



School Catalog

International Educational Services/Oxford International San Diego

January 1 - December 31, 2021

Vancouver (Head Office) 250 - 815 W Hasting St, Vancouver BC V6C 1B4 +1 (604) 688 7942

Toronto 220 - 111 Peter St, Toronto ON M5V 2H1 + 1 (416) 542-1626

San Diego 415 Broadway, San Diego CA 92101 +1 (619) 233-0355

New York City 226 W 37th St, 11th Floor, New York City NY 10018 +1 (646) 767-0081

canada@oxfordinternational.com

Welcome to Oxford International San Diego!

Thank you for entrusting your continuing English education to International Educational Services/Oxford International San Diego, a dedicated companion on your journey to success. As we work together in pursuit of your educational dreams, there are a few matters of policy that you should be aware of.

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.

What Students Can Expect

1. Quality instruction from teachers who are knowledgeable and dedicated to preparing students to the best of their ability
2. Respect from all staff members
3. Excellent, timely service, including preparation of I-20 forms, transfer forms, and all paperwork needed for entrance into a college or university
4. Accurate information in all areas of importance to a student's stay in the United States

What Students Must Do

1. Come to school on time each day or contact the school when unable to attend. Classes are held at the main campus located at 415 Broadway in downtown San Diego.
2. Show respect to fellow students and to staff members
3. Pay attention to the lesson and direct all questions to the instructor
4. Use electronic devices only when given permission by the instructor
5. Seek extra help from the school when having difficulties with a lesson

The faculty and staff are here to help you during your time at the school, so we encourage you to take advantage of this opportunity to improve your English proficiency in an institution that really cares about your learning.

If you have any questions, please don't hesitate to contact me or anyone else at the school. Your success is our priority.

Best wishes for success in your studies,

Alfred Lopez
Center Manager

Mission Statement

The mission of International Educational Services/ Oxford International San Diego is to empower students to achieve their personal, academic, and career goals by providing quality English Language programs in a nurturing, supportive environment.

Statement of Purposes

To fulfill its mission, the school

- assists motivated students to meet personal goals and to prepare for careers enhanced by their knowledge of the English language
- provides students with the tools necessary to reach their desired scores on standard examinations such as the TOEFL, TOEIC, CAE, FCE, and IELTS
- prepares students to return to their countries ready to assume positions in English Language programs
- creates an environment for growth through impassioned teaching and learning that encourages the free exchange of ideas and is responsive to changes in technology and markets
- helps students transition by providing academic advising and tutoring, assistance on college or university application forms, and ongoing learning support

Important Contact Information

School Address: International Educational Services/Oxford International San Diego
415 Broadway
San Diego, California 92101

Address where classes will be held:

International Educational Services/Oxford International San Diego
415 Broadway
San Diego, California 92101

School Websites: <http://iessd.com/>

<https://www.oxfordinternationalenglish.com/school/san-diego/>

School E-Mail Address: sandiego@oxfordinternational.com

School Phone Numbers: (619) 233-0355 / (619) 770-8853 (after hours)

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

School Policies

Admission

Under the name of its parent organization—International Educational Services—Oxford International San Diego is approved by SEVIS to issue I-20's to international students who are qualified to receive the F-1 visa. Oxford International San Diego is accredited by Commission on English Language Program Accreditation. Oxford International San Diego also offers instruction to any individual who legally entered the United States based on their VISA status per ICE regulations. The focus of all programs at Oxford International San Diego is English instruction.

Therefore, all classes are given in English. Except in special cases, such as summer group programs, enrolling students must be at least 16 years of age and have the financial means necessary to pay for school fees and normal living expenses in San Diego. Students must express desire to learn or develop their English skills. In addition, students must either have a high school diploma or alternatively must take our ability-to-benefit exam upon arrival, which is a diagnostic English exam designed to determine which course level is suitable for such students and best meets their English learning needs and goal. We offer all levels from the most Basic Level to Proficiency based on the needs of our student population any given week.

