



2018 Catalog  
American Academy of English

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## NOTE FROM THE DIRECTOR

Dear Student:

Welcome to the American Academy of English!

You have made a great choice to study at the American Academy of English (AAE) and we are delighted that you are joining our international community. At the Academy, we are committed to building a multicultural community that reflects and affirms global diversity. Your input and presence will be a welcome contribution to the task. This year will be one filled with many challenges, achievements and experiences...and we hope that you succeed in all that you set out to do. This catalog has been designed to help you learn about the Academy. It also lets you know what services are available and gives you other helpful information.

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. The School Performance Fact Sheet is attached to your enrollment agreement and is also contained in this catalog.

If you have concerns or questions about anything mentioned in this catalog, please feel free to discuss them with me or the staff. We very much look forward to your participation in our program as we are delighted to have the opportunity to serve your educational needs.

Henry Law

A handwritten signature in cursive script that reads "Henry Law".

Director

American Academy of English

San Francisco, California

## 2018 ACADEMIC CALENDAR

<b>Winter 2018</b>	<b>January - March</b>
Semester Begins	Tuesday, January 2
*New Year's Day	Monday, January 1
*Martin Luther King Day	Monday, January 15
*Presidents' Day	Monday, February 19
<b>Spring 2018</b>	<b>April – June</b>
Midterm	Monday, April 2
*Spring Break	Monday, April 16
*Memorial Day	Monday, May 28
*Teacher's Day	Thursday, June 14
<b>Summer 2018</b>	<b>July - September</b>
Semester Begins	Monday, July 2
*Independence Day (observed)	Wednesday - Friday, July 4 - 6
*Summer Break	Monday, August 13
*Labor Day	Monday, September 3
<b>Fall 2018</b>	<b>October - December</b>
Midterm	Monday, October 1
*Columbus Day	Monday, October 8
Halloween Party	Wednesday, October 31
*Veterans Day (observed)	Monday, November 12
*Thanksgiving	Thursday - Friday, November 22 – 23
Winter Party	Thursday, December 20
*Winter Break	Monday - Tuesday, Dec. 24 – Jan. 1

\* School Closed

### Enrollment Policy

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The Academy subscribes to an open enrollment or open door policy. Students may start the program at any time; however, students are encouraged to start the program on the first or fifteenth of the month. If that day falls on a weekend or on a holiday, the start date is then the first business day following the first or fifteenth.

# MISSION, ACCREDITATION, APPROVALS, MEMBERSHIPS

## Mission Statement & Objectives

### Mission Statement

Based upon academic standards and ethical business principles, the mission of the American Academy of English, a private, commercial educational institution, is to effectively and responsibly teach English as a Second Language (ESL) to individuals from non-English speaking countries who want to learn English for academic, business, or general purposes.

### Educational Objective of Our Program

Our primary educational objective is to help our students acquire both the English language skills and the knowledge of American culture necessary to achieve their personal, professional, and academic objectives, which may include entering institutions of higher learning in the United States.

### Accreditation

The American Academy of English, a private, commercial educational institution, has been accredited by the Accrediting Council for Continuing Education and Training (ACCET) since 2001. ACCET was founded in 1974 for the purpose of improving continuing education and training and has been officially recognized by the U.S. Department of Education since 1978 as a "reliable authority" to the quality of education and training provided by the institutions they accredit. ACCET is listed by the U.S. Secretary of Education as a nationally recognized accrediting agency. In support of ACCET's standards, the American Academy of English upholds the following principles of professional ethics in teaching English to international students:



- To provide programs of study that are educationally sound, up-to-date, of high quality and are demonstrably effective.
- To maintain fair, ethical and clearly stated advertising, admission, and enrollment

practices by accurately and fairly representing our institution and its services to all people.

- To provide effective student counseling and motivational programs that recognize individual differences and ensure successful student retention, graduation and employability where applicable.
- To demonstrate the ultimate benefit of private educational training programs through satisfied participants.
- To maintain an effective peer review system that ensures proper and ethical administration of all financial aspects of the institution.
- To promote the concept of voluntary self-regulation inherent in the accreditation process.
- To demonstrate a commitment to the people we serve through local community involvement and participation.
- To demonstrate the effectiveness of private educational training, thereby providing essential skills to support a productive American workforce.
- To promote continuing education and training programs of the highest quality and integrity.

ACCET is located at: 1722 N St NW, Washington, DC 20036. Phone Number: (202) 955-1113, Fax Number: (202) 955-1118.

### Approvals

The American Academy of English's approved to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009.



The American Academy of English welcomes students from other countries. We enroll foreign students under the regulations set forth by the U.S. Department of Homeland Security. The American Academy of English is authorized under Federal Law to enroll non-immigrant alien students.



### Memberships

The American Academy of English maintains active memberships in the following organizations:

- American Association of Intensive English Programs (AAIEP)
- National Association of Foreign Student Advisors (NAFSA)
- Teachers of English to Speakers of Other Languages (TESOL)
- California Teachers of English to Speakers of Other Languages (CATESOL)

## GENERAL INFORMATION

### English as a Second Language Instruction

In keeping with our mission, the American Academy of English, a private institution approved to operate by the Bureau for Private Postsecondary Education (BPPE), offers programs and classes of instruction in English as a Second Language (ESL). Classes are offered at a variety of levels from Basic Literacy (for students with little or no English background) to Advanced ESL. Test preparation courses in TOEFL and TOEIC are also offered.



### Brief History of the Academy

The American Academy of English is a private institution that first opened its doors in 1982. Today the Academy is part of American L&L Education, Incorporated, a California Corporation committed to educating international students. Since its inception, thousands of students have attended the Academy and many have gone on to higher education. The Academy bases the quality of



its instruction upon its instructors who are all degreed and experienced.

First class

### Institutional Philosophy and Objectives

The Academy respects each person's dignity and worth and believes that every student is equally entitled to develop their potential. Men and women of all ages, interests and ethnic

backgrounds are welcome at the Academy to exchange ideas, enhance their linguistic skills, and gain an understanding of American culture.

Education is a process of exploration that involves mutual responsibility. To fulfill this responsibility, the Academy offers a program that is sensitive to the needs of its international students by providing a professional staff dedicated to creating a language learning environment. Students are expected to respond by participating directly in their own education, challenging themselves and fellow students, as well as entering into a cooperative relationship with faculty.

### Policy of Open Communication

The American Academy of English, a private, commercial educational institution, seeks to encourage and facilitate open communication among students, faculty, staff and administration in an effort to promote and enact any necessary improvements so as to enhance the overall educational experience of our student-body. The Academy will publish and disseminate its policies, procedures, and regulations concerning students, including those stating academic requirements and standards of student conduct, as well as any other information deemed to be important for the protection of all members of the Academy community.

### Anti-discrimination Policy and Mutual Respect

The Academy prohibits discrimination in any form in employment practices and in the educational program. Specifically, it prohibits discrimination on the basis of age, gender, race, color, ancestry, national origin, religion, sexual orientation, physical or psychological handicap, medical condition, or marital status. The Academy shall take all steps necessary to provide a positive educational and employment environment.

### Our Educational Goal

Our primary educational goal is:

To help our students acquire both the English language skills and the knowledge of American culture necessary to achieve their personal, professional, and academic goals, which may



include entering institutions of higher learning in the United States.

### Visa

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A visa represents permission from the U.S. State Department for you to enter the United States for a particular purpose (i.e. study, work, visit, etc.). In the past, visas were rubber-stamped on the passport page with multi-colored ink. Presently, a machine-readable, label-type of visa with your photograph is issued by the U.S. embassy or consulate overseas. You use the visa to enter the U.S. Your visa is numbered, and shows your name, the visa category (for example, F-1 for full-time students), the date and place of issue, the start and the expiration dates. The Academy does not provide any visa services and does not vouch for student status.

### Locations of Classes

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#### Main Campus - San Francisco, California

The American Academy of English holds classes on its main campus in the San Francisco Civic Center. All classrooms have modern equipment to make the study of English enjoyable. We also have a computer lab available for our enrolled students with Internet access and Wi-Fi.

**Address:** 530 Golden Gate Avenue  
San Francisco, California, 94102

**Telephone:** (415) 567-0189

**Fax:** (415) 567-1475

**Email:** info@aae.edu

**Website:** www.aae.edu

#### Auxiliary Classrooms - Oakland, California

The American Academy of English maintains auxiliary classrooms in Oakland, California located two blocks from Laney College and one block from the Lake Merritt BART Station. Students living in the East Bay are encouraged to attend classes at this location if traveling to San Francisco is inconvenient. Please inquire with the Main Campus for available courses.

**Address:** 212 Ninth Street, Suite #313  
Oakland, CA 94607

**Telephone:** (415) 567-0189

### Facilities, Equipment and Materials Used for Instruction

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#### San Francisco Main Campus

The San Francisco Main Campus has a coffee shop at the entrance, classrooms, and a game room on the first floor. The second floor contains a reception area, offices and more classrooms. In addition, there is a student computer lab, a faculty lounge and a faculty library.

