.ca.gov)).

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# Mentor Language Institute

English . Empowerment . Everyone .

## I. MISSION STATEMENT

**Mentor Language Institute (MLI)** offers English as a Second Language (ESL), English for Academic Purposes (EAP), and English for Specific Purposes (ESP) instruction that meets the needs of the students and empowers them with a lasting ability to use English successfully in their academic, professional, and personal pursuits.

### A. Goals

The goals of Mentor Language Institute are to implement language instruction to help foreign students function successfully in an English-speaking environment; to introduce and foster study habits commonly expected at American institutions of higher learning; to aid in the development of students' abilities to think critically and read, write, listen, and communicate in English effectively; and to build students' self-confidence and self-esteem when communicating in English in academic, professional, and personal situations.

### B. Standards

At Mentor Language Institute, we put into practice a learning process in which our students are exposed to a variety of educational methods. Our classes are specially tailored to meet our students' academic needs. To this end, we ensure that all ESL, Conversation, and Business classes have a maximum 15-to-1 student-teacher ratio, and a 17-to-1 student-teacher ratio in Test Preparation classes. We implement high learning standards and teaching methods in helping students reach their academic goals. With a four-program ESL curriculum, specialized test preparation classes, highly qualified instructors, and excellent facilities and equipment, MLI is committed to quality educational standards and academic achievement.

### C. Values

At Mentor Language Institute, we value diversity and encourage each student to share his or her unique cultural background. We foster a learning process in which our students are exposed to a variety of educational methods, and our classes are specially tailored to meet our students' academic needs and goals. MLI strives to cultivate mutual understanding and friendly relationships among students, staff, and instructors through in-class instruction, outside activities, and campus events.

### D. International Students

Mentor Language Institute is a private institution that is approved to operate by the Bureau for Private Postsecondary Education and authorized by the United States Citizenship and Immigration Service (USCIS) to accept nonimmigrant alien students. Our highly experienced staff can provide students with immigration information and documents required for visa processing. However, no visa services are offered.

### E. English as a Second Language (ESL)

Four programs of ESL classes are offered. All classes are especially developed to improve both written and oral expression. Each class has a maximum 15-to-1 student-teacher ratio. Books and other materials are carefully chosen to provide an integrated approach, covering grammar, vocabulary and idioms, reading, writing, listening, pronunciation, and speaking. Aspects of American culture are also introduced to help students

warrant such action. These policies are in addition to and do not affect or modify any other rights MLI may have under law or contract.

## VIII. COST

Program	Tuition - 4 weeks	Tuition - 12 weeks	Tuition - 24 weeks	Tuition - 48 weeks
<b>ESL</b>				
Option I: ESL + CMAR	\$1,112	\$2,736	\$5,160	\$9,840
Morning ESL Program	\$952	\$2,304	\$4,296	\$8,112
Afternoon ESL Program	\$952	\$2,304	\$4,296	\$8,112
Evening ESL Program	\$952	\$2,304	\$4,296	\$8,112
Afternoon Conversation	\$952	\$2,304	\$4,296	\$8,112
Evening Conversation	\$952	\$2,304	\$4,296	\$8,112
<b>TOEFL®</b>				
Option II: TOEFL® + TIP	\$1,112	\$2,736	\$5,160	
Morning TOEFL® Program	\$952	\$2,304	\$4,296	
Afternoon TOEFL® Program	\$952	\$2,304	\$4,296	
Evening TOEFL® Program	\$952	\$2,304	\$4,296	
<b>GRE®/GMAT®</b>				
GRE®/GMAT® Program	\$952	\$2,304	\$4,296	
Business Communications Program	\$952	\$2,304		
<b>A. Tuition Schedule</b>				
The following is the schedule of tuition, fees, and other charges and expenses necessary for the term of instruction and the completion of the course of study.				

### B. Estimated Total Charges for the Entire Educational Program

The estimated total charges for each program (when paid in full) would not exceed the amount listed below, plus any appropriate fees.

- ESL (96 weeks):** \$16,224
- TOEFL® (36 weeks):** \$6,228
- Conversation (48 weeks):** \$8,112
- Business Communications (24 weeks):** \$4,296
- Business English plus TOEIC (24 weeks):** \$4,296
- GRE/GMAT or TOEIC (36 weeks):** \$6,228
- Business Plus TOEIC (24 weeks):** \$4,296

### C. Housing

Mentor Language Institute does not offer any housing programs and therefore has no responsibility finding or assisting a student with housing. However, U.S. Student Services (USSS) provides many Mentor language Institute stu-

sic, videos, etc. without copyright permission is against the Digital Millennium Copyright Act.

- Copying or reproducing any copyrighted material on or by MLI equipment, except as expressly permitted by the copyright owner's permission or by license. Also, it is prohibited to use MLI-copyrighted material, except as expressly permitted by the copyright owner's permission or by license. Users shall not modify, revise or alter in any way MLI-copyrighted material, except where and only to the extent explicitly permitted by MLI.

- Posting copyrighted material on an MLI-owned or operated website (official or personal).

- Accepting or using unlicensed software on MLI computer systems or servers received from any third party.

- Users shall not install, nor direct others to install, illegal copies of computer software or unlicensed software onto any MLI-owned or operated computer system or server. Only software that has been legally purchased is to operate on MLI equipment.

- Users shall not make copies of MLI-owned or licensed software except where and only to the extent explicitly permitted according to the terms of the applicable license and shall not use MLI hardware to make illegal copies of any copyrighted software for the purpose of selling, giving, personal use or lending this software to others (including but not limited to software from the public and departmental computer labs) or for any other unauthorized purpose.

MLI Software shall not be modified, revised, recast or adapted unless directed to do so in writing.

Preventing copyright infringement is the responsibility of both MLI employees and students. Both MLI and its employees are subject to the provisions of the Copyright Act and penalties such as fines or imprisonment can be imposed on both organization and individual users within it.

Mentor Language Institute (hereinafter MLI) will investigate all claims and notifications of copyright and/or software license infringement (hereinafter collectively infringement). MLI reserves the right to conduct inquiries, including but not limited to monitoring network use, to determine whether the activities of any user of the school's computer systems or servers appear to be infringing. MLI will investigate all claims and notifications of infringement. If MLI determines that any users have infringed the intellectual property rights of others, such users will be contacted and appropriate action will be taken. MLI reserves the right to decide how to address or respond to any allegation of infringement in accordance with applicable law, including, but not limited to availing itself of the defenses, such as fair use, that are available to copyright defendants. MLI will terminate, in appropriate circumstances, access to school computer systems, electronic networks, and/or services provided to any user who is deemed to infringe third party intellectual property rights.

Further, where MLI has actual knowledge that any material or activity using material on the school's system or network is infringing, or is aware of facts or circumstances from which infringing activity is apparent, the school shall act expeditiously to remove or disable access to the material. Users violating MLI copyright and infringement policy may be subject to the full measure of disciplinary action up to and including warnings, suspension and termination of MLI student status and/or employment where applicable. MLI expressly reserves the right to terminate or suspend the user's network access if MLI, in its sole judgment, believes that circumstances relating to the infringement of third party intellectual property rights

understand and adapt to American life. All instruction is in English.

## F. Test Preparation

MLI offers several courses for foreign students seeking to take standardized tests with English language components. Vocabulary and grammar are studied intensively in these courses. Instructors make use of up-to-date materials and methods to help students sharpen their reading and listening comprehension skills. Students also learn specific strategies to maximize their test potential and feel more confident about taking tests.

All classes are taught in an intimate and friendly atmosphere, with a maximum 17-to-1 student-teacher ratio. Students are individually tested at the beginning of their studies to establish their appropriate program and to provide a basis for measuring their progress.

MLI currently offers test preparation courses for the Internet-Based TOEFL® (also known as the TOEFL® iBT), GRE®/GMAT®, and TOEIC®.

## II. FACILITIES & INSTRUCTORS

### A. Campus Facilities

#### Campus Facilities

Mentor Language Institute has 2 campuses in the Los Angeles area where instruction is held, one in Westwood and one in Hollywood. Both campuses offer modern facilities and equipment, such as computer labs and wireless Internet connections. Students have access to kitchen and dining facilities, vending machines, and a multitude of restaurants located in the surrounding areas. Each campus offers a unique geographic locale, giving students numerous opportunities to participate in the many social and cultural activities that Los Angeles has to offer.