Qualified students applying for admission to Oxford International San Diego from their countries will receive the following: Form I-20 (If applying as an F-1 student), a letter of acceptance, and appropriate information related to the visa interview and travel to the United States. The initial registration fee, not to exceed \$200.00, covers these costs. The school's PDSO (Primary Designated School Official) or DSO (Designated School Official) will provide as much support to the prospective student as possible in matters related to the visa process, accommodations, the city, and culture. Staff members are not qualified to provide legal advice.

Students seeking to transfer to Oxford International San Diego from another SEVIS-certified school must be in status and eligible to transfer based on their current school's criteria. Eligibility is determined through the transfer eligibility form that Oxford International San Diego provides to the other school. If the prospective student is determined to be eligible to transfer, the student's application will be processed as long as the student can benefit from one of the school's English language programs.

Every student entering a program at Oxford International San Diego is given a placement exam to determine the student's level or ability to succeed in a more advanced program. It should be noted that Oxford International San Diego has no transfer or articulation agreement with other language schools. Therefore, students are placed according to the criteria established by Oxford International San Diego; they are not placed based on what level or program was completed at their former institution. Moreover, Oxford International San Diego does not award any credit for prior experiential learning.

Since our programs include all levels of English Language Training, Oxford International San Diego is able to benefit all students with an interest in learning English who are enrolled in our program.

Attendance Policy

Students are expected to follow the policies and procedures of Oxford International San Diego, which includes regular classroom attendance. During your orientation, you sign a form stating that you understand your responsibilities, including the need to attend school for four morning lessons each day and for 5-10 additional lessons for Intensive or Super-Intensive program. When you are unable to attend class, you must contact the school and give the reason for your absence.

In order to make satisfactory progress, a student must attend class daily and participate in classroom activities. It is the responsibility of the F-1 student to make it their priority to attend

class regularly in accordance with visa requirements. At Oxford San Diego, students must maintain a minimum average attendance of 80% in order to receive a certificate at the completion of the course and maintain F-1 status.

It is the student's responsibility to contact the school if he or she is unable to attend class for any reason. Only a note from a Medical Doctor, Osteopath or Psychiatrist will be accepted for excused absences. The student should speak with a staff member if he or she encounters any situation that may require an extended absence. In such a case, the student may be eligible for a Leave of Absence (LOA), which authorizes, in writing, the student to take a period of time away from his or studies without penalty depending on the situation. It is the student's responsibility to adhere to the specific terms of their Leave of Absence and if they fail to report back to the school or in any way break the agreed upon terms they will be immediately terminated.

Here are specific points that you need to know about attendance at Oxford International San Diego:

1. School policy states that you must maintain a minimum 80% attendance rate in order to remain in good standing in the school. Those who consistently fail to maintain this attendance rate are subject to warnings, probation and potential termination, which will result in the loss of status for those with student visas.
2. In order to receive a certificate at the end of the program, a student must maintain an attendance rate of 80%.
3. Should a student fall below an 80% attendance rate, he or she will receive the following:
 - 1 verbal warning
 - 1 written warning
 - 1 probation letter.

Failure to follow the specific guidelines of probation as determined in a one-on-one interview with an administrator will result in the student's dismissal from the program. The student must maintain over 80% attendance after each of the warnings and is given two weeks to show improvement.

