



# **CEL Catalog**

## **December 2023**

Period covered by this catalog: January 1, 2024 - December 31, 2024

<b>Catalog</b>	<b>3</b>
<b>Catalog validity</b>	<b>3</b>
<b>Name and address of the school</b>	<b>3</b>
<b>Our mission and purpose</b>	<b>4</b>
<b>CEL programs &amp; course goals</b>	<b>5</b>
<b>California State approval</b>	<b>6</b>
<b>California Bureau of Private Proprietary Education information</b>	<b>6</b>
<b>Catalog review</b>	<b>7</b>
<b>Location of class sessions</b>	<b>7</b>
<b>Faculty qualifications</b>	<b>7</b>
<b>Admissions Policies</b>	<b>8</b>
<b>Federal and state financial aid programs</b>	<b>8</b>
<b>Student tuition recovery fund</b>	<b>9</b>
<b>Transferability of credits and credentials</b>	<b>10</b>
<b>Accreditation</b>	<b>10</b>
<b>Standards for student achievement &amp; Attendance</b>	<b>11</b>
<b>Facilities, equipment and materials</b>	<b>11</b>
<b>Library and learning resources</b>	<b>11</b>
<b>Student grievances Policy</b>	<b>11</b>
<b>Policy on the retention of student records</b>	<b>12</b>
<b>Any unanswered questions</b>	<b>12</b>
<b>Bankruptcy</b>	<b>12</b>
<b>Transfer agreement</b>	<b>12</b>
<b>ESL Language services</b>	<b>12</b>
<b>Degree programs</b>	<b>12</b>
<b>Credits</b>	<b>13</b>

<b>Cancellation policies</b>	<b>13</b>
<b>REFUND POLICY (CANCELLATION AFTER START DATE)</b>	<b>13</b>
<b>Housing information</b>	<b>14</b>
<b>CEL building</b>	<b>14</b>
<b>Leave of absence/Vacation</b>	<b>15</b>
<b>Probation and dismissal policies</b>	<b>15</b>
<b>Visa</b>	<b>16</b>

## Catalog

The Bureau for Private Postsecondary Education in the State of California requires the CEL school to publish the following information and to share it with prospective students. In addition to this information, students also receive a brochure and a California Enrollment Agreement.

## Catalog validity

This catalog is valid from Jan 1st until Dec 31, 2024. It can be obtained online at [www.englishcollege.com](http://www.englishcollege.com) as well as by requesting one from the school.

## Name and address of the school

CEL San Diego  
233 A Street, Suite 400  
San Diego, CA 92101  
Phone: +1 619 234 7466  
E-Mail: [info@englishcollege.com](mailto:info@englishcollege.com)  
Website: [www.englishcollege.com](http://www.englishcollege.com)

## Our mission and purpose

CEL's mission is to provide English language instruction and cultural enrichment experiences to speakers of other languages who want to improve their English skills for personal, professional, or academic reasons. Our educational programs take an integrated skills approach to language learning with a focus on communicative language teaching. We aim to establish a professional yet friendly atmosphere in our offices, common areas, and classrooms so that every student feels accepted into a friendly and supportive environment where learning can take place.

Our curriculum supports the two primary goals contained within our mission statement: 1. the goal of improving students' English skills for personal, professional, or academic reasons and 2. doing so using an integrated skills approach and the communicative approach. CEL limits class size to 10 in an effort to achieve a very intimate, friendly, and supportive learning environment as stated in our mission. We provide a wide range of services to support our students during their stay in a new country and city. The housing, activities, and friendly service from the CEL staff are offered to foster an enjoyable, comfortable, and safe stay while students learn English and explore a new culture and new city.

To ensure our policies are in alignment with our mission statement, we review our mission before making adjustments to policies or large scale changes in our academic programs and school operations. We collect input and feedback from a variety of sources including agents, students, and service providers as described below in our discussions on student needs analysis and monitoring of providers. We use this information to align the school goals as described in the mission with the goals of our students. In addition, CEL continually strives to implement policies that will enhance our students' educational and cultural experience, which is in alignment with our mission statement.

## CEL programs & course goals

CEL offers the following programs:

- General English: Integrated skills: speaking, grammar, listening, reading, writing, and vocabulary
- Language development: vocabulary and additional practice for all language skills

CEL cares deeply about the satisfaction of our clients. Some of our students apply directly to CEL, but most of our students book their courses through agents. Therefore, we consider both students and agents to be our clients, and consequently their opinions, requests and suggestions are of paramount importance.

We send each student a one week survey that they can submit any time during their stay to rate their satisfaction and to voice their opinions, suggestions or concerns. Additionally, each student is required to complete an exit survey. CEL reads with care every survey that we receive from our current and graduating students because these surveys help us gauge student satisfaction and allow us to identify ways to improve. We always maintain open communications with our clients and are happy to receive face-to-face feedback as well as emails or phone calls.

