



School Catalog

St Giles International
785 Market Street Suite 300
San Francisco, CA 94103
(415) 788-3552

www.stgiles-international.com
(www.stgiles-international.com/english-language-schools/usa/san-francisco)

Period covered by this catalog: 1 January 2017- 31 Dec 2017

St Giles' Mission Statement:

- To provide high quality courses for international students and trainee teachers in a positive and inclusive learner-centered environment, focusing on the students' real and practical aspirations.
- To offer a range of student support services to enable our students to enjoy their courses to the full.

BPPE Approval:

St Giles International is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). BPPE approval means compliance with minimum standards set forth by the State of California.

1. 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 P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov tel: 916-431-6959 fax: 916-263-1897

2. 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.

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

CEA Accreditation:

St Giles International San Francisco is accredited by the CEA, The Commission on English Language Program Accreditation (CEA). The CEA is recognized by the US Board of Education.

Address:

All classes are held at:
785 Market Street Suite 300
San Francisco, CA 94117

Programs:

General English (GE) Courses 1-23 weeks

Our General English courses are designed to help you communicate more effectively and confidently in everyday situations. You can combine these courses with examination and special interest classes, and there is a choice of 5 course formats (see also International Semester Courses).

Course format:

28 lessons per week: 09.00-15.50
20 lessons per week: 09.00-13.00
20 lessons per week: 14.00-17.50

22 lessons per week*: 09.00-13.00

22 lessons per week*: 14.00-17.50

*Includes two lessons of supervised study or seminars on selected afternoons.

Starting dates every Monday except public holidays

Minimum level A1 (Elementary)

Lessons per week		Number of weeks & price per week					
		1	2-3	4-7	8-11	12-15	16+
28 ⁺	09.00-15.50	581	489	442	433	413	359
22 ⁺ *	09.00-13.00	527	444	394	381	366	325
22 ⁺ *	14.00-17.50	410	345	307	295	284	249
20	09.00-13.00	480	406	360	345	335	295
20	14.00-17.50	376	316	280	271	262	231

⁺Students are eligible for a student visa.

*Includes two lessons of supervised study or seminars on selected afternoons.

Beginners' courses

Course breaks:

GE students taking courses of 9 weeks or more can arrange a 1-week break after completing 8 weeks' study, with a corresponding extension of course ending dates. ISC students can take 1 week's break for every 12 weeks of stay (maximum 2 weeks at any one time).

Cambridge Preparation Courses

STANDARD COURSES	lessons per week		
	28	22am	20am
3 Jan-10 Mar (10 weeks) FCE/CAE/CPE	4330	3810	3410
20 Mar-9 Jun (12 weeks) FCE/CAE/CPE	4956	4392	4020
11 Sep-1 Dec (12 weeks) FCE/CAE/CPE	4956	4392	4020
FAST-TRACK COURSES			
17 Apr-9 Jun (8 weeks) FCE/CAE/CPE	3464	3048	2760
3 Jul-25 Aug (8 weeks) FCE/CAE	3464	3048	2760
9 Oct-1 Dec (8 weeks) FCE/CAE/CPE	3464	3048	2760

Fast-track students normally join existing examination classes.

Cambridge Examination dates and fees 2017

Examination fees are valid till 31 Jul 17.

First (FCE): 10 Mar, 6 Jun, 24 Aug, 28 Nov	\$330
Advanced (CAE): 11 Mar, 7 Jun, 25 Aug, 29 Nov	\$330
Proficiency (CPE): 11 Mar, 8 Jun, 30 Nov	\$330

NB. The above dates are for writing and listening tests. Speaking tests are held on different dates. Students taking CAE or CPE in March should note that these exams are held on the day *after* the last day of the course.

International Semester (IS) Courses

24 | 25-35 | 36 | 37+ weeks

International Semester courses are designed for students who want to spend six months or more to improve their English for personal or professional reasons, to experience American life and culture, or to take a year out before university studies.

Your programme is designed to help you improve fluency and develop confidence in communicating in English. You can combine these courses with examination and special interest classes, and there is a choice of 3 course formats.