#### Oakland Auxiliary Classrooms

The Oakland facility has auxiliary classrooms. In addition, there is a faculty office with ESL materials for classroom use.

#### Equipment

Both the main campus and the auxiliary classrooms in Oakland have computer-projectors, TV monitors, DVD and CD players. We also have cameras that can be used to record students making classroom presentations. In addition, there are computer monitors and computers with Internet access in our computer labs and classrooms. Numerous software programs assist students with accent reduction, TOEFL test preparation, and general ESL practice. All enrolled students have access to the computer lab, Wi-Fi and software programs designated for student use.

#### Materials

The ESL materials for our programs are selected from the offerings like Pearson and The University of Michigan Press as well as other well-known publishers in the field. Textbooks address the four-skills (reading, writing, speaking and listening) and the knowledge sets of grammar and vocabulary building at all levels (basic through advanced levels). The *Focus on Grammar* series by Pearson is used throughout the program as is the University of Michigan Press, *Words for Students of English* series. (Complete list of textbooks is available upon request.)

### iBTOEFL and Institutional TOEFL (ITP) Test Center

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#### iBTOEFL Test Center

The iBTOEFL test measures the ability of non-native speakers of English to use and understand English

as it is spoken, written and heard in college and university settings. The American Academy of English is an official iBTTOEFL test center. Students are encouraged to register early if they want to take the test here at the Academy as seats fill up fast.

### Institutional TOEFL Test Center

Students attending the Academy may also register to take the Institutional (paper-based) TOEFL test. This test is offered on the main campus every semester and is generally accepted by our partner community colleges and universities, with which we have Articulation Agreements. The Academy is an official ETS test center for both the iBTTOEFL and the Institutional TOEFL test.

## ADMISSIONS, PLACEMENT, ARTICULATION AGREEMENTS

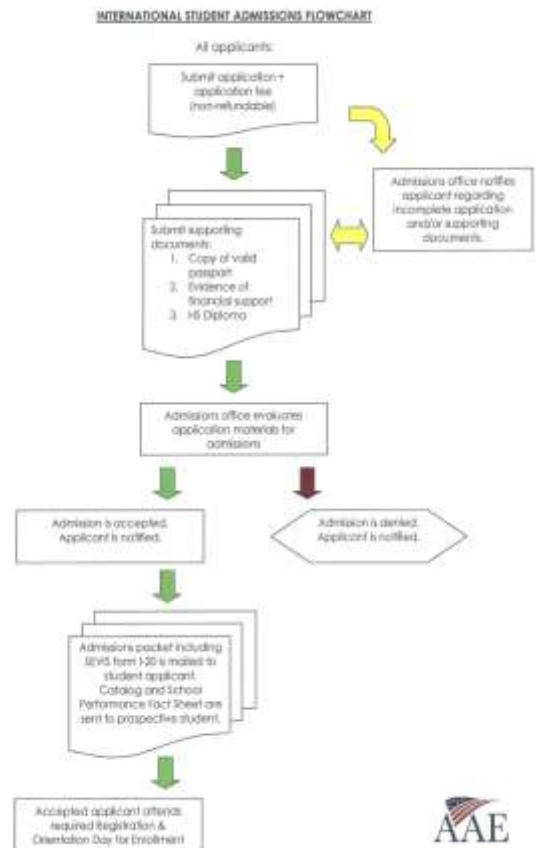
### Admission Policy

The Academy's instruction and services are available to all international students who might benefit. Our focus is on educating students whose native language is not English. As an English as a Second Language Program, the Academy has open enrollment and no TOEFL entrance score requirement, so all international students may attend. The American Academy of English will admit any student who fits the following criteria:

- Student applicants must be native speakers of languages other than English. (i.e.) non-native English speakers.
- Student applicants must be at least fifteen (15) years of age and those under (18) eighteen must have consent of their parent(s) or guardian.
- Student applicants may possess any level of English language proficiency.
- Student applicants must possess a U.S. government approved Form I-20 issued by the American Academy of English or have demonstrated legal presence in the United States, if applicable.
- Student applicants must exhibit sufficient funds as required by the *U.S. Department of Homeland Security* for living and studying in the United States as students, if applicable.

### Admissions Process

The admissions process starts when students submit their requests to attend the Academy. We require each student to supply the necessary information in our application, along with an application fee and supporting documents. Once we receive all of the required documents and fees, the Admissions Office reviews the applicant's application and verifies the supporting documents. The Admissions Office determines if the applicant is accepted or denied admission to the Academy. The applicant is then notified of the Admissions Office determination and those applicants that were accepted for admissions are sent a confirmation of acceptance into our program and an admission's packet. Prior to their start dates, prospective students are sent a Catalog and School Performance Fact Sheet. The admission process includes the following steps:



## Admission Procedure - English as a Second Language (ESL) Program - Core Courses / TOEFL & TOEIC

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### Core Courses, TOEFL & TOEIC Test Preparation

Total Hours to Complete: 432 Hours of Instruction (24 weeks)

**Step 1: Application Form.** Submit a completed application form or apply directly online at [www.aae.edu](http://www.aae.edu).

**Step 2: Proof of Financial Support.** Full-time F1 status students are required to demonstrate sufficient financial resources to cover all educational and living expenses for the duration of their stay in the U.S. Depending on the source of funds, the following must be submitted:

- Self-support - Submit your bank statement.
- Sponsor residing in the U.S. - Submit [I-134 Affidavit of Support Form](#) and bank statement.
- Sponsor residing outside the U.S. - Submit [Certificate of Sponsorship](#) and bank statement.

All statements must be current and are subject to authentication with your financial institution. The minimum estimated tuition and housing cost for a length of study is as follows:

- 12 weeks - \$4,600USD
- 24 weeks - \$9,000USD
- 1 academic year (36 weeks) - \$13,500USD
- 2 academic years (up to 48 weeks) - \$16,300USD

**Step 3: Passport Copy.** Submit a copy of your passport. Only the page(s) containing your name, personal information, photograph and signature is required. The expiration date should be at least 6 months beyond your intended stay in the U.S.

**Step 4: Application Fee.** Submit the \$100USD non-refundable application fee and any additional fees\* along with the application. Visa, MasterCard and JCB debit/credit cards are accepted.

**Step 5: Transfer Students Only.** If you are an F1 status student currently attending or have attended another U.S. institution and seeking to transfer to AAE, you must also complete and submit the **Transfer Form**, recent **I-94 Departure Card**, and copy of your previous/current Certificate of Eligibility for Nonimmigrant (F-1) Student (**Form I-20**).

\* Application fee, courier fee and any bank fees are non-refundable.

All forms can be found at our website. All documents, unless otherwise specified, can be mailed, faxed or emailed to our office. Allow up to one week for processing. If additional documentation is required, you will be contacted directly.

Upon approval of your application, you will receive an Acceptance Packet. It contains your Acceptance Letter and Certificate of Eligibility for Nonimmigrant (F-1) Student which is required for your visa application at the U.S. Embassy/Consulate or change of nonimmigrant status application with USCIS.

For transfer students, your new Certificate of Eligibility for Nonimmigrant (F-1) Student will be issued on or before your program start date after your SEVIS record has been released to our institution from your previous school.

### Admission Procedures – Disabled Students

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The Academy provides special services for students with physical disabilities, psychological disabilities or chronic health impairment. These include registration assistance, academic accommodations and test facilitation. Visually impaired students will be assisted with curricular modifications (such as ordering materials in special media) and mobility assistance. Restroom facilities for the physically handicapped are also available on the first floor.

### Rejection of an Applicant

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In accordance with the California Education Code, if the American Academy of English rejects an applicant for enrollment, he or she shall be entitled to a full refund of all monies paid to the American

Academy of English less the cost of any books or supplies he or she may have received, application fees, courier and transportation services.

### Acceptance of Credits Earned at Other Institutions or through Challenge Exams (Transfer In)

The American Academy of English does not accept credits earned at other institutions nor does it award credit for prior experiential learning. All students entering the American Academy of English must take an *English Placement Test* for placement in our program.

### Level of English Language Proficiency Required to Enter the Various Courses

To be accepted into the program, no proficiency in English is required; however, to move through the program, certain levels of English language proficiency must be achieved as students move from level to level. As many of our students are just beginning their study of English, there is no entrance requirement regarding placement test scores to enter our English as a Second Language (ESL) Program at the Basic Literacy level. Progression through the program, however, requires certain test scores on the University of Michigan Test of English Language Proficiency (MTELP). Our program is total immersion and we are able to handle the most advanced of students

as well as students who have had little or no previous English training. In the admissions process the Academy uses the Cambridge Michigan Language Assessments (CaMLA) test to place students at their level. For scores on the CaMLA test required for admittance into the various ESL levels of courses including TOEFL and TOEIC preparation, see Table 1.