Agents are encouraged to contact the school at any time, and students always have direct access to staff and administrators on-site. We welcome their requests, concerns, and opinions because we are always looking for opportunities to grow, improve and better serve our clients. Additionally, the Marketing Director and the CEO meet with agents often throughout the year. Trends in comments, requests or suggestions may prompt us to change policies or curriculum and may lead to program creation or change in order to better suit the needs of our clients.

By carefully analyzing our student achievement data and monitoring trends in weekly feedback given by the Level Up Exam team and all teachers during the Monday faculty meetings, the education team is able to identify changes necessitated by a dynamic student body. Student populations, their language strengths and weaknesses, cultural and educational differences, and goals, inform our curricular design. We review and revise curriculum annually or more if warranted.

The course goals for General English courses are to achieve the corresponding proficiency level as defined by the CEFR scale (as seen in chart above). The course objectives and SLOs are aligned with each other and the CEFR scales and descriptors of proficiency. See the [2019 CEL General English Course Goals & Objectives and SLOs](#) document attached below.

For example, one marker of an A2 level student on the CEFR global scale is someone who “Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.” For the corresponding level at CEL (Basic B), one

of the course objectives for speaking is, “Students will participate in short social exchanges or exchanges of information related to familiar topics and activities with other classmates and the teacher.” This corresponds with one SLO for Speaking, “Students can ask and answer questions on simple and direct information related to familiar topics and activities,” and one for listening, “Students can identify and extract the main points in short, clear, simple discussions, conversations, etc.”

As you can see from the example, the SLOs describe an observable and measurable language skill, and its corresponding course objective guides instruction and lesson planning to address that particular skill which, in turn, permits the students to achieve the course goal.

CEL is an immersion school and supports the use of an eclectic blend of teaching methods, approaches, techniques and strategies. For example a teacher may approach grammar content using the audio-lingual method, the structural approach, or both. They may choose to incorporate Total Physical Response (TPR) into an activity or lesson, or teachers can design a task-based language learning activity to reinforce target vocabulary or build specific speaking interaction skills. However, at the center, all of our programs take an integrated skills approach to language learning. Every program focuses on developing the four skills: speaking, listening, reading, and writing. Additionally, the programs are student-centered and frequently use the communicative language teaching method.

## California State approval

CEL San Diego is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). 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.

## California Bureau of Private Proprietary Education information

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, P.O. Box 980818, Sacramento, CA 95798-0818, Website address [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone and fax numbers (888)370-7589 or by fax (916)263-1897; (916)431-6959 or by fax (916)263-1897.

## Catalog review

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.

## Location of class sessions

All classes are held at 233 A Street, Suite 400, San Diego CA, 92101, USA.

## Faculty qualifications

All teachers must have earned a bachelor's degree and TEFL, CELTA, or TESOL certification.

Experience requirements: As for experience requirements, one year of comparable teaching experience is preferred. Novice teachers will receive additional support, monitoring, and guidance during their first year at CEL. Exam preparation teachers must have additional training or experience related to the exam that they will be preparing students for.

Proficiency requirements: All teachers must be native speakers with the exception of the Basic A course. Non-native speakers will have to demonstrate near native language proficiency by attaining a master's degree or higher in English or TEFL/TESOL.

Faculty are required to have a TEFL, CELTA, or TESL certificate, as well as a bachelor's degree. CEL adheres to these requirements to employ teachers with the skills to best teach ESL students and to fulfill the academic portion of our Mission. In addition, CEL asks that all faculty are native English speakers in order to better educate students on the American language and culture. Our exception to that rule is for the Basic A course, for which a teacher needs to meet the proficiency requirements stated above. We believe that at this level a proficient speaker is equally as effective as a native speaker. Exam preparation teachers are required to have further training and/or experience in order to be sure they are fully capable of meeting the course SLOs.



## Admissions Policies

Students who enter CEL have an age requirement of at least 16 years old. CEL believes students must be mature enough to engage in class discussions and to treat their fellow students, as well as, the staff with respect. This helps to create our “professional yet friendly atmosphere” described in our mission statement. Language learning can occur at any age, but CEL believes students must feel comfortable with each other and in a classroom environment for real learning and language growth to occur. In our mission, we say we aim to help students learn English whether for personal, professional or academic reasons. The General English program is designed to help anyone (16+) with the goal of learning English.

## Federal and state financial aid programs

CEL does not participate in any U.S. federal and state financial aid programs. If a student obtains a loan he or she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. CEL does not participate in any federal student financial aid funds, but a student is entitled to a refund of the monies not paid from federal student financial aid funds.