#### Westwood Campus

Westwood is a vibrant, unique neighborhood located on the west side of Los Angeles. Westwood is famous for being the home of UCLA. It is a very fun and popular area for students since there are a lot of university students and many shops, restaurants and safe places to hang out. Our campus is located across from the Hammer Museum, which is a world-famous art museum and cultural center. Less than a 10 minute walk away is Westwood Village, a historical landmark full of trendy shopping and restaurants.

#### Hollywood Campus

When most people think of Hollywood, they think of one thing: movies. It's true that Hollywood is the site of many world movie premieres, and is home to Paramount Studios, several well-known theaters (including Grauman's Chinese and its celebrity handprints), and the stars of the Hollywood Walk of Fame. But Hollywood offers students much more than just limousines and movie stars. Our campus is located one block east of Hollywood and Highland. From there, students have easy access to several large shopping malls and countless small shops. It's also mere minutes from Griffith Park and the world-renowned Griffith Observatory. Sunset Boulevard—known locally as “the Strip”—is just two blocks south. This famous street is home to a whole world of bars, comedy clubs, nightclubs, and restaurants, and is traditionally thought to be the center of Los Angeles's nightlife. And, of course, the iconic Hollywood sign overlooks the entire neighborhood.

## B. Equipment & Materials

### i. Equipment

Each classroom is equipped with standard equipment, including large whiteboards, lecterns, CD players, and desks. Additionally, MLI uses a variety of resources to facilitate the learning process. Teachers have access to a rolling media cart (with TV & DVD player), and frequently supplement regular course materials with audio and visual aids. The school also has an overhead projector available for instructors to utilize.

MLI offers free Wi-Fi internet connections, an iPad room (at the Westwood-campus only), and a computer lab for students to use both in and out of class. For classes that require writing assignments, students will have access to the lab during non-instruction hours for writing purposes. For classes requiring students to work directly on a computer, such as *TOEFL* preparation, students get hands-on experience in the computer lab, simulating realistic testing situations.

Mentor Language Institute does not have equipment for the hearing impaired and is not able to provide instruction in Braille.

### ii. Materials

Every section in each program is assigned one or two textbooks that have been carefully vetted for that particular class and a syllabus detailing how the texts will be used. There are also instructional and supplemental texts and audio-visual materials available for both instructors and students to use to enhance what is learned in the classroom.

## C. Library and Learning Resources

Mentor Language Institute has a small library with a variety of resources. These include ESL resource books, new and used textbooks, novels, reference books (dictionaries, encyclopedias), CDs and DVDs (both for educational and entertainment purposes), and a computer lab. For most of the learning resources, students are allowed access only on campus, in either the resource library or the computer lab. However, students are allowed to take the following resources off campus after checking them out with the Front Desk: CDs and DVDs (entertainment-related materials only), used textbooks, and novels. In order to check out these materials, the student must complete a form on which he/she provides the title of the item to be checked out, along with the student's contact information. A return date will then be posted on the form.

## D. Activities

Because learning involves much more than classroom study, MLI regularly plans outside activities, both educational and fun. Through activities such as cultural and historical excursions, museum visits, beach trips, etc., students have the opportunity to learn about American culture and lifestyles.

## E. Instructors

Our instructors are experienced English teachers with native-level fluency. They are committed to providing a comprehensive curriculum and high-quality instruction. All of our teachers have a minimum of a bachelor's degree, and many have additional degrees, including graduate degrees, TESL/TEFL degrees, and other certifications. MLI's instructors have a minimum of three years of teaching experience (including a minimum of 3 months full-time ESL instruction), the equivalent in education training (such as a degree in ESL or TESOL), or a combination of the two. Many have experience teaching overseas. As well as being well-qualified, they enjoy working with students and strive to make the learning experience dynamic, creative, and enjoyable.

stances while on MLI property or at any MLI sponsored event;

14. Stalking, hate crimes, or hate incidents; and

15. Any other offense set forth in the California Education Code that constitutes "good cause."

## B. Classroom Policy

All students must observe the following rules while in the classroom:

Students must:

- Buy all required textbooks
- Attend class regularly
- Come on time to all classes
- Not cheat on tests or class work
- Not act aggressively, disrespectfully, or inappropriately toward any student, teacher, or staff member

## C. Textbook Policy

Students are required to have ALL classroom textbooks by the second day of class unless circumstances dictate otherwise. Students who change courses in the first week of their enrollment may be able to get a refund on textbooks purchased, as long as they haven't written in or damaged the materials in any way.

## D. Disciplinary and Dismissal Policy

Students must not violate any internal rules of the school including the Rules of Conduct, classroom or textbook rules of the school.

If a student does not observe these internal rules, he/she will be given a verbal warning. If a student persists in breaking any school rules, he/she will be given a written warning. If a student continues to break school rules after the verbal and written warnings, MLI has the right to terminate the student's enrollment. In cases of extreme behavior problems, MLI has the right to terminate the student's enrollment immediately, without prior warning.

If a student does not comply with all applicable USCIS requirements, school policies, and rules of conduct, he or she may be subject to dismissal.

## E. Copyright and Software License Infringement Policy

MLI respects the intellectual property rights of third parties and requires all users of MLI computer systems, servers, or copy machines (including but not limited to computer networks, online/internet/web and related services) to comply with local, federal and international laws, especially those concerning intellectual property laws, including copyright laws.

It is against MLI policy for any users of MLI equipment or services to access, use, copy, or otherwise reproduce, or make available to others any copyright protected materials or software except as permitted under copyright law or specific license. Specifically, users are prohibited from:

- Copying or reproducing any licensed software on or by MLI equipment, except as expressly permitted by the software license. Also, users may not use unauthorized copies of software on MLI-owned computers.

- Copying, downloading, or uploading audio recordings, music, television shows, photographs, movies, videos, and other kinds of copyright, trademark, or patent-protected files that can be conveyed electronically without the intellectual

property owner's permission. These files could include MP3, wav, midi, or other audio files; QuickTime, avi, or other movie files; gif, jpeg, or other picture files; as well as any other media files. Using Peer to Peer (P 2 P) programs to distribute mu-

## MLI INSTRUCTORS

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## VII. SCHOOL POLICIES

### A. RULES OF CONDUCT

Students at Mentor Language Institute are expected to help maintain an environment in which there is freedom to learn. Furthermore, students are expected to respect the rights of other students, faculty and staff, and students should uphold standards of integrity, honesty, trust, fairness, and civility. Students are expected to adhere to all city, county, state, and national laws and regulations. Should a student be found to be in violation of any of the rules of conduct set forth by Mentor Language Institute, "due process" steps shall be followed according to the Disciplinary Policy set forth herein.

Conduct and offensive behavior that will not be permitted by Mentor Language Institute and will be grounds for disciplinary action include but are not limited to the following:

1. Continued failure to comply with the directions of MLI personnel acting in the performance of their duties;
2. Dishonesty of any kind such as cheating, plagiarism, or knowingly furnishing false information to MLI;
3. Continued disruptive behavior, obstruction of any teaching or school activity, or continued willful disobedience in defiance of the authority of MLI personnel;
4. Continued use of vulgar or profane language in the presence of, or directed at, MLI personnel or other students;
5. Assault, battery, or threat of force or violence on any MLI personnel or student, or any individual on the MLI campus;
6. Physical abuse, willful misconduct, or any such act that threatens or endangers the health or safety or causes the injury or death of any MLI personnel, student, or individual on the MLI campus or any member of the community;
7. Theft or intentional or willful misconduct that results in defacing, cutting or damage to property of MLI, any student, instructor or any MLI personnel or member of the community;
8. Possession, use, sale, or being under the influence of any controlled substance or any poison classified as such by Schedule D in section 4160 of the California Business and Professions Code;
9. Smoking anywhere on the premises of MLI or any area designated as a no-smoking area where an MLI function takes place;
10. Any forgery, alteration, or intentional misuse of any MLI materials, documents, records, or identification;
11. Possession or use of any alcoholic beverages anywhere on MLI premises or at any MLI sponsored event where alcohol is prohibited, or presence on MLI premises while under the influence of alcohol;
12. Unauthorized entry into or use of MLI facilities, supplies, and/or equipment;
13. Illegal possession or use of any firearms, explosives, or flammable sub-

**Ken Estep**  
Academic Director  
B.F.A. in Electronic Media, University of Cincinnati

#### WESTWOOD

**Lindsay Greer**  
Program Coordinator, ESL Teacher, TOEFL® Teacher;  
B.M. in Music Education, English  
Northern Illinois University

**Matt Breneman**  
Assistant Program Coordinator, ESL Teacher;  
B.A. in Arts, Integrated Arts  
Pennsylvania State University