CaMLA Test Scores (initial placement)	
ESL Course	Score
ESL 100 - Basic Literacy	0-15
ESL 200 - Beginning	16-40
ESL 300 - Intermediate	41-61
ESL 400 - Advanced	62+
ESL 500 - Test of English as a Foreign Language (TOEFL) Test Prep Skills	54+
ESL 600 - Test of English for International Communication (TOEIC) Test Prep Skills	41+
ESL 700 - Intensive English for Academic Purposes (EAP)	41+

Table 1 - test score for placement

### Transferability of Credits and Credentials Earned at the Academy (Transfer Out)

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.** The transferability of credits you earn at the American Academy of English is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the English as a Second Language (ESL) Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at the Academy 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 the Academy will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the American Academy of English to determine if your certificate will transfer.

### Transfer Agreements with Other Institutions

Transfer agreements are designed to build strong partnerships between ESL schools and two-year community colleges and sometimes four-year universities. A transfer agreement usually provides a simplified, guaranteed transfer process for transfer students. The American Academy of English has several transfer agreements in place. The following community colleges and universities are institutions that have agreements with the Academy:

- San Mateo Community College District
  - College of San Mateo
  - Cañada College
  - Skyline College
- De Anza College
- Foothill College
- Peralta Community College District
  - Berkeley City College
  - College of Alameda
  - Laney College
  - Merritt College
- Notre Dame de Namur University
- Seattle Central Community College
- Texas Wesleyan University

These colleges will accept our students who have completed the advanced level of our English as a Second Language (ESL) Program without requiring the TOEFL test. For a current list of colleges, please inquire with the main campus.

## EDUCATIONAL PROGRAM OFFERED, COURSES

### Scope and Objectives of English as a Second Language (ESL) Program<sup>1</sup>

The American Academy of English offers an English as a Second Language (ESL) Program. This program is comprised of core courses that form a sequence of study, each component of which runs for 24 weeks (one semester). All components or courses may be repeated one time and second time for extenuating circumstances. All courses taught at the Academy are taught in the English language. Each course in the sequence is based upon an integrated or mixed skills approach and works on reading, writing, listening and speaking, as well as the knowledge sets of grammar and vocabulary building. Total Clock Hours to Complete each course: 432. Eighteen (18) hours of instruction per week; No lab hours; Eighteen total hours/week. Total length of program: 24 weeks.

**English as a Second Language (ESL) Program:**  
**Core Courses**

Our English as a Second Language (ESL) Program includes two test taking courses: ESL 500 Test of English as a Foreign Language (TOEFL) Test Preparation and ESL 600 Test of English for International Communication (TOEIC) Test Preparation. Our test preparation

**English as a Second Language (ESL) Program:**  
**Test Preparation (TOEFL-TOEIC) Courses**

(TOEFL/TOEIC) courses help students bridge the gap between general English language knowledge and recognized acceptance of linguistic ability by colleges, universities and the business world. In the TOEFL course of study, students are introduced to the overall format of the test, the types of questions they can expect in each section, strategies and guidelines for selecting the best answer, and practice testing. No equipment is necessary for students to purchase to take these classes; however, there are required textbooks. And remember - the American Academy of English is an official Educational Testing Service (ETS) TOEFL Test Center...you can take the official iBTTOEFL or Institutional TOEFL Test right here! Total Hours to Complete this Course: 432. Eighteen (18) hours of instruction per week; Total length of program: 24 weeks. No lab hours; Eighteen (18) total hours/week. Course may be repeated. All classes are conducted in the English language.

TOEIC is an acronym that stands for Test of English for International Communication. It is one of the most widely used English language exams, taken by more than 4 million business professionals worldwide. The TOEIC test measures your ability to use English in daily business situations. A growing number of international companies recognize the TOEIC as an objective indicator of a person's proficiency in business English. Course may be repeated. Total Hours to Complete this Course: 432. Eighteen (18) hours of instruction per week; Total length of program: 24 weeks. No lab hours; Eighteen (18) total hours/week. Course may be repeated. All classes are conducted in the English language.

### English as a Second Language (ESL) Core Courses

#### ESL 100 - Basic Literacy in ESL 24 week program - 432 clock hours

An integrated or mixed skills course for students with no formal training in English as a Second Language. Emphasis is on oral grammar for communication and building a basic vocabulary. Focus of this course is on developing a basic level of grammar and vocabulary through listening, speaking, reading and writing so that learners can

<sup>1</sup> All classes are conducted in the English Language. All classes may be repeated.

communicate with other English speakers in and outside the classroom. Prerequisites: None. Course may be repeated.

### **ESL 200 - Beginning ESL**

#### **24 week program – 432 clock hours**

An integrated or mixed skills course for learners of English as a second language who already have a basic level of speaking, listening, reading and writing. The focus of this course is to help learners advance in their development of grammar and vocabulary through listening, speaking, reading and writing. Prerequisites: ESL 100 or a Cambridge Michigan Language Assessments Test Score: 16-40. Course may be repeated.

### **ESL 300 - Intermediate ESL**

#### **24 week program - 432 clock hours**

An integrated or mixed skills course for learners of English as a second language who are at an intermediate level. Focus is on comprehension, communication, grammatical accuracy, understanding, and communication of new information. Students examine logical relationships in spoken and written contexts. Prerequisites: ESL 200 or a Cambridge Michigan Language Assessments Test Score: 41-61. Course may be repeated.

### **ESL 400 - Advanced ESL**

#### **24 week program - 432 clock hours**

An advanced integrated or mixed skills course for learners of English as a second language. Emphasis on understanding and communication of abstract ideas as well as concrete new information in spoken and written contexts. Expansion of vocabulary study to meet specific needs of students. Review of essential grammar and greater in-depth examination of grammatical and lexical structures. Prerequisites: ESL 300 or a Cambridge Michigan Language Assessments Test Score: 62 or above. Course may be repeated.

## **English as a Second Language (ESL)**

### **Test Preparation – TOEFL & TOEIC Courses**

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#### **ESL 500 - Test of English as a Foreign Language (TOEFL) Test Preparation**

##### **24 week program - 432 clock hours**

All the skills needed to pass the iBTOEFL. The iBTOEFL (Internet-Based Test of English as a Foreign Language) is required for admission of international students into most U.S. colleges and universities. The iBTOFL course is a comprehensive review of all the types of questions that appear on the test, as well as a course designed to increase English language proficiency. Students use the computer to take practice iBTOEFL tests and write weekly essays to prepare for the exam. Prerequisites: ESL 300 or a Cambridge Michigan Language Assessments Test Score: 51. Course may be repeated.

#### **ESL 600 -Test of English for International Communication (TOEIC) Test Preparation**

##### **24 week program - 432 clock hours**

TOEIC - the internationally recognized standard test of English proficiency in the business world. Students focus on the skills needed to achieve a high score. Prerequisite: Cambridge Michigan Language Assessments Test Score: 41. Course may be repeated.

### **Level Completion**

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Level completion shall occur when a student has finished a minimum course load of one level with a C- average (or above), attended at least 80% of that level; and (for Beginning through Intermediate levels), achieved a University of Michigan Proficiency test score that places the student into the next level or receive instructor recommendation for advancement. Fulfillment of these requirements entitles a student to a *Certificate of Completion* for that particular level of study. (Includes the Basic Level, Beginning Level, Intermediate Level, Advanced Level, and the TOEFL/TOEIC Program).

### **Program Completion**

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Program completion shall occur when a student has completed a minimum of one or more levels with a C- average (or above); and when a student has a cumulative attendance record of at least 80% at the

end of their chosen period of enrollment. Such students are entitled to receive a *Certificate of Completion* indicating the highest level completed.<sup>2</sup> If a student leaves before the end of their period of attendance, they do not get a Certificate of Completion and must file a withdrawal form.

### Time Normally Required for Completion of a Program

Students learn at different rates. While some students seem gifted at language learning, others need to put more time and effort into the process. Students entering the Academy with little or no English language ability may be in the entire program for three years (assuming they start at Basic Literacy in ESL (ESL 100) and progress to the most advanced level). Each course runs for 24 weeks, but a student may remain in a course for two or even three semesters before moving on to the next level. Promotion to the next level depends upon the score a student gets on the University of Michigan English Language Proficiency test which is given every 3 months. Even at the most advanced level, (the TOEFL preparation course for example) some students will learn enough English to reach their TOEFL score goal in three months while others will require six or even nine months of training and practice to get to the score they want. Students may repeat a course at the discretion of their instructor or Chief Academic Officer, if either feels the student can benefit. Remember that the length of time it takes to learn English depends on a number of factors: 1) the level you are at when you start; 2) the level at which you want to finish; 3) how good a natural language learner you are; 3) how motivated you are; 4) how intensively you are studying (how many hours per week); 5) how much of your non-studying time you are spending reading, conversing in English, and studying.

### Workshops<sup>3</sup>

The Academy offers optional workshops each semester on a rotational basis. Students may enroll

<sup>2</sup> See Policy and Procedures Manual #307.3 "Minimal Attendance Requirement and Minimal Course Load for Program Completion."