Starting dates	every Monday except public holidays (see page 1)			
Minimum level	A1 (Elementary)			
Lessons per week	Number of weeks & price per week			
	24 (total)	25-35	36 (total)	37+
28+ 09.00-15.50	288 (6912)	274	272 (9792)	270
22+* 09.00-13.00	268 (6432)	266	264 (9504)	261
22+* 14.00-17.50	215 (5160)	213	211 (7596)	209

†Students are eligible for a student visa.

*Includes two lessons of supervised study or seminars on selected afternoons.

Homestay accommodation:

ISC students who choose homestay accommodation benefit from a discount of about 10% on normal charges. See page 1 for further information in the box headed *Homestay Accommodation*.

Examination and special interest options:

These options help you personalise your programme. You can choose from the following:

28 lessons	FCE	CAE	CPE	TOEFL	TOEIC
	English for Business English for Tourism English for Art & Design English for Academic Purposes				
20 lessons (mornings)	FCE	CAE	CPE	TOEFL	TOEIC
	English for Academic Purposes				

Afternoon students can transfer to morning or full-day courses in order to take examination or special interest options on payment of a supplementary fee.

■ ISC Multi-Centre Option

ISC students can choose to study at two or three of our centres (minimum 12 weeks per school). The tuition fees are based *pro rata* on those shown at the different locations for the total length of your course.

This option must be selected at the time of enrolment.

■ University Pathways programmes

St Giles students can apply to progress to a popular and exciting range of **Pathway and Degree courses** held at a choice of universities, via our partner INTO, after completing ISC studies in the USA. For more information on these programmes, see our **University Pathways** brochure.

This option must be selected at the time of enrolment.

■ English Plus

Maximise your progress with a combination of General English or examination classes *plus* additional one-to-one lessons each day (minimum 5 lessons per week).

Additional fee	\$327 per week (5 lessons) and
-----------------------	---------------------------------------

	\$65 per any additional lesson
--	---------------------------------------

■ General English One-to-one Courses

Intensive General English courses for students who wish to accelerate their progress during their stay.

Lessons per week		Number of weeks & price per week			
		1	2	3	4+
20	09.00-13.00	1543	1496	1448	1405
15	13.45-16.45	985	952	923	898
1-14	at agreed times	\$68 per lesson			

Fast-track University Pathway Courses

International Semester Course Pathway Programme

For students looking to progress to Associate degree courses at a choice of US colleges (2 years), leading to direct undergraduate degree entry at a US university.

Entry requirement: Advanced (C1) level study for a period of at least 6 weeks prior to college progression (some partner institutions may consider Upper Intermediate level [B2]).

Starting dates & tuition fees	as for International Semester or General English Courses 22 or 28 lessons per week
--	---

TOEFL & TOEIC Preparation Courses

- The **TOEFL** exam is the most popular test of North American English, and the preferred qualification for entry into universities in the US and Canada.
- The **TOEIC** exam is widely used to test language skills for the workplace.

Course format	20, 22 or 28 lessons per week: 20 morning lessons of TOEFL or TOEIC preparation, <i>plus</i> 8 optional afternoon lessons of General English, or plus 2 optional afternoon lessons of supervised self-study.		
Exam dates	Exams held regularly throughout the year. Check with our office for dates.		
TOEFL 6 weeks, from	23 Jan 17 Jul	13 Mar 18 Sep	15 May
TOEIC 4 weeks, from	23 Jan	26 Jun	31 Jul
Minimum level	B1 (Intermediate)		
Tuition fees	as for General English		

Platinum Courses

Tailor-made language training in comfortable and exclusive surroundings for business professionals or mature and ambitious learners who want to develop their skills as quickly and efficiently as possible.