**Bonnie Crawford**  
ESL Teacher;  
B.A. in Spanish  
San Francisco State University

**Sheena Copeland**  
ESL Teacher;  
B.A. English and Psychology  
University of KwaZulu Natal  
M.A. Clinical Psychology  
University of KwaZulu Natal

**Alex Nicholson**  
ESL Teacher;  
B.A. Theater & Performance  
University of Warwick  
Warwickshire College  
Certification: CELTA

**Hubert Escarpeta**  
ESL Teacher;  
B.A. in Spanish Studies  
Ohio University, Athens

**John McGough**  
ESL Teacher  
Bachelor of Science: Journalism, Minor in Middle Eastern Studies  
Boston University College of Communication  
Certification: TEFL, Via Lingua, Budapest, Hungary

**Alexander Nicholson**  
ESL Teacher;  
B.A. Theatre and Performance Studies  
University of Warwick, Coventry  
Certification: CELTA

**Leonel Juarez**  
ESL Teacher  
B.A. in English Education  
Humboldt State University

**Kyle Hanano**  
TOEFL® Teacher, Test Preparation Coordinator;  
B.A. in Japanese and English  
University of California, Los Angeles

**Daniel Williford**  
Business English Teacher, ESL Teacher;  
B.A. in English  
St. Mary's College of Maryland  
M.A. in English  
University of California  
Ph.D. in English  
University of California

**Patrick Riley**  
ESL Teacher, GRE®/GMAT® Teacher;  
B.A. in English, Boston College  
M.F.A. in Producing  
University of Southern California

**Carl Utsinger**  
ESL Teacher;  
B.A. in History  
Occidental College

#### HOLLYWOOD

**Julie Florentin**  
Program Coordinator, TOEIC Teacher;  
B.A. Sociology and Women's Studies  
Northeastern University  
M.A. in TESOL  
Tel Aviv University

**Mercedes Carter**  
TOEFL® Teacher, Conversation Teacher;  
B.A. in Linguistics  
University of California, Berkeley

**Kelsey Ray**  
ESL Teacher, Conversation Teacher;  
B.A. Acting Performance  
University of Oklahoma  
M.A. in TESOL  
University of California, Berkeley

**Mark Wasserman**  
ESL Teacher;  
B.A. in English  
Skidmore College  
M.F.A. in Creative Writing  
Arizona State University

**Shawna Saari**  
ESL Teacher;  
B.A. in English  
California State University, Sacramento  
Certification: CBEST, TEFL

**Tom Munoz**  
ESL Teacher;  
B.S. in Social Science  
California State University, Los Angeles

**Ben Copeland**  
ESL Teacher, Business Teacher;  
B.A. in Spanish Languages and Culture  
University of Michigan, Ann Arbor

**Brian Clark**  
Conversation Teacher;  
B.A. in English  
University of Texas at Austin

### III. CLASS DESCRIPTIONS

All ESL programs at Mentor Language Institute contain 3 different classes focusing on two primary components each: **Grammar & Writing, Reading & Vocabulary,** and **Listening & Speaking**

#### Beginning ESL - 480 Hours (Two Terms)

This course is designed to introduce and develop fundamental English skills. The focus of this course is on the basic language and functions required to effectively communicate in the English-speaking world.

**Prerequisite: A Placement Test score from 0 to 25 (for Beginner Track 1) and from 26 to 34 (for Beginner Track 2).**

Basic **grammatical structures** presented in this course include the simple sentence parts (nouns, pronouns, articles, verbs, adjectives, adverbs, prepositions), present/past simple verbs, modals, question formation, and comparatives/superlatives. Fundamental grammar structures are introduced through ample examples and explanations so that students can experiment and become familiar with ways of communicating their ideas in the target language.

The **reading and vocabulary** stressed in this course involve simple, sentence-level reading and the acquisition of survival vocabulary covering a variety of everyday activities and functions. Basic words needed for simple interactions are presented through a variety of visuals and class activities designed to encourage the practical use of newly acquired vocabulary in real-life situations.

**Listening and speaking** skills are introduced through the use of realia, pictures, and pantomime. The focus of the listening/speaking section of the class is to help students build their basic fluency and comprehension skills so that they can deal with common situations and topics in an English-speaking environment. Development of basic pronunciation skills will also be emphasized through accent-reduction and word stress exercises accompanying new language and functions.

Through a variety of class activities, homework, and support materials, students will develop the essential grammar, listening, speaking, reading, and vocabulary skills necessary to survive in an English-speaking environment.

Beginning Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Sentences usually consist of three to five words; frequent long pauses and repetition are evident</li> <li>• Pronunciation is often unintelligible and strongly influenced by the student's native language</li> </ul>	<ul style="list-style-type: none"> <li>• Survival vocabulary</li> <li>• Elementary pronunciation</li> <li>• Basic grammatical structures</li> </ul>

off-campus and obtain the required authorization to work if employed off-campus.

7. Report any change in address and/or telephone number to the school and USCIS within 10 days.

#### ii. Concurrent Enrollment

An F-1 student can be enrolled in two different SEVIS-approved F-1 schools at the same time as long as the enrollment in both schools amounts to a full-time course of study.

The school that the student is attending for the purpose of completing a specific program and that is maintaining the student's form I-20 will be responsible for ensuring that the student is pursuing a full course of study.

#### iii. Transfer Procedure

If a student wishes to transfer to another institution after completion of his/her studies, prior to the program end date on the I-20 form, the student must inform the school of the intention to transfer, complete the Intent to Transfer form available from the new institution, have MLI execute this form, and return it to the new school. The transfer process must be completed within 60 days from the program end date at MLI.

#### N. 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 or part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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.



Currently, Mentor Language Institute does not participate in any federal or state financial aid programs.

#### H. Loans

If you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial and program funds.

If you obtain a loan to pay for an educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or for other government assistance until the loan is repaid.

#### I. Placement Services

Mentor Language Institute does not offer placement services at this time.

#### J. Distance Education

Mentor Language Institute does not offer distance learning at this time.

#### K. Experiential Learning

Mentor Language Institute offers non-credit courses in English and test preparation. Therefore, there is no award of credit for prior experiential learning.

#### L. Bankruptcy

Mentor Language Institute has no pending petition in bankruptcy, and is not operating as a debtor in possession. Further, Mentor Language Institute has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101et seq.).

#### M. United States Citizenship and Immigration Service (USCIS) F-1 Regulations

##### i. Maintaining Student Status

A student admitted to the United States in F-1 status must meet certain requirements in order to maintain their legal status and follow the guidelines as set forth by USCIS. Some of these are as follows:

A student must:

1. Maintain and keep a valid passport.
2. Maintain and follow the attendance policy at the school listed on the I-20 form.
3. Maintain a full-course of study, which requires a minimum of 18 clock hours a week.
4. Maintain current enrollment at the school listed on the I-20 form.
5. Follow all rules and regulations of the school listed on the I-20 form.
6. Limit engagement of any employment to either 20 hours a week on or

### III. CLASS DESCRIPTIONS (continued)

All ESL programs at Mentor Language Institute contain 3 different classes focusing on two primary components each: **Grammar & Writing, Reading & Vocabulary**, and **Listening & Speaking**

#### Intermediate ESL - 480 Hours (Two Terms)

This course emphasizes the expansion and development of basic conversational functions, essential grammatical structures, and simple reading skills, including a broader range of vocabulary items.

**Prerequisite: A Placement Test score from 35 to 44 (for Intermediate Track 1) and from 45 to 52 (for Intermediate Track 2).**

The main focus of the **grammar** section is to strengthen and reinforce fundamental grammatical skills through controlled exercises and open-ended fluency activities. Students are introduced to a wider range of verb tenses, including the simple present, present continuous, simple past, past continuous, present perfect, present perfect continuous, present/past passive, past perfect, and the future with *will/be going to*. The emphasis is on expanding the student's knowledge of verb tenses and more detailed grammatical structures to facilitate fluency beyond the functional level.

In the **reading/vocabulary** section, the focus is on strengthening basic reading skills and expanding the student's vocabulary base through a variety of extension activities designed to facilitate the expression of ideas related to the reading topics. The development of more involved reading skills, such as scanning, using contextual clues, and making inferences, is emphasized in order to deal with longer, more difficult reading passages. Students are provided with academically high-interest passages that will encourage students to use newly acquired vocabulary and share their background experiences.

In the **listening/speaking** section, students are introduced to a broader range of more detailed language functions that facilitate conversational competency on a more interactive level. Language functions and structures related to expressing opinions, describing people/things, identifying problems, giving advice, and making suggestions are used in creative extension activities designed to accommodate the student's interest and confidence.