## Student tuition recovery fund

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

1. You are a student in an educational program, are 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 not 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 Education.

You may be eligible for STRF if you are a California or are enrolled in a residency program, prepaid tuition, paid STRF assessment and suffered any 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 closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 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. Because of the short-term nature of studies at CEL, CEL students do not

have social security or taxpayer identification numbers, as they are nonimmigrant students or tourists and their residence is overseas.

## Transferability of credits and credentials

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

## Accreditation

Commission of English Language Accreditation is a specialized accrediting agency which focuses on post-secondary intensive English language programs and institutions. In order to obtain such accreditation through CEA, languages schools are provided with a systematic approach by which institutions are able to demonstrate their compliance through accepted standards, and continuous improvement to assist schools in providing an environment with the highest level of learning for all students.

CEA is a recognized accreditor by the US Secretary of Education. In doing so, the US Secretary determines the quality of education or training provided by the CEA accredited institute is reliable and provides the highest level of education.

The College of English Language strives to guarantee the highest possible quality of services to our clients. In order to properly meet these standards, our services are regularly evaluated to meet accreditation requirements set by bodies such as the United States Student and Exchange Visitor Program (SEVIS).

As an accredited institution, CEL is qualified to issue I-20's to welcome students from all around the world with an F1 student visa.

## Standards for student achievement & Attendance

In order to remain in good standing and receive a certificate or diploma at the completion of the course, CEL students must attend a minimum of 85% of their classes.

## Facilities, equipment and materials

Our current facilities were designed and built out for CEL, which has allowed our school to ensure the facilities best meet our needs. CEL classrooms were designed to fit 12 students as we limit the number of students to 12 per classroom. We have a student lounge with computers equipped with Internet and free wireless Internet access to our students throughout the school. In the last year, we added additional work areas and more classrooms due to increased student enrollment. We have a classroom with sliding partition doors to enable us to use the space in a flexible manner. During our high season we utilize our classroom space with both morning and afternoon classes to ensure our small class sizes and appropriate use of space throughout our facilities.

## Library and learning resources

CEL does not have a library.

## Student grievances Policy

We want you to have the best CEL experience possible. If you are unhappy in any way, we encourage you to speak with a CEL staff member as soon as possible. If you are unhappy with your English lessons, please first speak with your teacher. Your teacher is here to help and only wants the best for your English education.

Students are informed during orientation and on all documents to contact our housing team if any questions or concerns arise. Any reported deficiencies are investigated and corrected immediately. The housing team is trained to follow all student complaints procedures as detailed in Student Complaints standards.

CEL has a dedicated housing team in charge of placing students in housing and taking care of possible complaints. Our housing team is available for students during all business hours. Our team checks with students on their first day to be sure all students are happy with their housing. Students are informed during orientation that they can always reach out to our housing team with any problem students might have. In addition to giving in-person feedback, students are encouraged to submit the one week evaluation. Our housing team reviews the housing feedback on a weekly basis. The housing team will follow up swiftly about any issues presented in that initial feedback form.

A student or any member of the public may file a complaint at any time 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 Website ([www.bppe.ca.gov](http://www.bppe.ca.gov))

## Policy on the retention of student records

CEL retains records of each student who is and has been enrolled in a CEL program. The electronic record indicates if the student is entitled to a certificate or diploma, i.e., has remained in good standing throughout the course. CEL maintains and retains your student records for a period of 7 years and you may request a duplicate certificate or diploma at any time at no cost provided that you were a student in good standing.

## Any unanswered questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 P.O. Box 980818, West Sacramento, CA 95798-0818, Website Address: [www.bppe.ca.gov](http://www.bppe.ca.gov) Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 431-6959 or by fax (916) 263-1897

## Bankruptcy

CEL has not filed for bankruptcy.

## Transfer agreement

CEL has not entered into any transfer agreement.

## ESL Language services

CEL does not provide any translators.

## Degree programs

CEL does not offer any degree programs

## Credits

CEL doesn't grant any credits.

## STUDENT'S RIGHT TO CANCEL

If you have applied directly at CEL, the following cancellation fees will be charged:

Cancellation received 28 days or more before start date: Express mail fee, registration fee, accommodation placement fee

Cancellation received 14 days or more before start date: Express mail fee, registration fee, accommodation placement fee, 2 weeks of housing, 2 weeks of courses

Cancellation received 3 days or more before start date: Express mail fee, registration fee, accommodation placement fee, 4 weeks of housing, 4 weeks of courses, airport transfer

All cancellations must be submitted in writing to the CEL Admissions and Housing office.