<sup>3</sup> All workshops are conducted in the English language.

in one, two or more optional workshops at no extra charge each semester. Optional workshops which may be offered include: *Accent Reduction, Conversation, American Slang, ESL through Music, Public Speaking, Exam Preparation, Speaking, and Business English.*

### Student Assessment Policies, Grading Policy

Students are assessed regularly on their acquisition of English through the administration of achievement tests and standardized tests. Furthermore, students are individually assessed by their instructors for each class and course of study. Students shall be given a final letter grade at the end of each midterm and semester. This grade will be based upon a student's: a) **Performance-50%** and b) **Participation-50%** and be indicative of how well the student has mastered the course material presented in class. In addition, students shall be given an evaluation of their general linguistic proficiency in the various skill areas vis-a-vis the NAFLSA Proficiency Level Rubric. These skill areas are writing, reading/vocabulary, aural comprehension, and speaking. Final grades will be entered on a student's record which is available through the Registrar. A student's performance grade shall be calculated by averaging the student's achievement test scores and other graded assignments (ask your instructor for information about his/her graded assignments). Class participation shall be judged on several parameters, including a student's a) *Attitude & Behavior*–25%; b) *Focus on Lesson & Classroom Activities*–25%; c) *Contributions/Working with Others*–25%; and d) *Preparedness*–25%. Passing grades range from A to C- (A = excellent; B = good; C = satisfactory; D = poor; F = failing). Plus and minus grades (e.g. A-, B+) are also given. The grade is not necessarily indicative of the readiness of the student to advance to the next level.

### Advancement in the Program (Performance and Completion Standards)

There are four evaluation tools that set the performance and completion standards for courses. These tools are the *Cambridge Michigan Language Assessments (CaMLA) Test*, the *Michigan Test of English Language Proficiency (MTELP)*, the *English*

*Proficiency Chart* published by the National Association of Foreign Student Advisors (NAFSA), and the instructors' *Report Card* for each student.

The CaMLA Test and MTELP supply test score rankings for entrance and exit requirements of each level. NAFSA's *English Proficiency Chart* establishes a standard for qualitative evaluation of a student's performance in different skills. In order to progress to the next level or complete the program, students need a "C-" average or above on their coursework in addition to a Michigan Test of English Language Proficiency (MTELP) score or receive instructor recommendation that places the student into the next level. The minimum MTELP score required for level advancement from basic to beginning level is 10 (level 1), from beginning to intermediate level is 42 (level 1), and from intermediate to advanced is 64 (level 2). The minimum score to enter the TOEFL Preparation Course is 58 (level 2) and the TOEIC

Preparation Course is 26 (level 2). The MTELP score to enter the EAP Program is 26 (level 2). See Table 1 for an overview of the minimum MTELP scores for level advancement. Students are informed of these passing requirements by the first day of class and its materials, and reiterate these requirements periodically throughout the semester. All requirements are also published in written form in the syllabus for all courses. Instructors and/or the administration distribute syllabi prior to the first day of each class and answer any questions students may have.

For the TOEFL preparation course, the

Michigan Test of English Language Proficiency is the test used for performance evaluation. For this test, there is no minimum score established or accepted by the Academy for course completion standards. Instead, since the TOEFL course is in preparation for admission into institutions of higher learning, the students' chosen institute of higher learning determines the minimum score acceptable for any particular student's completion of the TOEFL course. In other words, TOEFL students set their own pace and goals based upon where they want to continue their education and training. The Academy also offers a TOEIC preparation course that is an alternative to the TOEFL class. This course's performance and completion standards are based on the students' individual needs similar to the TOEFL course. TOEIC has a set of levels from AAA (*Academic*) to D (*Beginning*); however, B, C, and D levels are not taught because the skills and materials are covered in other courses. TOEIC test scores can also be used to assess students' performance and completion standards. TOEIC scores are actually sometimes accepted in lieu of TOEFL scores for graduate work, particularly in the field of Business Administration.

If students are dissatisfied with the level in which they were placed initially and want to try a higher level, we can accommodate the student provided the current instructor agrees to the move and the instructor of the higher level informs us that the student can keep up with his or her peers and is able to maintain test scores within the "sweet spot" range on the MTELP for that level.

### Number of Students in a Typical Class/Maximum Student -Teacher Ratio

The number of students in a class varies according to season. Normally, a class will have 17 to 25 students to one instructor.

### Make-Up-Work Policy

AAE instructors, at their discretion, may require students to make up missed tests or other graded assignments. Check with your instructor for details about his/her policy regarding make-up work. For

MTELP Scores (level advancement)	
ESL Course	Score Range
ESL 100 Basic Literacy (level 1)	0-9
ESL 200 Beginning (level 1)	10-41
ESL 300 Intermediate (level 2)	26-63
ESL 400 Advanced (level 3)	51-100
ESL 500 Test of English as a Foreign Language (TOEFL) Test Prep Skills (level 2)	58+
ESL 600 Test of English for International Communication (TOEIC) Test Prep Skills (level 2)	26+
ESL 700 Intensive English for Academic Purposes (EAP) (level 2)	26+

Table 1 - test score for level advancement



those instructors who do require make-up work, the work must be submitted no later than two weeks from the date of the original missed assignment except in cases of illness or other extenuating circumstances. Making up the content, time, and delivery of classes missed (make-up hours), however, is not permitted.

### Certificate of Completion

All students at the Academy are expected to meet satisfactory progress and attendance requirements, complete required assignments, and cooperate with

Schedule of Total Charges for a Period of Attendance of 24 Weeks	
Application Fee ( <i>non-refundable</i> )	\$100
Tuition (24 weeks) ( <i>refundable</i> )	\$3,150
STRF Assessment* ( <i>non-refundable</i> )	\$0
<b>Cost for a Period of Attendance of 24 Weeks</b>	<b>\$3,250</b>

instructors and classmates in maintaining a good learning atmosphere. Students who meet these requirements in the English as a Second Language (ESL) Program receive a *Certificate of Completion* for the highest level achieved upon finishing their studies at the Academy.

### Occupations to Which Courses May Lead

The programs offered by the Academy are not designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.

### Retention of Student Records

The American Academy of English maintains student records for a period of not less than five years at its principal place of business in San Francisco, California. These records are available during normal business hours for inspection and copying by the BPPE, the Attorney General, or other government agency and contain all of the following: (1) The name and addresses, both local and home, of each of its students; (2) original application, (3)

copy of student passport and visa, (4) copy of bank statement (5) record of attendance.

## TUITION & EXPENSES

### English as a Second Language (ESL) Program - Core Classes & TOEFL/TOEIC Test Preparation

ESL 100 - Basic Literacy in ESL

ESL 200 - Beginning ESL

ESL 300 - Intermediate ESL

ESL 400 - Advanced ESL

ESL 500 - Test of English as a Foreign Language (TOEFL) Test Preparation

ESL 600 - Test of English for International Communication (TOEIC) Test Preparation

Each course listed above:

- 432 hours/semester (24 weeks)
- 18 hours/week
- No lab hours
- Tuition: \$3,000/semester/course

No equipment necessary for students to purchase to take these classes; however, there are required textbooks.

Estimated Schedule of Total Charges for the Entire Educational Program* Core Courses & Test Preparation (ESL 100 - ESL 600)	
Application Fee ( <i>non-refundable</i> )	\$100
Tuition* ( <i>refundable</i> )	\$14,175
STRF Assessment** ( <i>non-refundable</i> )	\$0
<b>Estimated Total for the Entire Educational Program*</b>	<b>\$14,275</b>

\* Based on three (3) academic years which is the average time to complete the entire educational program.

\*\*Student Tuition Recovery Fund (STRF) assessment rate for eligible students is \$0 per \$1,000 of institutional charges. For more information about STRF refer to section "Student Tuition Recovery Fund" of this catalog.

### Federal, State or Other Financial Aid Programs

The American Academy of English does *not* participate in either federal or state financial aid programs. Nor do we participate in any other form of financial aid program.

### Student Responsibility to Repay a Loan

If a student obtains a loan to pay for our educational program, the student will have 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, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

### Total Charges for Entire Educational Program

Total charges for an entire educational program will vary according to the number of semesters or fraction there of a student remains in the program. Some students come for just the summer and stay for 3 months; others may stay for one, two or three years as they work their way through the entire program. Students determine their own period of enrollment based on their needs.

## STUDENT SERVICES

### Counseling

Our academic and personal counseling service is available to students at any time during office hours, and instructors remind students of its usefulness, especially when a student nears the completion of a program. Academic advancement and achievement are the primary areas of academic counseling. Guidance in university or college selection and assistance with admissions procedures are common examples of academic counseling issues.

Personal counseling covers a student's experience that involves personal issues either inside or outside the classroom. These experiences may be either completely independent of or directly related to academic issues. The key to this type of counseling is a commitment to the student's wellbeing, respect for the student, and an equitable resolution. All counseling, either personal or academic, is confidential.

### Student Cafe/Lounge

Located on the first floor near the entrance to the building, the student cafe/lounge is a super

convenient way to spend half an hour between classes or dash in and out for a quick cup of coffee. The cafe offers a wide section of teas, sodas, and other beverages, as well as pastries, snacks, breakfast foods, and Italian specialties.