Throughout this course, the focus will be on expanding the use of essential grammatical structures that include a wider range of verb tenses, developing solid reading skills to deal with more complicated material, building a substantial vocabulary base, and using more involved language functions. Through the expansion of these skills, students will be better equipped to expand on their basic skills and to successfully function on a more interactive level.

Intermediate Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Slight development in stress/intonation is evident</li> <li>• Able to satisfy everyday needs and minimum courtesy requirements</li> <li>• Can formulate and respond to simple questions &amp; statements using accurate basic grammatical structures</li> <li>• Able to satisfy limited functional requirements and social demands in an English-speaking environment</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen listening comprehension and knowledge of vocabulary to allow understanding of more complex grammar</li> <li>• Provide more fluency practice using common grammatical structures and speech functions to make conversation more communicative &amp; natural</li> </ul>

### III. CLASS DESCRIPTIONS (continued)

All ESL programs at Mentor Language Institute contain 3 different classes focusing on two primary components each: **Grammar & Writing, Reading & Vocabulary**, and **Listening & Speaking**

#### High Intermediate ESL - 480 Hours (Two Terms)

This course focuses on enhancing open-ended communication skills, accurately using complex grammatical structures, and dealing with a greater variety of reading passages. The main goal is the expansion and development of students' authentic language capabilities.

**Prerequisite: A Placement Test score from 53 to 60 (for High Intermediate Track 1) and from 61 to 68 (for High Intermediate Track 2).**

In the **grammar** section, an emphasis is put on reinforcing and accurately using complex grammatical skills in a less controlled environment. Verb tenses, modals, gerunds, infinitives, and adjective/adverb clauses are reinforced and expanded on using a variety of interesting and relevant contexts. In addition, students are introduced to complex grammatical forms such as noun clauses and unreal conditions. In general, students will be encouraged to develop their existing grammatical competencies through various activities designed to facilitate extensive practice and production of more involved language structures.

The **reading/vocabulary** section primarily focuses on reinforcing students' previously acquired reading skills and presenting new, more sophisticated skills. The fortification of skills such as locating the main idea/supporting details, skimming, scanning, and increasing speed will be emphasized. In addition, more involved skills, including categorizing, drawing conclusions, and summarizing, will be presented to enhance the students' ability to deal with inferential features and cultural references in a broad range of complex reading passages.

In the **listening/speaking** section, a wide range of listening, conversation, and pronunciation skills are presented. Communication based on increasing the accuracy of existing language functions and focusing on fluency in a less controlled environment is emphasized. Students are encouraged to participate in a number of situations in which they use more complex language functions to give presentations, conduct interviews, and discuss various cultural and academic issues.

Throughout this course, students will be encouraged to develop their accuracy and fluency through a variety of open-ended activities. This will include using complex grammatical structures in a less controlled environment, acquiring more sophisticated reading skills that enhance students' inferential abilities, and applying more involved language functions in a wide-ranging array of cultural and academic situations.

High Intermediate Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Can deal with most social situations with confidence</li> <li>• Firm grasp of daily conversation</li> <li>• Knowledge of vocabulary is sufficient to discuss a wider range of topics</li> <li>• Able to handle more complex grammatical structures with a greater degree of competence</li> </ul>	<ul style="list-style-type: none"> <li>• Stress on accuracy when using more complex grammatical structures</li> <li>• Use more idiomatic expressions in conversation</li> <li>• More academic vocabulary covering a wide range of topics and opinions</li> </ul>

If for some reason a student feels that he/she was placed in the incorrect class and would like to try another program, that student must make an appointment with the Program Coordinator. The student's teacher(s) and Program Coordinator must agree that the student can enter another program. In addition, the student may be required to take a placement test to make sure that it is the correct level for the student.

#### D. Drop Out/Withdrawal Policy\*

A student has the right to withdraw from a course of instruction at any time. A withdrawal can take place either by written notice provided by the student to MLI, or by student conduct, including but not necessarily limited to, lack of attendance.

Should a student choose to withdraw by written notice, he/she must complete a Drop Out/Withdrawal form obtained at the front desk. Once the form is filled out and signed, it must be taken to the front desk, where it will be recorded, and filed. The student must refer to the Refund Policy for any applicable refund (see Refund Policy).

\*If a student with an F-1 visa decides to withdraw from or is dropped from the program, the student may be found in violation of his/her F-1 visa status. The United States Citizenship and Immigration Service (USCIS) will be informed of all students who drop out and/or withdraw from classes.

#### E. Cancellation Policy

You have the right to cancel this enrollment and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. "Cancellation" is defined as: any voluntary change in enrollment or request for refund prior to enrollment.

#### F. Refund Policy

You shall be refunded 100% of the amount paid for institutional charges, less both a \$150 non-refundable processing fee and a \$100 shipping and handling fee (if MLI processed the mailing of your I-20), if notice of cancellation is made through attendance at the first class session or the seventh day after enrollment, whichever is later.

If after the above cancellation deadline, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund, less a \$150 non-refundable processing fee and the Student Tuition Recovery Fund (STRF) fee.

Under California law, if the student withdraws after using more than 60% of the class hours paid for, no refund will be issued.

Upon cancellation, withdrawal, termination or completion of enrollment, any refund due the student will be determined and will be paid within 45 days after the date of determination.

If your enrollment was facilitated by an authorized Mentor Language Institute overseas agent, the recipient of any applicable refund may be governed by the contractual agreement between Mentor Language Institute and the agent. You are advised to consult with your agent prior to entering into an enrollment agreement should you have any questions.

#### G. Financial Aid

Program	Maximum Allowed LOA
ESL, Conversation, & Business + TOEIC®	12 weeks
Business Communications & GRE®/ GMAT®	6 weeks
TOEFL®	18 weeks

In any 12-month period, the Maximum Allowed Leave Of Absence is determined by the program a student is enrolled in at the time of the leave of absence (as listed in the chart above). Note that these maximums only apply to students enrolled in the full program (e.g., 36 weeks of TOEFL). A student enrolled under an F-1 visa may be granted multiple leaves of absence for a maximum total period in accordance with: (a) the written leave of absence policy of MLI; (b) the regulations of the Department of Homeland Security; and (c) sound educational and professional practice.

#### i Annual Vacation/Personal Leave of Absence

In addition to the regularly scheduled holidays or breaks, a student, if qualified, may take a vacation/personal leave of absence lasting 4 weeks. To qualify for a vacation, a student must enroll for the next module AND must have completed a minimum of two consecutive 12-week terms prior to taking the annual vacation. Personal leaves of absence (or vacations) can only be taken upon completion of a 12-week period of enrollment in the same track or course, and the personal leave of absence must be taken before enrolling in another course.

#### ii Medical/Family Emergency/Service Leave of Absence

Students may also take a leave of absence due to a documented health reason or family emergency. Satisfactory documentation shall be from a verifiable source other than the student and can include a note from a health care provider, military order, or study abroad contract.

If a leave of absence is four weeks or less, the student's previous records will be considered when calculating the completion of that particular program. If a leave of absence is more than four weeks, the student will be administered another placement test to ascertain proper placement, and the student will be treated as a new enrollment. The student will be required to begin class on the next available start date, which must take place within the limitation for leaves of absence.

Failure to return to a student's course of study after an approved leave of absence will result in termination from the school and impact the student's immigration status if studying as a nonimmigrant.

An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the maximum limit in any 12-month period.

### C. Class Change Policy

### III. CLASS DESCRIPTIONS (continued)

All ESL programs at Mentor Language Institute contain 3 different classes focusing on two primary components each: **Grammar & Writing, Reading & Vocabulary**, and **Listening & Speaking**

#### Advanced ESL - 480 Hours (Two Terms)

This course focuses on refining fluency and critical thinking skills. The main goal is to further develop and enhance the learners' authentic language capabilities through a variety of high-level, student-centered activities incorporating advanced conversation, academic essay writing, and analytical reading skills.

**Prerequisite: A Placement Test score of 69 or higher.**

The **writing** section includes an in-depth review and practice of important complex structures by developing various types of academic essays. The focus will be on standard, universally recognized forms of written essays and term papers accepted at American colleges and universities. **Grammar** usage is interwoven into the writing for a broad range of essay types and creative papers. The emphasis in grammar will be on fine-tuning and troubleshooting problem areas in relation to written statements.

In the **reading/vocabulary** section, the goal is to refine the advanced skills of interpretation, inference, critical analysis, evaluation and application. There will be an emphasis on the review of basic comprehension skills like scanning and on more advanced skills such as humor and intention.