Choose small group or one-to-one classes, or a combination of the two. **Minimum age 21.**

Starting dates	every Monday except public holidays (see page 1)
Minimum level	Group courses: A1 (Elementary) One-to-one courses: Beginner

■ **Platinum Group courses** (maximum 5 per group)

Lessons per week	Number of weeks & price per week			
	1	2	3	4+
35 09.00-16.45	1527	1475	1434	1388
30 09.00-15.30	1315	1279	1244	1212
25 09.00-14.35	1095	1077	1055	1028
20 09.00-13.00	878	869	852	838
15 13.45-16.45	560	555	543	533

■ Platinum One-to-one courses (private lessons)

Lessons per week	Number of weeks & price per week			
	1	2	3	4+
35 09.00-16.45	2734	2621	2540	2415
30 09.00-15.30	2387	2287	2194	2107
25 09.00-14.35	1990	1926	1870	1813
20 09.00-13.00	1605	1558	1512	1466
15 13.45-16.45	1162	1132	1095	1063
1-14 at agreed times	\$79 per lesson			

■ Platinum Plus

Maximise your progress with a combination of Platinum Group lessons plus additional one-to-one lessons each day (minimum 5 lessons per week).

Additional fee	\$340 per week (5 lessons) and
	\$68 per any additional lesson

■ Weekend lessons

Weekend lessons (one-to-one) are available at \$121 per lesson (minimum 4 per day).

English for Special Purposes

■ English for Beginners (maximum 8 students per group)

This carefully structured and practical programme of 2-4 weeks teaches basic essential language skills to Beginner students who want to learn and use everyday English while on a short visit to the USA.

It is also the starting point for Beginner students who need an introduction to English before studying for a longer period on a General English or International Semester course.

Optional extras: Students can take additional one-to-one lessons on the *English Plus* programme or the *General English One-to-one Courses*.

Course format	28, 22 (am) or 20 (am) lessons per week		
Starting dates	3 Jan	30 Jan	3 Apr
2-4 weeks from	26 Jun	31 Jul	2 Oct
Minimum level	Beginner		
Tuition fees	per week	2-3 wks	4 wks
	28 lessons	514	465
	22 lessons	467	415
	20 lessons	425	378

■ General English plus Art & Design

Combine your General English course with English for the world of art and contemporary design.

Course format	28 or 20 (pm) lessons per week 20 morning lessons of General English, <i>plus</i> 8 afternoon lessons of English for Art and Design, or 12 afternoon lessons of General English, <i>plus</i> 8 afternoon lessons of English for Art and Design.
Starting dates 4 weeks from	6 Feb 5 Jun 7 Aug 2 Oct
Minimum level	B1 (Intermediate)
Tuition fees	as for General English

■ General English plus English for Business

Learn new communication skills for the modern workplace.

Course format	28 or 20 (pm) lessons per week: 20 morning lessons of General English, <i>plus</i> 8 afternoon lessons of English for Business, or 12 afternoon lessons of General English <i>plus</i> 8 afternoon lessons of English for Business.
Starting dates	every Monday for 2-12 weeks
Minimum level	B1 (Intermediate)
Tuition fees	as for General English

■ General English plus English for Tourism

Combine your General English course with English for the travel, tourism and hospitality industry.

Course format	28 or 20 (pm) lessons per week: 20 morning lessons of General English, <i>plus</i> 8 afternoon lessons of English for Tourism or 12 afternoon lessons of General English, <i>plus</i> 8 afternoon lessons of English for Tourism.
Starting dates 4 weeks from	23 Jan 10 Apr 10 Jul 11 Sep
Minimum level	B1 (Intermediate)
Tuition fees	as for General English

■ English for Academic Purposes

A systematic and rigorous programme designed to give students the key skills required for US university life.

Course format	20, 22 or 28 lessons per week: 20 morning lessons of English for Academic purposes, <i>plus</i> 8 optional afternoon lessons of General English, <i>or plus</i> 2 optional afternoon lessons of supervised self-study
Starting dates 8 weeks, from	30 Jan 17 Apr 10 Jul 11 Sep
Minimum level	B1 (Intermediate)
Tuition fees	as for General English

■ Teachers of English Courses (TEC)

Teacher development courses designed for non-native English teachers. Choose this course to improve your English skills and to learn more about current ELT practice and methodology. Please complete *Teachers of English* application form.