A student may be put on probation or expelled and immediately terminated for the following reasons:

- Cheating, plagiarism, and other forms of dishonesty
- Unauthorized entry into, presence in, use of, or misuse of school property.
- Disorderly, lewd, indecent, or obscene behavior at school or at a school-related activity.
- Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

- Use, possession, manufacture, or distribution of illegal drugs or drug- related paraphernalia, (except as expressly permitted by law) or the misuse of legal pharmaceutical drugs.
- Theft of property or services from the school or another student or staff member.
- Unauthorized destruction or damage to school property.
- Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals
- Misuse of computer facilities or resources, including: a) Unauthorized entry into a file, for any purpose. b) Unauthorized transfer of a file. c) Use of another’s identification or password d) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the school community. e) Use of computing facilities and resources to send obscene or intimidating and abusive messages. f) Use of computing facilities and resources to interfere with normal school operations. g) Use of computing facilities and resources in violation of copyright laws.
- Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or wellbeing of members of the school community, to property within the school or poses a significant threat of disruption or interference with school operations.
- Verbal or physical harassment or intimidation of any staff or student.
- Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Student Progress

The purpose of a student’s enrolling in one of the programs at Oxford International San Diego is to improve his or her English proficiency in order to reach a personal, academic, or career goal. To that end, the school monitors the academic progress of each student through regular evaluations, such as tests, quizzes, assignments, writing assignments and in-class participation. A student will receive a progress assessment every 4 weeks that reflects his or her progress based on the level; this grade will recorded and maintained in the student’s file. Formal assessments are in grammar and vocabulary (Monthly LevelTests) as well as in speaking.

In general, a student will complete his or her program within a 12-month period. In cases where a student needs further time, an extension can be granted based on a written request by the student and a statement of support by the instructor.

Oxford International Price List 2021

General English Program (Price per Week)

Course	Basic (Core Program) (20 lessons/wk)	Semi- Intensive (26 lessons/wk)	Intensive (30 lessons/wk)	Super-Intensive (40 lessons/wk)
1 - 3 Weeks	\$353	\$426	\$477	\$558
4 - 7 Weeks	\$321	\$387	\$433	\$507
8 - 11 Weeks	\$315	\$383	\$429	\$502

12 - 23 Weeks	\$306	\$372	\$417	\$487
24-35 Weeks	\$291	\$356	\$499	\$467
36+	\$280	\$350	\$392	\$459

Current Fee Schedule*

Nonrefundable Registration Fee	\$200.00
Course Materials Fee	\$95.00 per 12-week period (non-refundable)
High-Season Supplement Tuition	\$30.00/week (applicable between Jun 13- Aug 15)
Private Lessons	1 Lesson - \$110.00, 5 lesson- \$440
Exam Fees	\$125.00 - \$360.00 depending on exam
I-20 courier Fee	\$80, \$110, \$150 depending on destination
Airport Transfer Fee	\$135 one way (San Diego Airport) \$455 one way (LAX)
Medical Insurance	\$2.50/day
Change Fee	\$80

While Oxford San Diego endeavors not to change fees within the calendar year, students should confirm fees with staff members.

Housing Information

While Oxford San Diego is well equipped to assist students with housing needs, we have no legal responsibility to do so, and we do not own or operate our own dormitory facility. However, we can assist students in finding suitable accommodation with host families and in student residences when given proper advance notification.

Housing in San Diego is quite variable depending on location. Typically, a student can rent a private room for \$700-\$1000 per month. Two-bedroom apartments can be leased for \$1400 - \$2000 per month.

Oxford San Diego can offer students placement with host families that are carefully selected to provide a positive enriching experience. All host families are carefully screened and go through background checks. Host families are interviewed in person at their homes as a part of the on-boarding process. In addition, host families are revisited every three years and annual updates are requested through the annual housing review form. Homestay pricing is as follows:

One-time Placement Fee	\$170.00 (non-refundable)
Half-board, single room, single night	\$46/night
Half-board, single room, week	\$305.00/ week
Half-board, Shared room, single night	\$38/night
Half-board, Shared room, week	\$250.00/ week
Homestay High Season Supplement (Jun 13-Aug 15)	\$30.00/ Week

If there is a need for additional hosts during peak times, the school may utilize host families from the following host family company.

Oxford San Diego can also assist students with finding student residence or apartment accommodation. Oxford San Diego contracts with the following vendors for student residences and apartment accommodation, and will assist students in finding and booking suitable accommodation.