The **listening/speaking** sections focus on controlled, topic-related conversation and presentation skills. Through the use of authentic radio and video clips, students will further develop not only their basic comprehension skills, but also more sophisticated skills related to formulating opinions and arguments based on the issues presented in the listening passages. Students use their advanced verbal skills to acquire and reinforce advanced vocabulary, make presentations and debate various social issues.

Throughout this course, the focus is on enhancing students' advanced language capabilities through developing academic essays, reinforcing high-level reading skills, and presenting sophisticated arguments on a variety of relevant issues.

Advanced Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics</li> <li>• Can discuss particular interests and special fields of competence with reasonable ease</li> <li>• Vocabulary is more extensive</li> <li>• Excellent command of complex grammatical structures</li> <li>• Errors virtually never interfere with understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain a high level of fluency</li> <li>• Broaden knowledge of academic vocabulary and idiomatic expressions</li> <li>• Communicate on all topics</li> </ul>

### III. CLASS DESCRIPTIONS (continued)

Both Conversation programs at Mentor Language Institute contain 3 different classes focusing on one primary component each: **Conversation Management and Accent Reduction (CMAR)**, **Focus on Idioms (FOI)**, **Discussion – Role Play Practice (RPP)** (for the Intermediate class), and **In-Depth Discussion (IDD)** (for the Advanced class).

#### Conversation: Intermediate – 432 Hours (Two Terms)

This course is designed to expand and develop students' ability to converse effectively in the English language. The course presents and reinforces everyday English skills (as opposed to the more academic English of the ESL program).

**Prerequisite: Eligibility for the Intermediate (Track 1) ESL program or higher.**

In **Conversation Management and Accent Reduction (CMAR)**, students work to improve everyday, practical communication skills. The focus of the class is on reducing accents sufficiently to produce clear, understandable American English pronunciation, and on learning to distinguish between the various phonemes of spoken English. Through a variety of speaking and listening activities, students are introduced to all of the various vowel and consonant sounds of American English, to syllable and word stress, and to rhythm and intonation.

In **Focus On Idioms (FOI)**, students are introduced to idioms commonly used in everyday conversations, with an emphasis on using the idioms correctly in their own speech. Instructors present groups of related idioms of American English according to theme, such as "At the Doctor's Office," or "Driving a Car." The idioms presented include a wide variety of phrasal verbs, collocations, and common slang terms. Students will practice idioms in a variety of different contexts and build confidence in using idioms in conversations and discussions.

The **Discussion - Role Play Practice (RPP)** class immerses students in various "real life" situations in which they must communicate effectively. Students will present dialogues and improvisations in a variety of contexts in order to simulate real situations in the English-speaking world. These situations are supplemented with discussions of culturally appropriate behavior and customs. In addition, students will practice both formal and informal telephone skills in a variety of different contexts using real telephones.

Conversation: Intermediate Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Employs basic stress and intonation patterns</li> <li>• Is able to satisfy everyday needs and minimum courtesy requirements</li> <li>• Can formulate and respond to simple questions &amp; statements using accurate basic grammatical structures</li> <li>• Is able to satisfy limited functional requirements and social demands in an English-speaking environment</li> </ul>	<ul style="list-style-type: none"> <li>• Strengthen listening comprehension and knowledge of vocabulary to allow understanding of more complex grammar</li> <li>• Provide more fluency practice using common grammatical structures and speech functions to make conversation more communicative &amp; natural</li> </ul>

applicable), bank statement, passport information, entrance exam, financial information, certificate(s) of completion (if applicable), record of enrollment, withdrawal (if applicable), leave of absence, tuition information/refund information, and any complaints or correspondence. All applicable documents must be signed. A printed copy of each current record required by the California Code of Regulations Section 71930 for each student shall be maintained and will be available for inspection at all times. Student transcripts/progress reports are retained indefinitely.

#### B. Access to Student Records

The Family Right and Privacy Act of 1974 (PL93380) prohibits an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Mentor Language Institute maintains all educational records of students in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, and requires written consent from the student before education records are disclosed to third parties, with the exception of accrediting commissions or governmental agencies so authorized by law.

Students must request a Student Records Release form from the front desk for each release they request.

Mentor Language Institute guarantees the student's right to access his/her own files. Requests for transcripts must be in writing and can be sent to:

##### Westwood Campus

Mentor Language Institute, Attention: Office Personnel  
10880 Wilshire Blvd., Suite 122, Los Angeles, CA 90024

##### Hollywood Campus

Mentor Language Institute, Attention: Office Personnel  
6755 Hollywood Blvd., Suite 300, Hollywood, CA 90028

Please enclose a stamped, self-addressed envelope along with a \$5.00 transcript fee.

### VI. ENROLLMENT POLICIES

#### A. Attendance Policy

Students are expected to attend class daily for the entire class period, with a minimum of 80% attendance required to maintain student standing. A student may be terminated from MLI if the number of absences for the student has become excessive. Please see Section IV.H. of this catalog for a more detailed discussion of MLI's attendance policy.

#### B. Leave of Absence Policy

A leave of absence is defined by MLI as time away from studies, with two types of leave of absence possible: Annual Vacation/Personal Leave of Absence and Medical/Family Emergency/Service Leave of Absence. If a student wishes to take a leave of absence but not be terminated from MLI, the student must request the leave of absence in writing at least 10 academic days in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent doing so. The student must sign and date the leave of absence request, specify the reason for the leave, and indicate the start and end dates of the leave. The school will then indicate the date the student will return to school based on the next available start date. If a student takes a leave of absence without providing the required documentation, the student will be terminated from MLI.

until the problems causing termination are corrected, whichever comes first.

### K. Transfer and Articulation Agreements

The ESL programs at Mentor Language Institute are uniform at each campus. For example, a High Intermediate Track 2 student in Westwood who wished to transfer could enter directly into High Intermediate Track 2 in Hollywood.

### L. MRP Requirements

MLI has special agreements, or Mutual Recognition Programs (MRP), with many Los Angeles area schools. These MRP agreements allow students to transfer without a TOEFL® score, and some also allow concurrent enrollment, which means MLI students can take part-time credit classes while the student is still enrolled at MLI. After students complete the High Intermediate ESL program at MLI, they can transfer to certain local colleges without a TOEFL® score.

In addition to successfully completing the High Intermediate program at MLI, students must also take the initial placement test given at the college they are planning to attend. The following colleges have MRP agreements with MLI:

- |                               |                                    |
|-------------------------------|------------------------------------|
| 1. Cerritos College           | 7. Los Angeles Harbor College*     |
| 2. Cypress College            | 8. Los Angeles Trade-Tech College* |
| 3. El Camino College*         | 9. New York Film Academy           |
| 4. Fullerton College          | 10. Pasadena City College          |
| 5. Glendale Community College | 11. Santa Monica College           |
| 6. Los Angeles Film School*   | 12. West Los Angeles College       |

\*These schools accept students who have successfully completed High Intermediate Track 1.

### M. Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

At this time, Mentor Language Institute offers non-credit courses and therefore does not recognize any credits earned at other institutions in courses of ESL study or through challenge, examinations, and achievement tests.

### V. STUDENT RECORDS

#### A. Record Retention

Records will be stored by year. Current records will be filed according to day or evening program and are retrievable by student name. Records for each student will be maintained for a period ending five years after the date of the student's graduation, withdrawal or termination. Each file will contain a copy of the student's: completed application form, enrollment agreement, I-20 (if

### III. CLASS DESCRIPTIONS (continued)

Both Conversation programs at Mentor Language Institute contain 3 different classes focusing on one primary component each: **Conversation Management and Accent Reduction (CMAR)**, **Focus on Idioms (FOI)**, **Discussion – Role Play Practice (RPP)** (for the Intermediate class), and **In-Depth Discussion (IDD)** (for the Advanced class).

#### Conversation: Advanced – 432 Hours (Two Terms)

This course is designed to develop students' ability to converse fluently in the English language. The course enhances and reinforces students' ability to use practical English (as opposed to the more academic English of the ESL program) for the more experienced English speaker.

**Prerequisite: Eligibility for the High Intermediate (Track 1) ESL program or higher.**

In **Conversation Management and Accent Reduction (CMAR)**, students work to incorporate correct pronunciation and intonation into everyday, practical discourse. Students will examine American English pronunciation rules and patterns, and work to distinguish between similar-sounding words and phrases in spoken English. Through a variety of speaking activities— including debates, presentations, speeches, and discussions— students will learn to speak with confidence, clarity, and native-like pronunciation.