Course format	26 lessons per week
Starting dates 2 weeks from	6 Mar 17 Jul 14 Aug 16 Oct
Minimum level	B2 (Upper Intermediate)
Tuition fees	2 weeks \$978

Tailor-made Teachers of English Courses are also available by arrangement for closed groups throughout the year.

Teacher contact time and clock hours per course: *All lessons are 50 minutes.*

35 lessons (Platinum courses) = 29.17 clock hours

30 lessons (Platinum courses) = 25 clock hours

28 lessons x 50 minutes = 23.33 clock hours

26 lessons (Teachers of English course) x 50 minutes = 21.67 clock hours

22 lessons x 50 minutes = 18.33 clock hours

20 lessons x 50 minutes = 16.67 clock hours

15 lessons (Platinum courses) x 50 minutes = 12.5 clock hours

Profession or licensure:

None of St Giles' English language programs lead to positions in a profession, occupation, trade or career field requiring licensure.

Faculty:

St Giles San Francisco employs approximately 10 full-time teachers and 10-15 additional part-time teachers during periods of higher enrollment.

All teachers are qualified and experienced English speakers with native level proficiency. The minimum qualification for instructors is a TEFL certificate (e.g. CELTA), a Bachelor's degree, and at least two years of experience teaching English to adult learners. Many teachers hold Master's degrees as well and many have lived and worked in foreign countries.

Admissions policies and acceptance of credits:

St Giles does not accept any credits earned at other institutions, or through challenge examinations or achievement tests. We have articulation agreements with the following institutions, though there is not a transfer of credit. Students can be placed in these 2-year colleges without taking the TOEFL. They must complete at least 6-weeks in our Level 5 (Upper-Intermediate) or 6 (Advanced) program.

Conditional acceptance after:

6-Weeks (or more) at level 6

- **Seattle Central College** (Seattle, WA)
- **Ohlone College** (Fremont, CA)
- **Citrus College** (Glendora, CA)
- **El Camino College** (Torrance, CA)
- **Santa Barbara City College** (Santa Barbara, CA)
- **Green River College** (Auburn, WA)
- **Cypress College** (Cypress, CA)
- **Clark College** (Vancouver, WA)

6-Weeks (or more) at level 5 or 6

- **College of San Mateo** (San Mateo, CA)
- **Skyline College** (San Bruno, CA)
- **Cañada College** (Redwood City, CA)
- **De Anza College** (Cupertino, CA)
- **Foothill College** (Los Altos Hills, CA)
- **Southwest Oregon Community College** (Coos Bay, OR)
- **Peralta Colleges** (Berkeley, Oakland, Alameda, CA)
 - Berkeley Community College
 - College of Alameda
 - Laney College
 - Merritt College

Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year

period, unless the period has been extended by another act of law.

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

Cancellation, Withdrawal, and Refund Policies:

Before the course: You must inform St Giles in writing of your cancellation.

Cancellation received
More than 21 days before
the scheduled arrival date

Cancellation fees:
100% of tuition is refunded, less the
Registration Fee \$135
Express Mail fee, if applicable.

Less than 21 days before
the scheduled arrival date (*including*
students who fail to arrive without notice)

100% of tuition is refunded, less the
Registration Fee \$135
Accommodation Placement Fee \$85
Students booked in to residence halls must
also pay 2 weeks' accommodation fees.
Airport transfer charges, Express mail
fees, if applicable

Visa refusals: If your visa is refused, and you fail to inform us before the course begins, our standard cancellation terms apply as listed above. But if we receive your refusal letter before your course begins, we aim where possible to pass on only direct costs incurred by our Center, and refunds and charges are as follows:

Tuition fees: 100% refund, together with the Registration Fee and Accommodation Placement fee.

Non-refundable charges: these payments (if applicable) will be retained: Airport Transfer charges, Express Mail Fee.