### Field Trips

Every month students take field trips around the Bay Area. Often students visit the Asian Art Museum, San Francisco City Hall, the Exploratorium, and the Palace of Fine Arts, pictured below. The Palace of Fine Arts, in the Marina District of San Francisco, is a monumental structure originally constructed for the 1915 Panama-Pacific Exposition in order to exhibit works of art. One of only a few surviving structures from the Exposition, it is the only one still situated on its original site. It was rebuilt in 1965, and renovation of the lagoon, walkways, and a seismic retrofit were completed in early 2009.



In addition to organized field trips, San Francisco offers students opportunities to visit interesting and educational attractions on their own. Within the city limits and accessible by public transportation, these attractions include the San Francisco Public Library, Alcatraz, the Cable Car Museum, Golden Gate Park, the Asian Art Museum, the DeYoung Museum, the Palace of the Legion of Honor, the San Francisco Museum of Modern Art, Fisherman's Wharf, the Ferry Building, and much more.

### Health Insurance Plans

Students from abroad should consider purchasing health insurance. Designed specifically to meet the health insurance needs of international students, these insurance companies offer a variety of valuable services including helping you locate a doctor, covering prescription drugs, and learning about safety advisories. All of these programs have competitive pricing and most have monthly payment options to fit every student budget. Remember, seeing a doctor in the U.S. is very expensive and many students don't think about medical coverage until it's too late and they need to see a doctor. Get medical insurance now and take the worry of seeing a doctor off your mind.

Health Brochures available to Students at the Front Desk

### AAE Students Pursue Higher Education

Representatives from local colleges and universities regularly visit the Academy to inform our students of what university programs they can pursue after finishing their English studies. Here, representatives from *De Anza College*, *Foothill College*, *the College of San Mateo*, and *Notre Dame de Namur University* address our student body.



College of San Mateo Visits AAE



De Anza/Foothill College Visits AAE



Notre Dame de Namur University Visits AAE

### Job Placement Assistance

The American Academy of English does not provide job placement assistance, as most of our students are here in the United States on F-1 student visas. To maintain F-1 student status, students must not engage in work unless specifically authorized by the United States Department of Homeland Security (US DHS) or unless they are working on campus. The Academy in no way guarantees employment after graduation.

## HOUSING

### Housing Assistance - The Academy Provides Limited Assistance Only

Student services at the Academy include limited assistance in finding student housing in San Francisco as the Academy assumes no responsibility in finding or assisting a student in finding housing. Although the Academy does not have dormitories for its students, we will provide contact information to a home stay placement service and names of local residence clubs, but students must connect with them directly and make their own housing arrangements. For a list of housing options visit our website at [www.aae.edu](http://www.aae.edu).



## Housing Located Around or Near the Academy

### **The Vantaggio Suites**

The Vantaggio Suites is a residence club and has three locations. Two of them are located in close proximity to the Academy, one on Turk Street and the other on McAllister Street. The third is on O'Farrell Street. All rooms have cable TV, free Wi-Fi & Internet access, mini refrigerator, microwave, telephone with voicemail, study desk and chair, dishes and silverware. Service includes weekly housekeeping and complimentary breakfast. Website: [www.vantaggiosuites.com](http://www.vantaggiosuites.com)

### **Hostelling International**

Just a few blocks from the Academy, Hostelling International San Francisco City Center is the perfect base for exploring cultural hot spots, from nightclubs to experimental theater, live music venues to the opera, symphony, and ballet. The neighborhood is also home to some of the city's most affordable restaurants, where you can sample San Francisco's world class cuisine without breaking the bank. Amenities include free continental breakfast every morning, as well as beer, wine, and snacks in the evenings. There are four comfortable guest lounges, and a spacious, fully equipped self-serve kitchen. They host daily activities including walking tours, tea tastings, dinners, and midnight movies. It's a great choice if you are seeking an authentic San Francisco experience that taps into the local scene.

Website: [www.sfhostels.org](http://www.sfhostels.org)

## **LEARNING RESOURCES**

### Computer Lab

Our computer lab is located on the second floor and offers open Internet access during normal school hours when not used for classes. The lab includes fifteen (15) workstations, one networked laser printer, and various software programs. Classes, such as our iBTOEFL Test Preparation Course often use the lab to take practice TOEFL tests. Other classes also use the lab to do research on writing assignments. Accent reduction software programs help students improve their pronunciation. The lab is also used to take the Educational Testing Service

(ETS) iBTOEFL test, as we are an official ETS - TOEFL Test Center. Students often use the lab to keep in touch with friends and relatives abroad.

### Faculty Library

The faculty library contains hundreds of books, many newly published, for teachers to use as resources for their classes. Books are conveniently arranged according to skill.

### San Francisco Public Library

At a cost of \$105 million dollars, San Francisco's main public library is located approximately three blocks from the Academy. It offers 200 computer workstations with Internet access. The library hosts an assortment of events, exhibits, and classes. They have an extensive English as a Second Language (ESL) collection that includes books on vocabulary building, English grammar, and writing. The Academy makes frequent field trips to the library for tours to acquaint our students with their services.

## **STUDENT RESPONSIBILITIES**

### Student Responsibilities

Learning a language is hard work. In an intensive program, students must be prepared to put a lot of time and energy into learning English, both in and outside of class. All students at the Academy have the following responsibilities:

- Attend every class every day in its entirety and arrive on time;
- Be active in class:
  - Ask questions;
  - Offer ideas and opinions;
  - Listen to classmates;
  - Let your teacher know when you do not understand;
  - Do not be afraid to make mistakes;



- Participate in pair and small-group speaking activities to increase fluency;
- Speak English at all times during and after school;
- Speak with and try to understand students from different cultures with different communication styles;
- Take all quizzes and exams;
- Balance social activities with schoolwork;
- Talk to the teacher if you have problems or questions about a class;
- Help teachers make the classes interesting and productive.

If you follow these rules, you can expect your English to improve rapidly.

### Rules of Student Conduct

The American Academy of English requires that each student and staff member adhere to acceptable standards of personal conduct. (Violation of 9.2; 9.3; 9.4 may lead to suspension, probation, dismissal or expulsion.)

### **Sexual Assault**

The Academy will not tolerate any form of sexual assault or sexual harassment on Academy property or at any Academy sponsored event. The Academy realizes that these situations may or may not be deemed criminal offenses and so may have to be handled both internally by administrative action and externally by the appropriate law enforcement agency. Internally, disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees. If the victim decides to report the incident to the appropriate law enforcement agency, the Academy will make every effort to insure that it will be handled in the most private and confidential manner possible.

### Drug and Alcohol Policy

The unlawful possession, use, or distribution of any illicit drug or alcohol by students or employees on Academy property or at Academy sponsored events is prohibited. Violation may constitute criminal conduct, which could result in criminal prosecution

under state and/or federal law. It is the policy of the Academy to impose appropriate disciplinary sanctions on employees and students for the unlawful possession, use, or distribution of illicit drugs or alcohol. Appropriate disciplinary sanctions may include suspension or expulsion for students or suspension or termination for employees.

### Sexual Harassment

Students, instructors, staff and visitors must be able to study and work in an atmosphere of mutual respect and trust. It is the policy of the Academy to provide an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by Federal and State law. Sexual harassment may include, but not be limited to:

- Conduct that is explicitly or implicitly made a term or condition of an individual's employment or education.
- A decision based on the submission to or rejection of a sexual advance.

Verbal or physical conduct of a sexual nature that interferes with an individual's performance or creates an intimidating work or educational environment. Immediate action shall be taken against individuals determined to be in violation of this policy. Any individual who believes that he or she has been a victim of sexual harassment should file a complaint within one year of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts of the sexual harassment incident.

### Nonsmoking Policy

Smoking shall be prohibited in all enclosed facilities owned by, leased by, or under the control of the American Academy of English without exception. This includes common



Smoking only  
 1) at the curb, or  
 2) if no curb,  
 at least 15 ft. from  
 exits, entrances,  
 operable windows, and vents

SP Health Code Article 187. Funded by the California Department of Public Health under contract #07-08.

work areas, classrooms, conference and meeting rooms, private offices, elevators, hallways, cafeteria, employee lounges, stairs, restrooms, and all other enclosed facilities. Smoking shall be prohibited in vehicles which are used to transport students or which are operated in the course of employment for the use of more than one person at a time during the time of employment. San Francisco Department of Public Health "Smoke Free Ordinance General Requirements" stipulate smoking restrictions at building entrances.

### Attendance Policy

Satisfactory attendance is the responsibility of the individual student. Students should attend all classes, not only because they are responsible for material discussed, but also because active participation is frequently essential to ensure maximum benefit for all members of the class. Our policy stipulates that students on F-1 student status are expected to attend *all* class sessions to ensure no problems with U.S. Immigration. Failure to attend classes does not guarantee that a student will be automatically dropped from the class roster, however. If students have been out of school for one or more days, they should report to their instructors upon their return to inquire about making up missed work. Students who know in advance that they will miss one or more classes should inform their instructors prior to their absence. We understand that absences are sometimes unavoidable. Therefore, students may miss up to 20% of classes for *personal leave*. Personal leave may be used for illness, important personal business that cannot be conducted outside of class hours, taking the TOEFL, religious observances, etc. It is a courtesy to instructors to explain absences to them, and if possible to inform them of absences ahead of time. Extended personal leave of absences, such as travel to your country to attend to personal matters, must also be reported to the front office.