In **Focus On Idioms (FOI)**, students explore the use of idioms commonly used by native speakers in everyday conversation, in popular media, and in professional and political discourse. They are introduced to slightly more sophisticated idioms than are presented in the intermediate class, with an emphasis on correctly using those terms in various "real-life" contexts. The idioms presented include a wide variety of phrasal verbs, collocations, and common slang terms. Students will build confidence by using these idiomatic expressions in conversations, discussions, and debates.

For the **In-Depth Discussion (IDD)** class, students will develop and sharpen skills in formal and informal debates and discussions. The topics of discussion relate to current, real-life issues commonly discussed in the United States and in the world at large. Students will practice forming arguments and counter-arguments and clearly articulating personal points of view. Discussions will provide ample opportunities to learn about American culture, and will promote cross-cultural comparisons. Emphasis is on practical application of the terms and concepts learned in the other course components, as well as on cultural awareness and sensitivity.

Conversation: Advanced Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Can deal with most social situations with confidence</li> <li>• Possesses firm grasp of words and expressions for daily conversation</li> <li>• Possesses sufficient vocabulary to discuss a wide range of topics</li> <li>• Is able to handle more complex grammatical structures with a greater degree of competence</li> </ul>	<ul style="list-style-type: none"> <li>• Sharpen accuracy when using more complex grammatical structures</li> <li>• Provide more idiomatic expressions for complex discussions</li> <li>• Develop a broader range of precise vocabulary terms for more accurate self-expression on a wide range of topics</li> </ul>

### III. CLASS DESCRIPTIONS (continued)

The two Business Communications programs at Mentor Language Institute contain two different sections focusing on one primary component each: **Integrated Business Concepts** and **Interactive Business Communication Skills**.

#### Business Communications: Intermediate – 240 Hours (One Term)

**Prerequisite:** Eligibility for the Intermediate (Track 2) ESL program or higher.

English is the language of international commerce. This course serves as an introduction to the terms commonly used throughout the business world through an exploration of international business practices and concepts.

In **Integrated Business Concepts**, students develop an understanding of the language and concepts necessary for success in an international business environment. Students will explore a variety of topics through listening exercises, readings, writing projects, and discussions. Topics include work performance and productivity, business innovation, marketing, and investment. Emphasis is also placed on the importance of cultural considerations in an increasingly global business world.

In **Interactive Business Communication Skills**, students will take a hands-on approach to essential business communication skills and practices. Through a variety of activities, lectures, field trips, and projects, students will learn to craft effective presentations, make the most of PowerPoint, conduct professional telephone conversations, write business letters, network, and negotiate on a variety of matters, from salaries to contracts. Topics of discussion will include meeting protocol and etiquette, crafting an effective business plan, ethical business practices, and successful marketing campaigns.

#### Business Communications: Advanced – 240 Hours (One Term)

**Prerequisite:** Eligibility for the High Intermediate (Track 1) ESL program or higher.

The Advanced program of Business Communications follows the same basic structure of the Intermediate program. The class is divided into two sections, **Integrated Business Concepts** and **Interactive Business Communication Skills**. The Advanced class takes a more in-depth look at those topics introduced in the Intermediate level, with ample opportunities to improve and expand upon the skills learned therein. Through more challenging materials and textbooks, students in the Advanced program will work to grow their business vocabulary while refining their business communication skills and reinforcing their understanding of essential business concepts.

Business Communications Characteristics	Objectives
<ul style="list-style-type: none"> <li>Students who intend to use English in business</li> <li>Students who seek to improve their interpersonal communication skills</li> <li>Students who need public-speaking and presentation practice</li> </ul>	<ul style="list-style-type: none"> <li>Help students expand their vocabulary and understanding of business concepts</li> <li>Help students communicate with greater clarity and confidence</li> </ul>

Business Communications Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Integrated Business Concepts	Interactive Business Communication Skills	Integrated Business Concepts	Interactive Business Communication Skills	Integrated Business Concepts

than 10 minutes after the scheduled start time, and more than 5 minutes after each of the scheduled break times.

Excessive tardiness is a serious problem. Not only do tardy students miss the beginning of their lessons, but they also distract their classmates and their teachers. In order to discourage tardiness, MLI counts every three tardies as one hour of absence.

The same goes for students who leave class early. If a student leaves class within 10 minutes of the scheduled end time, this will be noted in the student's attendance record. Three such instances will count as one absence. If a student leaves more than 10 minutes prior to the scheduled end time, the student will be marked absent for the entire period.

When students are put on attendance probation, they have two modules to reach 80% attendance. For example, if a student's attendance for Module A is 70%, he/she must reach a minimum of 90% in Module B, for a total average of 80%. He/she will then be taken off of probation. If the student fails to reach 90% in Module B, he/she has one more module to reach 80%, as averaged together from all three modules. At this point, students who have reached 80% will come off of probation; students who have failed to reach 80% will be terminated from MLI. If, at any point, a student's attendance average falls below 40% for one module, that student's enrollment will automatically be terminated.

#### I. Making Up Classes

For students with low attendance or academic progress, there are three ways to improve these requirements:

- Attend **more than 80%** of classes (for example, a student with only 70% attendance would need to maintain a minimum of 90% attendance for the same length of time)
- Attend a **private lesson\*** for the number of hours missed from the regular class, in which a private-lesson instructor will cover the material missed in class, as well as provide additional instruction to meet the student's unique needs
- Attend a **makeup class\*** for the number of hours missed from the regular class. The class will be led by a qualified instructor who will be instructing, facilitating, and/or monitoring each student consistent with the classwork requirements and activities missed by each particular student. The work done in the makeup class will be comparable in content and time and will be delivered in the same manner as the class missed. Makeup classes will be offered once a week. A student can make up no more than 10% of the regular hours in makeup classes.

\*Please note that the options above involve additional cost.

#### J. Appeals

If a student receives an Intent to Terminate Enrollment notice, he/she can appeal the termination. In order to appeal, the student must first submit an appeal in writing that explains the special circumstances that caused the termination, such as the death of a relative, injury or illness of the student, or other special circumstances. The appeal will be given to a committee made up of the Program Coordinator and/or Academic Director, the Manager and/or D.S.O., and an instructor, whichever is deemed appropriate. Before a decision is made, a meeting will be scheduled for the student to discuss the appeal with the committee. If the appeal committee accepts the student's

appeal, the student will be placed on probation until the end of the term or

### E. Policy on Repeating Test Preparation Courses

Occasionally, students may complete the TOEFL® preparation course but desire to take the course again (as students may need additional practice in order to reach the desired score). If a student wishes to repeat a course he/she must meet with the Program Coordinator or Test Preparation Coordinator to explain his or her unique situation. If the Coordinator determines that the student might benefit from course repetition, the student may re-enroll in that course one time (and one time only). The student is again expected to maintain Satisfactory Academic Progress in the course and fulfill all requirements.

### F. Behavior

If a student does not observe the classroom rules or is found in violation of MLI's stated Rules of Conduct, he/she will be given a verbal warning, and, if necessary, placed on Probation.

### G. Academic Probation

Students who have failed to achieve SAP after two 12-week terms will be placed on academic probation. The probationary period is generally 12 weeks. At the start of this period, students must meet with either the Academic Director or Program Coordinator for probationary advisement, and again at the start of each probationary module. In these meetings, the AD or PC will discuss the student's progress, and what he or she needs to do to be taken off of probation. Students may transfer to a different program prior to the probationary period, but not during. Such course changes can only be made during their probationary advisement, and only at the Academic Director or Program Coordinator's discretion. Students who transfer at this time will remain on academic probation for 12-weeks in the new program. Any student who fails a course while on academic probation will be terminated from MLI.

It is possible in some cases for students in ESL, Conversation, and Business programs to come off of probation before the 12-week term is over. If, for example, a student reaches SAP in the first module of the probationary term (as averaged together over the last 3 modules), he/she will be immediately taken off of academic probation and can advance to the next track. A student must achieve SAP in three consecutive modules before he/she can be taken off of probation. Any student in a test prep program put on probation will remain on probation for an entire 12-week term.

### H. Attendance & Attendance Probation

Students are expected to attend class daily for the entire class period, with a minimum of 80% attendance. Attendance will be checked every hour of every class. Students who have not maintained 80% attendance at the end of a module will be put on attendance probation. These students will receive a notice informing them of this. They must then meet with the Office Manager or D.S.O., who will inform them of what they need to do to get back in good standing.