On the first class session or the seventh day after enrollment:

If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, (whichever is later): St Giles shall refund 100% of the amount paid for institutional charges, less the \$135 registration fee and the \$85 accommodation placement fee (not to exceed \$250). Students booked into residence halls must also pay two weeks' accommodation fees. Students must give at least a week's notice to be refunded for accommodation.

After the course begins:

If you cancel your class after the start date, the **first four weeks are non-refundable.**

If you cancel your course **after the first four weeks and you stop your classes before you have completed 60% of your course**, you will receive a refund for the unused portion of the tuition. A \$250 cancellation fee will apply (registration fee of \$135 and cancellation fee of \$115).

If you cancel your course **after you have completed 60% of the course, no refund is available.**

This is consistent with the following State of California requirements: **the refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.**

St. Giles will pay or credit refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which the student withdrawal has been determined. If you have booked your course through an agent, all tuition refunds will be processed through the agency that made the original booking.

Changes on or after the arrival date:

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of US\$40. If you cancel your course at any time before completing the program for which you enrolled, the school is required by US law to notify immigration authorities that you have dropped out of your course. You must then leave the country or transfer to a new school within 15 days of the revised date for completing your program. The school will also need a copy of your plane ticket or acceptance documents from your new school in order to confirm the change to your booking.

For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent. There is no Amendment Fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Accommodation changes:

All accommodation charges must be paid direct to the center and all prices are *per person per week* unless stated otherwise. Accommodation is reserved from the evening on the Sunday before the course begins, until 10.00 on the Sunday at the end of the course, unless agreed otherwise.

Cancellation or changes

Students at Residence Halls must give the office 14 days' notice of changes or cancellation, or pay up to 14 days in lieu. Students in all other accommodation must give the office 7 days' notice of changes or cancellation, or pay for 7 days in lieu.

All changes/cancellations must be notified in time to take effect from a Sunday, and cannot be effected from midweek. For students in homestay accommodation at discounted long-stay rates, the full rate will apply for stays of less than 24 weeks at the time of departure. Any balance of accommodation charges can be used for new accommodation, or can be refunded if the student is leaving the center. Students requesting changed accommodation arrangements must pay an Amendment Fee of \$40.

Students must pay a retaining fee of 50% of the weekly charge if they leave their possessions in their room in homestay accommodation during absence on holiday.

Accommodation in Residences and Hotels is best suited to students over the age of 18. Students under 18 must send the center evidence of parental consent if they request such accommodation.



1 School Catalog

CELTA

St Giles International
785 Market Street Suite 300
San Francisco, CA 94103
(415) 4788-3552
www.stgiles-international.com

Period covered by this catalog: 1 Jan 2017- 31 Dec 2017

St Giles' Mission Statement:

- To provide high quality courses for international students and trainee teachers in a positive and inclusive learner-centered environment, focusing on the students' real and practical aspirations.
- To offer a range of student support services to enable our students to enjoy their courses to the full.

BPPE Approval:

St Giles International is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). BPPE approval means compliance with minimum standards set forth by the State of California.

1. 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 P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov tel: 916-431-6959 fax: 916-263-1897

2. 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.

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

CEA Accreditation:

St Giles International San Francisco is accredited by the CEA, The Commission on English Language Program Accreditation (CEA). The CEA is recognized by the US Board of Education.

Address:

All classes are held at:
785 Market Street Suite 300
San Francisco, CA 94117

Programs:

Description of the program: The CELTA (Certificate to teach English to Speakers of Other Languages).

The Cambridge CELTA is one of the best TEFL/TESL certifications and is known worldwide. It is endorsed by the University of Cambridge and, to ensure that standards are upheld, every single course is assessed by an external Cambridge assessor. Our school, St Giles International, is the most experienced CELTA training center in the US and has been offering courses regularly since the early 1990s. Our trainers are well-qualified and experienced teaching English and training teachers in different countries and in different contexts.

We offer the CELTA as a full time, four week course. The hours are 9:30 to 6pm daily, with an hour free for lunch.