### Attendance Requirements to Maintain Enrollment Status in Good Standing w/ USDHS

Most students attending the Academy are in the United States on F-1 student visas. U.S.

Department of Homeland Security (USDHS) requires students on F-1 visas to enroll in a full course of study. They must attend classes 18 hours a week to maintain student status. Any F-1 student not attending the required number of hours can be considered out of status, and thus ineligible for completion of their program and transfer to other programs. This could lead to deportation and being banned from entering the United States for five to ten years. Names of students not in attendance and their admission numbers will be turned over to US DHS upon their request. If students have an excused absence it is their responsibility to inform their instructor and the administration. It is also their responsibility to provide documentation, such as a doctor's note that excuses their absent day(s), to the administration in a timely manner.

### Tardiness and Early Departures

Students who are not present 10 minutes after a class starts or continues from a break will be marked as "tardy." Students who leave a class 10 minutes before it ends will be marked as "early departure." Two instances of tardy and/or early departure in one day will be marked as absent. Two instances of tardy/early departure in one week will be marked as absent on the day of the second instance. Every two instances thereafter will be counted as an additional absence. If a student arrives or departs thirty (30) minutes after a class starts or ends, the student will be marked as "absent" for that day.

### Withdrawal, Leave of Absence, Vacation, Medical Leave Policy

#### **Withdrawal**

A withdrawal may be effectuated by the student's written or verbal notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

In the event that no notice of withdrawal (written or verbal) is provided, the institution will automatically administratively withdraw a student after s/he has been absent for 21 consecutive calendar days (excluding any scheduled breaks) and

complete a refund calculation, processing any refunds to or on behalf of the student.

Any student withdrawing from school must return all materials (textbooks) lent to him/her during his/her stay at the Academy. (See Cancellation, Withdrawal and Refund Policies section).

### **Vacation Policy**

An international F-1 student may be granted a vacation, which is a temporary break in the student's attendance during which s/he is considered to be continuously enrolled. The vacation policy must comply with the following requirements:

1. A student in good standing is eligible for an annual vacation not to exceed 3 months upon 9 consecutive months of enrollment.
2. An annual vacation of up to 3 months may only be granted after a student completes an extended period of study of an academic year of 9 consecutive months.
3. The student must request a vacation in writing in advance of the beginning date of the vacation and attest to understanding the procedures and implications for returning or failing to return to his/her course of study following the vacation. An *Annual Vacation Form* must be completed, signed and submitted to the office to request the vacation. An eligible student on vacation is considered to be in status during vacation. Student failing to return to a course of study following the vacation, will be terminated in SEVIS accordingly to reflect the student being out of status.
4. Students are expected to return from annual vacation, not to exceed 3 months, on or before their next scheduled session start date.
5. A completed and signed *Annual Vacation Form* submitted to the office is subject to DSO review and documentation for approval. Upon DSO review and approval, the DSO will then update the school records and SEVIS to reflect the student's annual vacation. If denied, the DSO will contact the student to discuss any remedies to any deficiencies.
6. AAE will not assess the student any additional charges as a result of the vacation nor charge tuition for the vacation period.
7. For those students returning from an absence exceeding a 3 month period, the Michigan exam will be administered to assess the student's language proficiency upon the student's reentry to the language program.
8. An F-1 student at an academic institution is considered to be in status during the annual vacation if the student is eligible and intends to register for the next term. A student attending a school on a quarter calendar who takes only one vacation a year during any one of the quarters is considered to be in status during that vacation, if the student has completed the equivalent of an academic year prior to taking the vacation.
9. It is permissible for an F-1 status student to travel outside the U.S. while on authorized annual vacation. It is the student's responsibility to have the proper documentation for reentry to the U.S. To reenter the U.S., the student must have the DSO endorsed Form I-20, valid F-1 visa and if applicable, Form I-94 and/or bank statement.
10. Procedures to request annual vacation:
  - Complete and submit the *Annual Vacation Form* to the office.
  - If you are traveling outside the U.S., also submit a copy of your travel itinerary.
    - Upon approval of annual vacation, the DSO will update SEVIS to reflect the vacation.
    - If applicable, your Form I-20 will be endorsed for your travel outside the U.S. Be sure that you have a valid passport and F-1 visa for your reentry to the U.S.
    - After your vacation, you are expected to report to school to register for the next term. Failure to do so will result in termination of your status.

### **Leave of Absence**

An F-1 student may take an authorized temporary leave of absence if they need to take time away from their studies due to an unforeseen circumstance while school is in session. A leave of absence (LOA) is a temporary break in study during

which time an international F-1 student must be out of the United States, but considered to be continuously enrolled. A leave of absence must comply with the following requirements:

1. A student must submit a written request for a leave of absence in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within the institution's twenty-one (21) consecutive calendar days of absence policy, s/he will be withdrawn.
2. The student must complete, sign and date the *Leave of Absence Form* for the LOA request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested. A completed and signed *Leave of Absence Form* submitted to the office is subject to DSO review and documentation for approval. Upon DSO review and approval, the DSO will then update the school records and SEVIS to reflect the student's LOA. If denied, the DSO will contact the student to discuss any remedies to any deficiencies.
3. AAE will not assess the student any additional charges as a result of the leave of absence.
4. The length and frequency of leaves of absence must not impede student progress and must be reasonable within the context of the institution's curriculum. Students are expected to return from a leave of absence on or before their next scheduled session start date.
5. The leave of absence must not exceed five months. F-1 students returning to the institution for more than 5 month absence, will need to reapply as an initial student for admission.
6. Should the leave of absence exceed 3 consecutive months, the student is required to take the Michigan exam upon returning from LOA to assess the student's language proficiency upon the student's reentry to the language program.
7. Should a student spend more than five months outside of the United States during an absence from school and wishes to return to study, the

student will need to reapply to AAE as an initial student. This requires the student to obtain a new Form I-20 and may need to apply for a new F1 visa at the U.S. Consulate/Embassy.

8. An F-1 student on LOA must be out of the United States, but considered to be continuously enrolled. It is violation of F-1 status if a student remains in the U.S. while on LOA.
9. In signing the *Leave of Absence Form*, students are attesting to understanding of procedures and implications for returning or failing to return to his/her course of study.
10. Procedures to request LOA:  
LOA within 5 months absence from the U.S.
  - If your LOA is less than 5 months and have a valid F-1 visa for your reentry to the U.S., you must submit your Form I-20 to the office for endorsement by a Designated School Official (DSO).
  - You do not need to apply for a new F-1 visa or pay another SEVIS fee.
  - Submit the following documents to the office for your LOA:
    - Completed and signed *Leave of Absence Form*
    - Copy of your flight itinerary/ticket
    - Current Form I-20 for endorsement on page 2 for your reentry to the U.S.
    - Valid passport
    - Valid F-1 visa (if available)
  - If you do not have a valid F-1 student visa for your reentry to the U.S., you will need to apply for a new F-1 student visa at the U.S. Embassy or Consulate in your country.
  - If your SEVIS record is terminated to reflect the LOA, you must depart the U.S. within 15 days of the date of withdrawal or you will be in violation of your F-1 student status. If you fail to depart the U.S. within the 15-day grace period or fail return by the expected date, you may be withdrawn from school.
  - If your SEVIS record is terminated to reflect the LOA, it has to be reactivated for your reentry to the U.S. To do this, you must notify the P/DSO **at least one (1) month prior to your expected return date to the**



**U.S.** You need to inform and provide the P/DSO, by e-mail, a copy of your flight information. Failure to notify us of your return may result in experiencing a long delay at the port of entry. If you enter the U.S. on terminated status, you will be issued Form I-515A and given one month stay in the U.S. to correct the SEVIS record by providing documentation to SEVP.

- If you anticipate an early or late return to the U.S. from the LOA, notify us immediately.
- When you return from your LOA, report to the office immediately with your Form I-20 and passport for registration and the retrieval of your updated electronic I-94.

#### LOA more than 5 months absence from the U.S.

- If your LOA is more than 5 months, you will need to apply for a new Form I-20 and pay another SEVIS fee for your reentry to the U.S. as an initial student.
- It is prudent for students to apply for new visas at a U.S. Embassy or Consulate abroad prior to traveling to the United States to return to their studies, after an absence of more than five months that is not related to their course of study. This suggestion is based on the Department of State's view that a student might encounter difficulties with Custom and Border Patrol (CBP) at the port of entry as CBP officers are authorized to exercise discretion on a case-by-case basis on all nonimmigrant admissions.
- Your current Form I-20 will no longer be valid as it will be terminated but it should be kept for your records.
- You have 15 days to depart the U.S. after your status has been terminated in SEVIS to reflect your LOA.
- You must follow these steps:
  - Complete and submit the *Leave of Absence Form*
  - Submit a copy of your flight itinerary/ticket
  - Obtain a new I-20 form by applying to the school as an initial applicant

(application form, bank statement and \$100 application fee)

- Pay the SEVIS fee ([www.fmjfee.com](http://www.fmjfee.com))
- (optional – see above) Make an appointment at the U.S. Embassy/Consulate in your country for your visa interview to apply for your F-1 visa
- When you return from your LOA, report to the office immediately with your I-20 and passport for registration and the retrieval of your updated electronic I-94.