Students are expected to be on time for class, and to stay for the duration of each class period. Students must be in class and ready to study within 10 minutes of the scheduled start time or they will not be admitted and will be marked absent for that period. If a student is less than 10 minutes late, he/she will be admitted to class, but will be marked tardy. Students must be on time upon returning from class breaks as well. If they are late, they will be marked tardy. Students who are more than 5 minutes late returning from scheduled breaks will not be admitted to class. MLI refers to this as the 10-5-5-5 rule (after the 3 daily breaks taken in ESL classes). Students may not enter class more

### III. CLASS DESCRIPTIONS (continued)

The Business Plus TOEIC® program at Mentor Language Institute contains 2 different sections focusing on one primary component each: **Integrated Business Concepts** and **TOEIC®**. This program essentially combines the Integrated Business Concepts section of the Business Communications course with a TOEIC® exam preparation course.

#### Business Plus TOEIC® – 432 Hours (Two Terms)

**Prerequisite: Eligibility for the Intermediate (Track 2) ESL program or higher.**

This course serves as an introduction to the terms commonly used throughout the business world through an exploration of international business practices and concepts. Additionally, it prepares students for success on the TOEIC® – Listening and Reading Exam by introducing essential vocabulary and exploring strategies for achieving a high score on the test.

In **Integrated Business Concepts**, students develop an understanding of the language and concepts necessary for success in an international business environment. Students will explore a variety of topics through listening exercises, readings, writing projects, and discussions. Topics include work performance and productivity, business innovation, marketing, and investment. Emphasis is also placed on the importance of cultural considerations in an increasingly global business world.

In **TOEIC®**, students will work to expand their vocabulary and improve their reading, listening, and grammar skills, with the ultimate goal of achieving a high score on the test. The Test Of English for International Communication (TOEIC®) is a standardized test used by various companies and organizations throughout the world as an effective measure of a job candidate's ability to understand written and spoken English. In TOEIC® class, students will acquire a variety of vocabulary terms essential to everyday communication. They will also examine the 7 parts of the TOEIC®, and develop strategies for approaching each part. Listening and reading exercises (modeled directly after each of the 7 parts of the test) will be taken daily, and 3 complete practice tests will be taken per term.

Business Plus TOEIC® Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Students who need a TOEIC® score</li> <li>• Students who intend to use English in business</li> <li>• Students who seek to expand their vocabulary and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Help students achieve a high TOEIC score</li> <li>• Help students expand their vocabulary and understanding of business concepts</li> <li>• Help students communicate with greater clarity and confidence</li> </ul>

The schedule for the Business Plus TOEIC® course is unique, with students from this course combining with students from the Business Communications courses three times a week. The schedules for Business Communications and for Business Plus TOEIC® are as follows.

**Business Plus TOEIC® Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
Integrated Business Concepts	TOEIC®	Integrated Business Concepts	TOEIC®	Integrated Business Concepts

### III. CLASS DESCRIPTIONS (continued)

The GRE®/ GMAT® program at MLI contains 3 different sections focusing on one primary component each: **Vocabulary Analysis and Expansion**, **Essay Practice**, and **Reading Comprehension**.

#### GRE®/ GMAT® – 216 Hours (One Term)

**Prerequisite: Demonstration of English proficiency equivalent to the completion of the High Intermediate program, either through a grade report, TOEFL score, or placement test score.**

Students seeking entrance into graduate school in the United States will need a score on either the Graduate Record Exam (GRE®) or the Graduate Management Admission Test (GMAT®). Students in **GRE®/ GMAT®** will learn essential skills and strategies for high achievement on the verbal portions of each of the respective tests. While much of the class focuses on elements common to both exams, individual attention will also be given to those parts of the test which differ.

In **Vocabulary Analysis and Expansion**, students will work to acquire a broad range of challenging, graduate-level vocabulary, and develop strategies for deducing the meanings of unknown words. Topics of discussion include word roots and etymologies, prefix analysis, suffix grammar, and word connotations. Instructors will test students' retention and understanding of the focus vocabulary with weekly quizzes.

The **Essay Practice** class will prepare students for the essay sections of both the GRE® and GMAT® by introducing the two different types of exam essays, by explaining the criteria by which writing is scored, and by offering strategies for crafting effective responses to various topics. Students will see their own writing improve through a variety of in-class and take-home writing exercises, and through simulated test scenarios. Additionally, students will analyze completed essays and templates to develop strategies to achieve their maximum writing potential.

In **Reading Comprehension**, students will explore the types of texts and questions they will encounter on both exams. Students will develop strategies for becoming active, engaged readers with an eye toward answering comprehension questions correctly. A variety of texts on diverse academic subjects will be read and analyzed, and students will regularly answer practice questions on these passages. Topics of discussion include drawing conclusions, summarizing passages, distinguishing between major and minor points, making inferences, analyzing arguments, and navigating common test traps.

In addition to regular course work, three full-length verbal practice tests will be taken per term. It should be noted that MLI does not offer test-preparation practice for the mathematics sections of either the GRE® or GMAT®.

GRE®/GMAT® Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Students who need a GRE® score to pursue higher education</li> <li>• Students who need a GMAT® score to pursue higher education</li> </ul>	<ul style="list-style-type: none"> <li>• Help students pass the GRE®</li> <li>• Help students pass the GMAT®</li> <li>• Help students expand their vocabulary and verbal skills</li> </ul>

for determining significant improvement takes into account the increasing difficulty of raising an already high test score, it is ultimately up to the instructor to decide if the student has indeed put sufficient time, thought, and effort into his or her studies. If a student scores 100 on a TOEFL practice test, for example, but is not able to reach that score again in the two subsequent modules, the instructor may nonetheless deem the student's work in the course satisfactory, based on conferences with the student, the student's unique academic goals, and the instructor's observation of the student's efforts in the class.

#### D. Certificate of Completion Issuance

##### i. Requirements for Completion (ESL & Conversation)

If a student has completed *both* tracks of an ESL or Conversation program (e.g., Beginner Tracks 1 and 2), a certificate of completion for that program will be issued. In order for a student who is enrolled for an entire program to receive a certificate of completion and/or be promoted to the next program, he/she must:

- Have been enrolled in the current program for **24 weeks**
- Have maintained a minimum of **80% attendance**
- Have made **Satisfactory Academic Progress (SAP)**

##### ii. Requirements for Completion (Business)

In order for a Business student to receive a certificate of completion and/or be promoted to the next program, he/she must:

- Have been enrolled in the current program for **12 weeks**
- Have maintained a minimum of **80% attendance**
- Have made **Satisfactory Academic Progress (SAP)**

##### iii. Requirements for Completion (GRE®/GMAT®)

In order for a GRE®/GMAT® student to receive a certificate of completion, he/she must:

- Have been enrolled in the course for **a minimum of 12 weeks**
- Have maintained a minimum of **80% attendance**
- Have made **Satisfactory Academic Progress (SAP)**

##### iv. Requirements for Completion (TOEFL®)

In order for a TOEFL® student to receive a certificate of completion for the program, he/she must:

- Have been enrolled in the course for **a minimum of 36 weeks**
- Have maintained a minimum of **80% attendance**
- Have made **Satisfactory Academic Progress (SAP)**

##### v. Requirements for Completion (Business Plus TOEIC®)

Because Business Plus TOEIC® combines elements of both Business and Test Preparation classes, students who wish to receive a certificate of completion for the program must satisfy requirements from both. They must:

- Have been enrolled in the course for **24 weeks**
- Have maintained a minimum of **80% attendance**
- Have made **Satisfactory Academic Progress (SAP)** in *both* portions of the class



As the goal of test preparation courses is to improve test performance, Satisfactory Academic Progress (SAP) in these courses involves making significant improvement on practice test scores. This improvement is assessed in the following way. Students take one test per module. A student's first test score will be used as a measure against which future progress will be assessed. In order to achieve SAP, a student must show significant improvement over that initial score over the next two modules. MLI uses a graduated scale tailored to the relevant test to measure student improvement. So, a student who scores 72 on the TOEFL in Module A must then score at least 76 in either Modules B or C in order to achieve SAP. Students who remain in the course for a second 12-week term will again have 2 modules to show significant improvement. This will be measured against the first test score of the second 12-week term or the highest test score of the previous term, whichever is higher. For more information on the scales used to assess improvement, see either the course instructor or the Academic Director.

Missing practice tests is a problem. If a student misses two practice tests in a 12-week term, then that student has not made SAP and must meet with the Academic Director or Test Preparation Coordinator to discuss his or her academic progress. Students who miss three practice tests in one 12-week term are not taking their coursework seriously and will be forced to leave the program. These students must meet with the Academic Director to discuss their options.