Student Residences

Vantaggio Suites
 Operations Manager: Eriko Niwa
 Phone Number: (619) 595-0111
 Location: 1736 State Street, San Diego, CA 92101

Small Room	Prices vary based on room size, bed size, length of stay and if single or shared. Please inquire at the school
Large Room	Prices vary based on room size, bed size, length of stay and if single or shared. Please inquire at the school
Security Deposit	\$500.00

Total Charges

Program length varies considerably from student to student. The total charges for a student who studies with the school for 48 weeks (Intensive 25 Lessons per week) would be \$17,380.

Refund

A student who is enrolled in classes at Oxford San Diego can cancel the enrollment agreement and receive a refund for any reason. The following guidelines will be applied.

1. The notice of cancellation must be in writing; a student’s withdraw may be brought about by his or her written notice or by his or her conduct, including, but not limited to, lack of attendance.

2. Oxford International San Diego will refund one hundred percent (100%) of the amount paid for institutional charges, less the registration fee not to exceed \$200.00, if the notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
3. If a student withdraws or cancels the enrollment agreement during a period of attendance for which he or she has paid, the student will be entitled to the refunding of the unearned institutional charges on a pro rata basis provided that he or she has completed sixty percent (60%) or less of the program. Students are charged full brochure rate for used weeks.
4. Oxford International San Diego shall pay or credit the refund within forty-five (45) days of the student's cancellation or withdrawal.
5. Two weeks-notice required for all accommodation cancelations.

Insurance

Since health care in the United States is extremely expensive, it is expected that each student will have his or her own health insurance. While it is strongly advised that the student purchase the insurance in his or her country prior to traveling to the USA, Oxford International San Diego will help find the proper insurance coverage for any student who requests this assistance. Brochures and information regarding specific insurance plans are available in the office. All students must provide proof of insurance coverage or purchase through the school.

Student Grievance Procedure

In the United States, students have the right to bring legitimate complaints to the attention of the school and to expect the school to investigate and, if necessary, make appropriate changes. Many problems can be taken care of informally. Each student is encouraged to resolve the problem with the person or persons who are alleged to have caused the grievance. For example, if the problem involves classroom policies, the student should first discuss the matter with his or her instructor.

If no resolution can be reached informally, the student is then encouraged to submit a formal complaint directly to the administration of the school. This formal grievance must be in writing and indicate both what the specific problem is and who is responsible for the problem. The Center Manager will conduct an investigation into the matter and respond to the grievance in writing within one week. In case no final decision can be provided within a week, the student will be informed in writing of the delay and given the expected response date. In the event that the student is not satisfied with the decision given by the administrators, he or she may appeal the decision, which is then reviewed by the School Director and/or Administrative Council. The

decision of the School Director and/or Administrative Council constitutes the school's final action.

While it is recommended that students resolve grievances with the school directly, this is not required. Students may bring complaints directly to the Bureau for Post-Secondary Private Education at any time by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's website (www.bppe.ca.gov).

Important Information Regarding This Institution

Oxford International San Diego is a private institution approved to operate in the state of California by the Bureau for Private Postsecondary Education (BPPE). 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 1747 N Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900 or by fax (916) 263-1879

As a prospective student, you are encouraged to review this handbook 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 your signing the enrollment agreement.

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

This institution does not participate in any federal or state financial aid program. It is the student's responsibility to secure appropriate funding prior to applying for admission to Oxford International San Diego. If a student obtains a loan to pay for his or her educational program, he or she has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If a student has received federal student financial aid funds, he or she is entitled to a refund of the money not paid from federal student financial aid program funds.