#### **Medical Leave (Reduced Course Load) Policy**

A medical leave is a temporary break in study for documented medical purposes during which time an international F-1 student remains in the United States and is considered to be continuously enrolled with a reduced course load. F-1 students with documented medical conditions can take a reduced course load or no course load at all.

1. A student must submit a written request for the medical leave (reduced course load) along with required supporting medical documentation in advance of the beginning date of the leave, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within the institution's twenty-one (21) consecutive calendar days of absence policy, s/he will be withdrawn.
2. To request reduced course load, the student must complete and sign the *Reduced Course Load Form* and submit it to the office with the appropriate medical documentation. A completed and signed *Annual Vacation Form* submitted to the office is subject to DSO review and documentation for approval. Upon DSO review and approval, the DSO will then update the school records and SEVIS to reflect the student's RCL.
3. AAE will not assess the student any additional charges as a result of the medical leave.
4. The length and frequency of the medical leave must not impede student progress and must be reasonable within the context of the institution's curriculum. The length of each RCL authorization cannot exceed a 3 month session.

Students are expected to return from RCL on or before their next scheduled session start date. If additional RCL is needed, the student must provide current medical documentation as described above for the DSO to reauthorize the RCL for another period not to exceed a 3 month session.

5. Should the reduced course load exceed 3 months, the student is required to take the Michigan exam upon returning from RCL to assess the student's language proficiency upon the student's reentry to the language program.
6. In order to authorize a reduced course load based upon a medical condition, the student must provide medical documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist, to the DSO to substantiate the illness or medical condition. Furthermore a reduced course load may not exceed an aggregate of 12 months while the student is pursuing a course of study at a particular program level.
7. Students on medical leave may stay in the U.S.
8. Procedures to request RCL:
  - Complete and submit the *Reduced Course Load Form* to the DSO.
  - Submit documentation from a licensed medical doctor, doctor of osteopathy, or licensed clinical psychologist specifying the dates and reason(s) for the RCL.
  - Upon approval of the RCL, the DSO will update SEVIS to reflect the RCL.
  - To request additional RCL, another *Reduced Course Load Form* must be completed and submitted along with current medical documentation.

### **Academic Probation, Suspension, Dismissal/Termination and Re-admission Policies**

#### **Academic Probation**

The purpose of Academic Probation is to notify a student when his or her behavior or academic progress is below standard, and to put into motion a plan for correction. The student will receive written notification stating the unsatisfactory status and the correction required.

A student may be placed on Academic Probation for any of the following reasons:

- Not conducting oneself in a professional and responsible manner and/or failing to follow the policies and procedures of the school.
- Failing to complete a required evaluation or failing to pass a course.
- Failure to meet attendance standards.

When a student receives a failing grade, support is available as follows: First, the student meets with his or her instructor to plan a strategy of preparation to retake the test or redo the assignment. Strategies may include further study, improved study techniques, additional or alternative testing methods, or other recommendations. Once a strategy is selected, the student agrees to do his or her part. Be proactive. As soon as you are aware that you might be falling behind or are in need of additional support, please inform your instructor, and/or someone in Student Services.

Academic Probation is for a period of one term. During this time, the student is required to correct the behavior and/or complete all outstanding evaluations, tests, and assignments. Failure to do so may result in dismissal.

#### **Probation, Suspension, Dismissal**

Any student, for good cause, may be put on probation, suspended or dismissed by the Director or given a lesser sanction for one or more of the following reasons which must be school related:

- Obstruction or disruption, on school property, of the educational process, administrative process, or other school function.
- Physical abuse on or off school property of the person or property of any member of the school community or of their family, or the threat of such abuse.
- Theft of, or non-accidental damage to, school property, or property in the possession of, or owned by, a member of the school community.
- Continued willful disobedience, habitual profanity or vulgarity, open and persistent defiance of the authority of school personnel.
- Sexual assault, including rape.

- Unlawful use or possession of drugs, alcohol and/or firearms on school premises.
- Sexual harassment or bullying. (See Policy and Procedures Manual for more on this.)

The Director shall make a written report to the Board of Directors that contains the following information. (A copy should be given the student no later than the first day of his/her return to class.)

- A statement of the facts, the violation(s), date, time, and place.
- Name and statement of violating student(s).
- Name and statement of witness(es).
- Sanction imposed.

### **Long Term Suspension / Dismissal - Termination**

Only the Director or his designated representative may suspend/dismiss or terminate a student for more than two days. Within ten (10) days after the interim suspension/dismissal/termination, the student shall be notified by the Director, via written notice, of the following: (1) Reason or reasons for suspension/dismissal/ termination; and (2) The right to appeal the suspension/dismissal/termination. Students may appeal dismissal actions by following the Complaint Procedure stated in this catalog.

### **Appeal Process**

Based on extenuating circumstances, a student may appeal the determination of probation, dismissal, and/or termination status. To submit an appeal, follow AAE's formal complaint procedure (please refer to the information in "Complaint Procedure").

### **Re-Admission Policy**

Students dismissed from school for lack of satisfactory progress, or for other reasons, may apply to be re-admitted to AAE. AAE reserves the right to grant or deny a request to re-enter the program based on the applicant's ability to complete the program, the nature of his/her initial dismissal or withdrawal and outstanding tuition balance owed to the school. If the application is approved, AAE will determine the point of entry into the program based on the student's previous accomplishments. This means that the student may re-start from where he/she left off in the program or may be required to repeat

all or portions of the program based on the applicant's competency and length of leave. Tuition is calculated based on the point of re-entry, prorated on the amount of credit hours needed to complete the program. Applicants will also be required to purchase applicable books and supplies, if it is determined that they are needed, and an administrative fee of \$100. The administrative fee must be paid when the application is submitted prior to receiving approval to start attending classes.

### **Summary of the Penalties for Violation of Federal Copyright Laws**

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and staff to civil and criminal liabilities. Students and staff should be aware, however, that not all uses of copyrighted materials are illegal. The *U.S. Copyright Act* allows for the copying and distribution of copyrighted materials when such use satisfies the requirements for "fair use."

### **Fair Use Doctrine**

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use, these four standards must be met for any of the foregoing purposes:

- ▶ **The Purpose and Character of the Use.** The use must be for such purposes as teaching or scholarship.
- ▶ **The Nature of the Copyrighted Work.** Students and staff may make single copies of book chapters for use in research; instruction or preparation for teaching; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.
- ▶ **The Amount and Substantiality of the Portion Used.** Copying the whole of a work cannot be considered fair use; copying a small portion

may be allowed if adopted procedures are followed.

- ▶ **The Effect of the Use upon the Potential Market for or Value of the Copyrighted Work.** If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

While the Academy encourages its students and staff to enrich the learning process by making proper use of supplementary materials, it is the responsibility of the student and members of the staff to abide by the Academy's copying procedures and to obey the requirements of the law. The Academy cannot be responsible for any violations of the copyright law by either its students or its staff.

Any student or member of the staff who is uncertain as to whether reproducing or using copyrighted material complies with the Academy's procedures or is permissible under the law should contact the person designated as the copyright compliance officer.

#### **Consequences of Receiving a Copyright Violation**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, *United States Code*, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

#### **Liabilities Students may Face for Unauthorized Use/Distribution of Materials**

If an Academy student received a copyright violation notice for a computer registered to the Academy, we will respond in the following way:

##### A. First Violation

The first notice of illegal distribution of copyrighted material is a warning, but the student will not be allowed into the computer lab for 30 days. The computer involved will be cleaned for any malware; the student will sign an agreement to stop illegal file sharing and attend a copyright presentation within 30 days after the violation has been detected.

##### B. Second Violation

A second notice of illegal distribution of copyrighted material will refer the student's case to the Director of Operations. The student will meet with the D/O to discuss a resolution to the case. If the student accepts responsibility, the D/O will assign sanctions based on the violation. If the student does not accept responsibility, the case will be referred to the Executive Director (ED). The following are potential sanctions for second notice violations:

- 1) Non-academic student conduct probation
- 2) The writing of a reflection paper on computing abuse
- 3) A \$150 restitution charge

##### C. Third Violation

A third violation involves permanently revoking a student's use of the language/computer lab. The student may be subject to additional, more serious, sanctions including a \$300 fine, non-academic probation or expulsion.

## **STUDENT RIGHTS**

### **Notice of Student Rights**

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Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), Toll Free: (888) 370-7589; Phone: (916) 431-6959; Main Fax: (916) 263-1897; Tel: (916) 574-7774; Mailing Address: Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818.

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.

A student or member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 916.574.7774 or by completing a complaint form, which can be obtained on the bureau's Internet web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Student Rights to Access their Own Files and Release of Student Information**

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As an AAE student, you have the right to inspect and review your educational records, to request corrections or deletions, and to limit the disclosure of your records in accordance with the Family Educational Rights and Privacy Act.