If a student's practice test scores remain below a certain base threshold at the end of 12 weeks, then the course is too difficult for the student and he or she must transfer to a different course. The student must meet with the Academic Director to discuss his or her options. See the course instructor or the Academic Director for the base thresholds for each test preparation course.

In addition to improving test scores, students must also achieve 70% participation to maintain SAP. Participation will be assessed at the end of each module. If students are not maintaining SAP at this time, they will receive a warning notice informing them of what, if anything, they can do for the remainder of the 12-week term to reach SAP.

Students who fail to achieve SAP at the end of 12 weeks will be allowed to continue in the course for a second 12-week term, but will be given a written warning regarding their academic process. Students who fail to achieve SAP after a second term will be placed on Academic Probation. Students on probation must reach SAP for their programs or face termination from MLI. A student on probation may transfer to a different program at the beginning of the next 12-week term, but will remain on probation in the new program. The student must then make SAP in the new program or be terminated from MLI. A student on probation may not transfer to a different program once the course has begun.

Please note that students attending Business Plus TOEIC® are held to two sets of criteria for SAP. They must reach Business SAP for the business portion of the class (see section C.i. of this document) and Test Prep SAP for the TOEIC® portion of the class (see section C.ii. of this document).

It should also be noted that, for test prep students scoring in a class's top percentile range, instructors are given a certain amount of discretion in determining what constitutes satisfactory academic progress. While MLI's scale

### III. CLASS DESCRIPTIONS (continued)

The TOEFL® program at Mentor Language Institute contains four different sections corresponding to the four sections on the exam: **Reading**, **Listening**, **Speaking**, and **Writing**. The Reading and Listening sections each focus on one primary component, while the Speaking and Writing sections focus on two separate components each: **Integrated Speaking & Independent Speaking**, and **Integrated Writing & Independent Writing**. The instructor alternates between these components tri-weekly.

#### TOEFL® Test Preparation - 648 Hours (Three Terms)

**Prerequisite: Completion of Intermediate (track 2) or higher, or a minimum Placement Test score of 52. Intermediate (track 2) students may transfer into TOEFL prior to completion if their Placement Test score is 52 or higher and the student receives approval from a program coordinator.**

The Test Of English as a Foreign Language (TOEFL®) is a standardized test created and administered by Educational Testing Service in order to assess a non-native speaker's ability to effectively communicate in English in an academic setting. Most American universities require a TOEFL® score for admission. Many government agencies, private companies, licensing bodies, and scholarship boards also require a score.

MLI's TOEFL® class is an intensive look at the skills and strategies necessary to achieve a successful score on the four sections of the Internet-Based Test (iBT). In addition to classroom instruction, MLI regularly makes use of the computer lab at each campus in order to provide students with a more authentic iBT TOEFL® experience. Computer practice is given in each subject area, but there is special emphasis on writing and speaking skills.

The class is divided into the following sections:

In the **Reading** section, students are introduced to the ten question types presented in the iBT reading section and learn strategies to answer the questions more effectively.

The **Listening** section introduces students to the six question types presented in the iBT listening section. Students will learn note-taking strategies to effectively capture main ideas and details.

In the **Independent Speaking** section, strategies are presented to improve speaking, organization, and pronunciation. Students speak on topics that simulate actual TOEFL® prompts, and are given feedback by the instructor.

As its name suggests, the **Integrated Speaking** section combines speaking with several other skill groups to simulate an actual academic context. This class gives students practice at responding orally to various written and recorded material. Strategies are presented to improve speaking, reading, listening, note-taking, and pronunciation. Students speak on topics that simulate actual TOEFL® prompts, and are given feedback by the instructor.

In **Independent Writing**, strategies are presented to help students write standard American English essays. Students write on topics that simulate actual TOEFL® prompts, and are given feedback by the instructor.

Like Integrated Speaking, the **Integrated Writing** section gives students practice combining several skills together. Students are given written and recorded materials and are asked to respond in writing. Strategies are presented to improve reading, listening, note-taking, and writing. Students write on topics

that simulate actual TOEFL® prompts, and are given feedback by the instructor.

In addition to regular course work, three full-length practice tests will be taken per term.

TOEFL® Characteristics	Objectives
<ul style="list-style-type: none"> <li>• Students who need a TOEFL® score to get a job</li> <li>• Students who need a TOEFL® score to pursue higher education</li> <li>• Students who wish to learn academic vocabulary</li> </ul>	<ul style="list-style-type: none"> <li>• Help students pass the TOEFL® test</li> <li>• Help students be more successful in an actual academic environment by building up their academic vocabulary and comprehension of academic topics</li> </ul>

## IV. ADMISSIONS & ACADEMIC POLICIES

### A. Admissions Requirements

As a prerequisite to admission, applicants must be 18 years of age or older. Applicants must hold a valid high school diploma or its equivalent, transcripts or GED.

Applications are accepted throughout the year and must be in writing, either in hard copy or online.

As part of the admissions process, overseas applicants must submit a completed application, a copy of a valid passport, current proof of financial responsibility and payment of all required fees. Transfer students must submit a completed application, a completed transfer-in form, a copy of a valid passport, a copy of a current I-20, a copy of their most recent I-94, current proof of financial responsibility and payment of all required fees.

Each 12-week term will have three modules: Module A, Weeks 1 - 4, Module B, Weeks 5 - 8, and Module C, Weeks 9 - 12. Students will be able to start a class on the first Monday of weeks 1, 5, and 9, so there are 12 dates per year when students can enter a program.

A student's cumulative total length of academic study at MLI may not exceed 36 months.

Mentor Language Institute reserves the right, at its discretion, to withhold registration from, or require withdrawal from the program of, any student or applicant.

Mentor Language Institute admits qualified students of any race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to its students. Consistent with its obligations under the law, MLI prohibits unlawful discrimination, including harassment, on the basis of race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity, or any other characteristic protected by applicable law in the administration of MLI's programs and activities.

### B. Entrance Testing Requirements

Students who wish to enroll at MLI will first take a placement test to assess the level of English proficiency. MLI uses the Michigan Placement test for this purpose. The Program Coordinator (or other qualified faculty member) will both review the student's history and placement test score and conduct an en-

trance interview in order to place the student in one of MLI's ESL programs. Prerequisites for test preparation, conversation, and business courses are based on eligibility for or completion of these ESL programs. If a student is believed to have been placed into an inappropriate program, the student or any faculty member may approach the Academic Director or Program Coordinator to obtain additional assessment within the first week of placement.

If a student misses more than 8 continuous weeks of class, any previous scores and/or certificates of completion obtained can no longer be considered for program placement. A student who has missed more than 8 continuous weeks of class must take a placement test if they wish to continue enrollment to be placed in the proper program.

## C. Satisfactory Academic Progress (SAP)

### i. ESL, Business, & Conversation SAP

Students are required to maintain Satisfactory Academic Progress (SAP) throughout the duration of ESL, Business, or Conversation programs. Students are said to be maintaining SAP if they meet the following academic minimums, as averaged together from their work in all of their classes:

- **70% test scores**
- **70% participation**
- **70% homework**

Progress will be assessed at the end of each module. If students are not maintaining SAP at this time, they will receive a warning notice stating that they are in danger of failing and what, if anything, they can do to pass the class. If a student fails because SAP is not maintained, that student may not advance to the next track, but rather, must repeat the course. The student may transfer to a different program at the Program Coordinator or Academic Director's discretion. If the student fails the class again, the student may repeat the course a third time, but only on academic probation. A student on academic probation may transfer to another program, but he/she will remain on probation for the following 12 weeks. Once a student on probation has begun a program, he/she may not transfer to another. Failing any course while on academic probation will result in termination from MLI.

In some cases, it may be possible for a student who has failed a course to advance to the next level before repeating the entire course. If that student succeeds in reaching SAP, as averaged together over three consecutive modules, the student may then be promoted to the next level. For example, if a student who begins in Module A fails a class because he/she did not maintain SAP, that student must begin the course again. However, if, after repeating Module A, the student's averages over Modules B, C, and the second Module A are enough to meet SAP, then that student may advance to the next level. This may be done only at the instructors' and Program Coordinator's/Academic Director's discretion.

It is also important to note that in order for a student to advance to the next track, he/she must have gone through **all three modules** of the current track. The modules can be completed in any order. For example, if a student enters a program in Week 5 and finishes Modules B and C, the student must then complete Module A of that track in Week 1 of the following term before he/she may enter the next track.

### ii. Test Preparation SAP