Please note that neither Oxford International San Diego nor International Educational Services, LLC, has a pending petition in bankruptcy, is operating as a debtor in possession, has 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. 1101 et seq.). Furthermore, neither Oxford International San Diego nor International Educational Services, LLC, has ever been involved in any lawsuit.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at International Educational Services/Oxford International is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (degree, diploma, or certificate) you earn in General/Intensive English, IELTS™, TOEFL™, TEOIC™, CAE/FCE™, and English for Business is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending International Educational Services/Oxford International to determine if your (credits or degree, diploma, or certificate) will transfer.

Student Tuition Recovery Fund Disclosure

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 programs 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.

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.

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

Academics at Oxford San Diego

Administration and Faculty

Alfred Lopez (USA Operations Director)

Qualifications

- 15+ years classroom experience, 10 years of experience in school administration & management
- Director for one of the top language schools in the US before coming to Oxford International/Oxford
- Plentiful experience helping students navigate transition to the University system
- San Diego native with years of experience in the local area

Relevant Education

- M.A. Education, San Diego State University
- B.A. Literature, Yale University
- Teacher Training Program, National University

Motoko Kiuchi (IELTS Administrator)

Qualifications

- 18 years customer service experience in a post-secondary educational setting
- 10 Years in operation management
- International experience collaborating with companies and students

- Leadership, management, and organizational skills in international education

Relevant Education

- B.A. in Psychology, Ohio University
- B.A in American Regional Studies, Tokyo Women’s Christian University

Graeme Rackham (Director of Studies/Adjunct Faculty/ Chief Academic Officer)

Qualifications

- 17 years of experience teaching English to non-native speakers
- 5 years’ experience as Director of Studies
- Excellent classroom management skills
- Fluent in Japanese

Relevant Education

- BA Anthropology Mount Allison University
- TEFL Program, Archer College

Certification

- TEFL

Facilities

This location of Oxford International San Diego, offers 13 fully upgraded classrooms, SMART board technology, a glassed-in computer lab, modern student lounges, and a student resource center. Our two stories also take advantage of San Diego’s year-round sunshine with windowed classrooms as well as a rooftop patio for student use. Our large, beautiful rooftop patio overlooks Horton Plaza Park the historic Gaslamp District with spectacular views of the waterfront. In addition, our new school includes special features such as a prayer/meditation room and the school is an accredited IELTS testing facility.

Located on the corner of Broadway and 4th Avenue, our building is conveniently situated at the north end of the Gaslamp District and the edge of Horton Plaza. Theaters, music venues, dining and entertainment can be found in abundance in the area, and excellent shopping is minutes away at the Horton Plaza Mall. Additionally, there are several notable attractions within walking distance for students, including bookstores, government buildings, such as the Federal Courthouse, the San Diego Central Library, restaurants serving international cuisine, and well-known tourist attractions, such as Seaport Village. Instructors find that the immediate area

provides unique opportunities for students to use and improve their English skills. In addition to these attractions, other places of interest, such as the city's major museums and the world-famous San Diego Zoo, are within five miles of the school's location. It is hard to imagine that a school catering to the needs of international students can be more perfectly located.

Students have easy public access to the school as all major bus lines pass directly in front of the school on Broadway; the city's trolley line stops less than two blocks away; and there are plenty of parking structures near the school

Oxford International San Diego occupies a space of approximately 10,000 square feet on the second and third floor of the building. In accordance with the school's philosophy of encouraging close student and teacher interaction, each classroom is currently designed to hold a maximum of 16 students. The rooms are spacious, acoustically sound and well-lit offering the students and the instructor an optimal environment for learning and teaching. Each classroom contains a whiteboard or SMART board and access to equipment for listening exercises. The campus is set up for wireless access so that laptop computers and phones can be utilized as needed.

Students have access to Oxford International's San Diego's Computer Lab that includes 17 computers, a laser printer and Internet access. Students are encouraged to utilize their specialized online learning platform, my.Oxford.com, which is tailored to meet their individual needs. There are supplemental study materials and books that allow students to work on their own after class hours. All classes utilize the Computer Lab at minimum once per week for online practice or completion of class assignments

The student lounge includes comfortable furniture, reading materials, information on upcoming activities and vending machines with beverages and snacks.