Description of the instruction provided

Topics covered include:

- Classroom management - how to manage a class
- Lesson planning 1 - how to plan lessons for different levels of learners.
- Lesson planning 2 - how to prepare for and teach different lesson types (including grammar, vocabulary, writing, reading, pronunciation, etc.)
- Lesson planning 3 - how to supplement lessons with resource materials (music, realia, visuals, etc.
- Language analysis - how to analyze language for teaching purposes.

Clock hours and credits

The course is 120 contact hours. During the course, participants have 6 hours of teaching practice with ESL students at two different levels, receive oral and written feedback and advice for development from our trainers each time they teach, weekly tutorials to discuss their progress, and 6 hours of observing experienced instructors. Participants also have the option of receiving up to 6 hours of credit recommendation towards an MA in TESOL depending on the successful completion of an additional written assignment.

Requirements for completion of the program:

- 100% attendance
- 4 written assignments (satisfactory grades on 3 at least)
- Satisfactory scores on practice lessons
- A comprehensive passing score for the course (see Standards for student achievement, below)

** Possible scores are "Pass A", "Pass B", "Pass" and "Fail"
Students will be advised on their progress through their weekly tutorials.*

Standards for student achievement:

The CELTA syllabus consists of five specific topic areas:

1. **Topic 1** Learners and teachers, and the teaching and learning context: assess learner needs, and plan and teach lessons which take account of learners' backgrounds, learning preferences and current needs.
2. **Topic 2** Language analysis and awareness: demonstrate language knowledge and awareness and appropriate teaching strategies.
3. **Topic 3** Language skills - reading, listening, speaking and writing: demonstrate knowledge about language skills and how they may be acquired.
4. **Topic 4** Planning and resources for different teaching contexts: plan and prepare lessons designed to develop their learners' overall language competence.
5. **Topic 5** Developing teaching skills and professionalism: demonstrate an appropriate range of teaching skills at this level and show professional awareness and responsibility.

You can find the full CELTA Syllabus at: <http://www.cambridgeenglish.org/teaching-english/teaching-qualifications/celta/about-the-celta-course/>

Modes of assessment on the course:

Assessment of the above topic areas is *continuous* and *integrated*. *Continuous* here means that: assessment takes place throughout the course. *Integrated* here means that: both assessed components contribute to the overall grade. The two components of assessment are:

1. Component One: Planning and teaching

In this component, candidates are required to practice-teach for a total of six assessed hours, working with adult learners at a minimum of two levels in classes of the required size.

2. Component Two: Classroom-related written assignments

This component consists of four written assignments:

- a) Language Related Task
- b) Focus on the Learner
- c) Language Skills Related Task
- d) Lessons from the classroom

You must pass 3 out of 4 assignments. You may fail 1 assignment and still pass the course, but if you fail more than 1 assignment, you automatically fail the entire course.

Fees, terms and conditions

The total cost of the CELTA training course is \$2,570. These fees include the Cambridge Candidacy Fee, the Enrollment Fee, and tuition fees, as well as photocopying facilities and teaching resources used on the course. No additional fees or taxes are added.

Enrollment fee: \$150

Cambridge Candidacy fee: \$175

Tuition: \$2245

Candidates receive the book "Teaching English Worldwide" (Lindsay) free of charge when their course begins, but it is advisable to buy other books for reference before, during and after the course. The trainers will give you advice on suitable titles. For note-taking, you will need basic stationery, which is not included in the course fees.

1. All applicants must attend an interview before an offer of a place can be made.
2. After being offered a place on one of our courses, you need to pay a deposit of \$325 (\$150 Enrollment Fee and \$175 Cambridge Candidacy Fee) or the full fees in order to reserve a place.
3. You receive a Pre-Course Task booklet when you have paid your deposit. You are expected to complete the required home study using the Pre-Course Task booklet before the beginning of your chosen course.
4. Acceptance onto our CELTA program remains valid for one year. Although the deposit of \$250 is non-refundable, it can be transferred to a later course until 30 days before your course start date. Within 30 days it becomes non-refundable and non-transferable. Students are permitted to transfer their deposit to a later course only once.
5. Full fees must be paid at least 30 days before the course begins (under no circumstances will anyone be allowed to start a course unless full fees have been received). Applicants are

reminded by e-mail during the week preceding the 30-day limit. Your deposits become non-transferable if you fail to pay the tuition fees within the 30-day limit and fail to notify us of a postponement.