## REFUND POLICY (CANCELLATION AFTER START DATE)

Students who come to CEL through an agent are subject to their agent's registration and refund policies. The agent may be contacted for details on those policies. If the student applied directly to CEL, the refund will be made directly to that student within 30 days of cancellation. Registration, housing placement, and express mail fees are non-refundable and therefore are not included in refunds. There is no refund for airport departure transfers which are cancelled less than 7 days prior to the departure date.

Course: On or after the course start date, the first four weeks of the course are non-refundable. Additional weeks will be refunded on a prorated basis less a 30% cancellation fee, and are calculated from the last recorded day of attendance (any part of a week attended is considered a full week for refund calculations). Please note, there is no refund if you withdraw from a course greater than four weeks after fifty (50) percent of the course has been completed.

Accommodation: On or after the course start date, the first four weeks of housing are non-refundable. A 30-day notice is required to cancel housing. Additional weeks will be refunded on a prorated basis less \$500 or 30% cancellation fee, whichever is less. All refunds are made to the person or company that made the original payment.

## Housing information

CEL provides housing for our students. You can choose between homestay and residential accommodation.

Category	Room types	Distance to CEL	Weekly price range
Homestay	Twin or single	Max. 75 minutes by public transportation	\$260 - \$490
Premium Homestay	Twin or single	Max. 35 minutes by public transportation	\$420 - \$490
Residence Standard	Twin or single	12 minute walk to CEL	\$295 - \$675
Hostel	Quad	15 minute walk to CEL	\$250 - \$375
Hostel Plus	Dorm, double or single	10 minute walk to CEL	\$300 - \$750
Shared Apartment Standard	Twin or single	30 - 45 minutes by public transportation	\$270 - \$630
Shared Apartment Comfort Downtown	Twin or single	18 minute walk to CEL	\$320 - \$780
Shared Apartment Premium	Twin or single	15 - 35 minutes by public transportation	\$320 - \$780
CEL Shared Apartment Superior Pacific Beach	Twin or single	45 minutes by public transportation	\$380 - \$900

For more information on housing, please visit our website.

## CEL building

CEL San Diego is situated in the heart of Downtown on the lively street of Broadway. Students can enjoy a variety of activities including sports, shopping, dining and art in what is known as America's Finest City! The popular Horton Plaza shopping mall is within a 2-minute walk from

the school. Our proximity to the Gaslamp Quarter and Little Italy allows students to enjoy many outdoor events and experience the vibrancy of an American city.

We have 12 modern classrooms, equipped with the latest technology such as TV's and sound systems for easy audio-visual learning. Students are able to enjoy free Wi-Fi, air conditioning, a lounge with access to several computers for personal use or self-study and a rooftop patio with breathtaking views of the city.

In order to achieve maximum academic success, classes are kept small with an average of 6 - 7 students and a maximum of 12 students per class. Our staff is composed of experienced teachers who are eager to support students achieve mastery of the English language. Interactive methods of teaching engage students in the learning process to help them communicate effectively and with confidence. Our Student Services, Admissions & Housing teams are always available on site and happy to help students with any inquiries.

## Leave of absence/Vacation

Who can take a vacation?

Students who want to take a vacation must:

- Attend at least 12 weeks of class without any other breaks/vacation
- Have an attendance of 84.6 or higher

What about my accommodation?

Your accommodation cannot be extended or moved to be added on your booked stay. Accommodation fees/tuition are non-refundable.

How is vacation time earned?

Vacation is earned as follows:

- 12 weeks of attendance = maximum 3 weeks of vacation
- 24 weeks of attendance = maximum 4 weeks of vacation

When does the 12 weeks begin?

The 12 weeks begins on the first day back to school after any other vacation (to your home country, within the US, or anywhere else). If you have not taken any other vacation, the 12 weeks begins on your first day of school.

Can I divide my vacation time into smaller vacations?

No, you must take your vacation weeks off at one time.



I am returning to my home country for several months, can I take any vacation time before?

You can return any time to your home country for up to 5 months. Students who wish to go home can take a week of vacation time before they leave in order to prepare for travel.

## Probation and dismissal policies

A student who fails to meet CEL's academic standards for two consecutive quarters can be dismissed. He/she may apply for readmission and will be placed on "academic probation status" during the first quarter. CEL reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the CEL standards and/or who fails to abide by the rules and regulations of CEL . Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog

## Visa

All students who wish to study on an Intensive Plus or Super schedule must secure an F-1 Student Visa at their local U.S. Consulate before traveling to the U.S. CEL is authorized to issue a Certificate of Eligibility (Form I-20) to qualifying students for full-time study. Students use the I-20 form to apply for an F-1 Student visa. CEL does not charge fees for providing the I-20 form. Participants are responsible for paying any third party fees associated with obtaining a visa. CEL has no responsibility for any participant's entry, exit, or status while traveling to, from, or within the US, and that all travel documents are the responsibility of the participant.