There are a total of three office spaces and a reception area for administrators and faculty: The large main office houses the Center Manager and Accounting Records; as students exit the elevator, they will be greeted by the Client Services Coordinator and Campus Registrar at main reception desk; behind the reception area is the Faculty Resource Area and Workroom as well as a private workstation for the Academic Director of Studies, which contains a diverse set of resource material and a multi-faceted copier.

Student Services

Oxford International San Diego takes seriously its responsibility to ensure that students have a school environment conducive to optimum learning. From the time a student applies for enrollment at the school, the staff is ready to provide support services ranging from information about the visa interview to local housing and airport pickup. The school works with a large local homestay service organization that offers housing options for each student as well as residential apartments designed specifically for international students. Once a student arrives, he or she experiences an intimate setting that allows for daily interaction among students, faculty, and administrators. Oxford International San Diego endeavors to create a family atmosphere and encourages student feedback. Student evaluations of the instructor and the school, including first

In its mission to provide quality instruction to students with varying goals and interests, the school offers the following English programs.

General English (Core 20; Semi-Intensive 26; Intensive 30, Super-Intensive 40)

Students will be placed in one of the ten levels within the Common European Framework (CEFR) based on the results of an examination that measures the student's ability to speak and listen to everyday English, to write short passages in English, and to understand English grammar.

The anticipated maximum length of time that a student spends in his or her program is twelve months; the anticipated length at any one level is three months. Of course, there are many factors involved in learning a new language, so there are exceptional cases when a student can remain in the program longer.

While several methods are utilized to evaluate a student's progress, testing remains a significant marker of progress. Every month the student's progress is formally assessed in grammar and vocabulary and in speaking. Weekly writing assignments and classroom reading exercises allow the instructor to also assess a student's progress in these areas.

TOEFL Preparation Elective

Students who demonstrate English proficiency at Levels 5-10 on the Oxford scale can prepare to take the internet-based TOEFL, a requirement for entrance into an American college or university. Students will learn and practice academic vocabulary, writing effective academic essays, communicating opinions and summarizing academic passages in clear, logical spoken English as well as developing their reading and listening skills in order to comprehend academic textbooks and lectures.

Once a month TOEFL students are given a complete practice examination which replicates the actual exam. This practice exam, along with quizzes and assignments, is an indicator of the student's progress in the course. Generally a student should be able to prepare for the TOEFL exam and reach the target score within twelve months, but an extension will be granted if the student's request is supported in writing by the instructor.

TOEIC Preparation Elective

Open to students at Levels 4 and above on the Oxford scale, the TOEIC class prepares students to reach their target scores on the TOEIC exam, which can be taken monthly at Oxford San Diego. Designed to give students maximum exposure to language skills and drills that will help them become more confident and competent test-takers, this course focuses on the two general areas—listening and reading—that are evaluated on the exam. The class is divided into four equal parts: an introduction to business and professional vocabulary; reading comprehension

focused on such genres as business letters, memos, newspaper articles, advertisements, and notices; listening comprehension focused on the four specific areas of the TOEIC exam; intense grammar review that focuses on the types of English structures most frequently found on the TOEIC exam.

Monthly practice exams, along with daily activity in the classroom, are indicators of a student's progress in the course. In general, a student is expected to complete the TOEIC course and reach the target score within twelve months; however, students who show progress in the course but are unable to attain their target score may extend the program with the written consent of the instructor.

IELTS Preparation Elective

Students who demonstrate English proficiency at Levels 5-10 on the Oxford scale can prepare to take the IELTS, increasingly accepted in place of the TOEFL for entrance into an American college or university. Students will learn and practice academic vocabulary, writing effective academic essays, communicating opinions and summarizing academic passages in clear, logical spoken English as well as developing their reading and listening skills in order to comprehend academic textbooks and lectures.