6. If you decide to withdraw from a course for which you have enrolled, you must ask for and complete a cancellation request, and fees will be refunded in accordance with our refund policy as expressed in your Enrollment Agreement and in this Catalog. Refunds cannot be made in any other circumstances except in the case of course cancellation by St Giles.

7. St Giles reserves the right to cancel a course for which numbers of participants do not meet the minimum requirement, in which case we will offer an alternative course, or refund full fees and deposits.

Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Cancellation, Withdrawal, and Refund Policies:

All students must request and complete a course cancellation request.

Prior to start date: If our office receives *written cancelation* (by letter or email) of your enrollment prior to the start of the session, or you never attend this institution, you will be entitled to a full refund (100%) of the tuition fees (\$2245).

Written notice of cancelation may also be made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

You will be entitled to a full refund (100%) of the tuition fees (\$2245).

In both cases above, the Enrollment fee (\$150) and the Cambridge Candidacy Fee (\$175) are non-refundable (funds retained by St Giles not to exceed \$325).

After start date: You can withdraw from a course after arrival by giving our office 1 week's written notice from the following Friday. Your course will be terminated on the Friday your notice takes effect, and **you will receive a pro rata refund of the tuition fees if 60% or less of the total course has been completed by that date.** If more than 60% of the course is completed, no fees will be refunded. The Enrollment fee (\$150) and the Cambridge Candidacy Fee (\$175) are non-refundable (funds retained by St Giles not to exceed \$325). St. Giles will pay or credit refunds due on a reasonable or timely basis, not to exceed 45 days following the date upon which the student withdrawal has been determined. If you have booked your course through an agent, all tuition refunds will be processed through the agency that made the original booking.

Accommodation changes:

All accommodation charges must be paid direct to the center and all prices are *per person per week* unless stated otherwise. Accommodation is reserved from the evening on the

Sunday before the course begins, until 10.00 on the Sunday at the end of the course, unless agreed otherwise.

Cancellation or changes

Students at Residence Halls must give the office 14 days' notice of changes or cancellation, or pay up to 14 days in lieu. Students in all other accommodation must give the office 7 days' notice of changes or cancellation, or pay for 7 days in lieu.

All changes/cancellations must be notified in time to take effect from a Sunday, and cannot be effected from midweek. For students in homestay accommodation at discounted long-stay rates, the full rate will apply for stays of less than 24 weeks at the time of departure.

Any balance of accommodation charges can be used for new accommodation, or can be refunded if the student is leaving the center. Students requesting changed accommodation arrangements must pay an Amendment Fee of \$40.

Students must pay a retaining fee of 50% of the weekly charge if they leave their possessions in their room in homestay accommodation during absence on holiday.

Accommodation in Residences and Hotels is best suited to students over the age of 18.

Students under 18 must send the center evidence of parental consent if they request such accommodation.

Profession or licensure:

St Giles' CELTA program does not lead to positions in a profession, occupation, trade or career field requiring licensure.

Faculty:

St Giles San Francisco CELTA program employs one Head of Teacher Training and contracts other certified CELTA trainers on a freelance basis.

All trainers are qualified and experienced CELTA trainers. The minimum qualification for trainers is a TEFL certificate (e.g. CELTA), a Bachelor's degree, a DELTA or MA degree in a related field, and at least five years of experience teaching English to adult learners. The University of Cambridge must approve of all trainers' education and experience in order to qualify to train as a trainer.

Name: Samantha Birkett

Degree: MA TESOL/Cambridge DELTA, CELTA

Title: Head of Teacher Training

Years in Position: 3

3 years Cambridge CELTA Assessor, University of Cambridge

6 years CELTA Teacher Trainer, UK & USA

11 years ESL Instructor - Venezuela, Italy, UK & USA

1 year, Research Officer, CfBT Education Trust, UK