Once a month IELTS students are given a complete practice examination, which replicates the actual exam. This practice exam, along with quizzes and assignments, is an indicator of the student's progress in the course. Generally a student should be able to prepare for the IELTS exam and reach the target score within twelve months, but an extension will be granted if the student's request is supported in writing by the instructor.

Cambridge FCE Preparation Elective

Open to students at Level 5 or above, this course focuses on key skills tested in the FCE exam. Students will be prepared for the exam through a combination of language skills training and exam practice. Key study areas include reading skills, writing skills, exam-oriented listening skills, successful strategies for the FCE speaking component, topic-based vocabulary, and focus on English in Use. The school will help candidates register for the exam at the local exam center.

Cambridge CAE Preparation Elective

Open to students at Level 7 or above, this intensive course focuses on the skills needed to be successful on the Cambridge Advanced Certificate exam. Students will be prepared for this exam through extensive language skills training and exam practice. Those areas covered include academic reading skills, academic writing skills, listening skills, successful strategies for the CAE speaking component, academic vocabulary, and English in Use. The school will help candidates register for the exam at the local exam center.

Workplace English for Business Preparation Elective

Open to students at Levels 4 and above on the Oxford scale, this is a course focusing on the English language required to operate effectively in the workplace. The course consists of two modules per week each consisting of 5 lessons. A selection of areas of study is available. The areas studied will be based on the needs of the students. Possible topics include the following:

- Presentation Skills
- Participating in and chairing meetings
- Report Writing
- Formal and informal written communication (emails and letters)
- Negotiating
- Sales and Marketing
- CV writing and interview techniques
- Telephone skills

Standards for student achievement

Student achievement is defined as students progressing through increasing levels of English language proficiency over the course of their program as defined by the six level proficiency scale of the Common European Framework for language acquisition.

A1 (Beginner) → A2 (Elementary) → B1 (Intermediate) → B2 (Upper Intermediate) →
C1 (Advanced) → C2 (Mastery)

Assessment Instruments to measure progression:

- Monthly Level Test (grammar and reading)
- Speaking Level (range, accuracy, delivery, interaction, organization)
- Writing Level (language, organization, communication)

Oxford Level Progression Criterion

A1 (Beginner) → A2 (Elementary)

- 83% correct on Test Level 1
- Overall Score of 1 on the Oxford Writing Assessment Grid
- Overall Score of 1 on the Oxford Oral Assessment Grid

A2 (Elementary) → B1 (Intermediate)

- 83% correct on Test 3
- Overall Score of 3 on the Oxford Writing Assessment Grid
- Overall Score of 3 on the Oxford Oral Assessment Grid

B1 (Intermediate) → B2 (Upper Intermediate)

- 83% correct on Test 5
- Overall Score of 5 on the Oxford Writing Assessment Grid
- Overall Score of 5 on the Oxford Oral Assessment Grid

B2 (Upper Intermediate) →C1 (Advanced)

- 83% correct on Test 7
- Overall Score of 7 on the Oxford Writing Assessment Grid
- Overall Score of 7 on the Oxford Oral Assessment Grid

C1 (Advanced) →C2 (Mastery)

- 83% correct on Test 9
- Overall Score of 9 on the Oxford Writing Assessment Grid
- Overall Score of 9 on the Oxford Oral Assessment Grid

Job Placement

Given the nature of the programs currently offered by Oxford San Diego, the school does not offer any job placement. Oxford San Diego administrators and instructors will provide reference letters should students applying for employment or admission to a college or university request it. Students are also urged to volunteer in San Diego.

Student records

Student transcripts and certificates are maintained indefinitely and all other file records are maintained for a minimum of 5 years, after which that they are securely destroyed. Electronic versions of all files are kept indefinitely.

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 1747 N Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900 or by fax (916) 263-1879.