To access your files, send or deliver a written request to the Director. A time will be arranged for you to view your files.

Upon written request, the Registrar will provide you with an official transcript. For each student granted a certificate, permanent records of all of the following are maintained: a) the certificate granted and the date on which that certificate was granted, b) the courses on which the certificate was based, and c) the grades earned by the student in each course. Please allow four weeks for processing your request. There may be a service charge for documents requested. In accordance with California BPPE regulations, AAE reserves the right to withhold transcripts from students who are not current with their tuition payments.

Unless otherwise requested, AAE may release to the public certain directory information pertaining to its students. This information can include any or all of the following: student's name, address, phone number, photograph, academic program, and dates of attendance. Students who do not wish this information to be released should inform AAE in writing.

### **Student Rights and Responsibilities Concerning Health**

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Individuals who elect to become Academy students have the right to a healthy, safe and drug-free environment. Students have personal responsibilities with regard to their own health and safety and the health and safety of the academic community.

Academy students will:

- Not attend class if they have a contagious condition (measles, hepatitis, etc.). Not attend class if they are under the influence of alcohol or illicit drugs.
- Notify Admissions if they will be absent for a week or more due to an illness.
- Observe sound personal hygiene habits.
- Obtain a physician's note and cooperate openly and honestly with school officials about medical problems that may threaten the health and/or welfare of self or others.

The purpose of these procedures is to provide every student with a prompt and equitable means of seeking an appropriate remedy for any alleged violation of his or her rights on campus. The student grievance procedure adhered to is that described in section 73770 of Title 5, *California Code of Regulations*. A student may lodge a complaint orally or in writing to any teacher, administrator, staff member or counselor. These persons will register the complaint as soon as possible with the Director who will then investigate the complaint thoroughly, interviewing all people involved and reviewing all documents that relate to the complaint. The Director has the authority to reject the complaint if it is determined to be unfounded, or to compromise or resolve the complaint in any reasonable manner, including the payment of a refund.

### **Student Rights to File a Student Grievance or Complaint**

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A student may lodge a complaint in writing to any teacher, administrator, staff member or counselor. These persons will report the complaint as soon as possible with the Executive Director or Director of Operations. All complaints should be reported with either director. Either the Executive Director or

Director of Operations shall then investigate the complaint thoroughly, interviewing all people involved and reviewing all documents that relate to the complaint. Either Director has the authority to reject the complaint if it is determined to be unfounded, or to compromise or resolve the complaint in any reasonable manner. Either Director will then record a summary of the complaint, its disposition, and the reasons; place a copy of the summary, along with any other related documents, in the student's file, and make an appropriate entry in the Log of Student Complaints. The student's participation in the complaint procedure and the disposition of a student's complaint in no way limits the student's option of seeking further remedy from ACCET or the BPPE. All complaints shall be responded to and complainant shall receive an acknowledgement of receipt within ten (10) working days from receipt of complaint.

#### **Informal Resolution: Definition of Grievance**

A student who believes that he or she has been wronged by an act of the Academy must make a reasonable, good faith attempt to resolve the problem on an informal basis. Any appropriate administrator, faculty member, staff member, or student representative may be invited to participate and assist in achieving an amicable resolution. If the matter cannot be resolved informally, the student may file a formal grievance. A formal grievance is a written allegation by a student alleging that he or she was directly wronged by a grievable action of the Academy. A *grievable action* is any action that violates an established rule or regulation of the Academy or any law that protects student rights.

#### **Filing of Formal Grievances**

All formal grievances must be submitted on a Student Complaint Form and must include specific details regarding the events involved and the rule, regulation, or law alleged to have been violated by the Academy. Full factual data (*including names, dates, times, records, etc.*) should be reported to support the allegations of the grievance and to make an impartial investigation and decision possible. A faculty or staff member of the student's choice may assist the student in preparing the grievance form but will not necessarily act as an

advocate for the student. (Student Complaint Forms are available at the front desk.)

#### **Formal Complaint Procedure**

Should a problem arise during your training with us, we want to work with you to find a fair solution. Here is the procedure to follow:

1. Write the complaint on a Student Complaint Form — or in a letter — and include the following information:
  - a. The nature of the problem
  - b. The approximate date that the problem occurred
  - c. The name(s) of the individual(s) involved
  - d. Key information regarding the problem (facts, not rumors, are necessary for finding solutions)
  - e. Your signature and the date.
2. Send or deliver the Student Complaint Form or letter to the Director of Operations and/or Executive Director. Retain a copy for your records.
3. An appropriate party will respond to your complaint in writing within ten (10) working days from receipt of complaint, meet with you if necessary, and make every effort to find a fair solution.

#### **Time Limit on Filing a Grievance**

To be timely, a grievance must be filed with the Director no more than twenty (20) calendar days after the grievant learned of the event on which the grievance is based. If the grievance is based on a series of events, over a period of time, the grievance must be filed no more than twenty calendar days after the grievant learned or reasonably could have learned of the most recent of those events. In no case, however, shall the grievance be timely, if it is filed more than one year after the occurrence of the event or events upon which it is based, regardless of the date of discovery of the event or events.

#### **Bureau for Private Postsecondary Education (BPPE) Complaint Procedure**

We encourage students and the public to exhaust AAE's complaint procedure before taking a grievance or issue up with an outside agency. A

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

**Bureau for Private Postsecondary Education (BPPE)**  
**P.O. Box 980818**  
**West Sacramento, CA 95798-0818**  
**Tel: (916) 431-6959**

### **Accrediting Council for Continuing Education and Training (ACCET) Complaint Procedure**

Complaints may also be filed with our accrediting body (ACCET) which oversees our operations.

### **NOTICE TO STUDENTS: ACCET COMPLAINT PROCEDURE**

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

However, in the event that a student has exercised the channels available within the institution to resolve the problem(s) by way of the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be in writing and mailed, faxed, or emailed to the ACCET office. Complaints received by phone will be documented, and the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following:
  - a. A detailed description of the problem(s);
  - b. The approximate date(s) that the problem(s) occurred;
  - c. The full name(s) and title(s) or position(s) of the individual(s) involved in the problem(s),

including both institutional staff and/or other students who were involved;

- d. Evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET;
  - e. The name and mailing address of the complainant; if the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved.
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., the student's enrollment agreement, the syllabus or course outline, correspondence between the student and the institution).
  4. SEND TO:

### **CHAIR of COMPLAINT REVIEW COMMITTEE, ACCET**

**1722 N Street, NW**  
**Washington, DC 20036**  
**Telephone: (202) 955-1113**  
**Fax: (202) 955-1118 or (202) 955-5306**  
**Email: [complaints@accet.org](mailto:complaints@accet.org)**  
**Website: [www.accet.org](http://www.accet.org)**

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

## **EXPLANATION OF STUDENTS' RIGHT TO CANCEL, WITHDRAW AND RECEIVE A REFUND**

### **Cancellation, Withdrawal & Refund Policies**

You have the right to cancel your enrollment agreement or withdraw from the American Academy of English and obtain an applicable refund. The Academy shall compare and follow the refund policies that are prescribed by the Bureau for Private Postsecondary Education (BPPE) and Accrediting Council for Continuing Education and Training (ACCET) and use the policy that is most beneficial to the student.

**Bureau for Private Postsecondary Education  
Refund Policy**

**BPPE Cancellation**

All students are advised that a notice of cancellation must be submitted in writing to the address or email below. (Ed. Code §94920(a))

The Academy shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), and any other nonrefundable fees, if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

If the Academy cancels or discontinues a course or educational program, the Academy will return all unearned institutional charges paid to the Academy.

**BPPE Withdrawal**

A withdrawal may be effectuated by the student's written or verbal notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. (Ed. Code §94920(a))

The Pro-Rata Refund of Unearned Institutional Charges for Cancellations and Withdrawals during Period of Attendance. For students who cancel their enrollment agreements or withdraw during a period of attendance, the refund policy for students who have completed 60% or less of the period of attendance shall be a prorata refund. The pro-rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

Calculating the Return of Unearned Institutional Charges

1. The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

2. All amounts paid by the student in excess of what is owed as calculated in (A) above, shall be refunded.
3. Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an application fee or deposit not more than \$250.00, books, supplies, or equipment, and specify whether and under what circumstances those amounts are non-refundable. Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, any Student Tuition Recovery Fund assessment paid pursuant to section 94923 of the Code is non-refundable.
4. For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in the school catalog.

Non-Refundable Charges. Application Fee is nonrefundable. Student Tuition Recovery Fund (STRF) Assessment is nonrefundable. Courier Fees are nonrefundable and are not a required institutional charge but an optional service. These fees are nonrefundable unless the service has not been rendered when the written cancellation is made. A student is also responsible for expenses related to processing and/or completing a refund (i.e.) wire transfer fee, bank charge(s), mailing service fee, etc.

An educational program is identified as one semester (24 weeks), or the length of time for which a student registers, whichever is less.

Refund Policy for the Return of Unearned Institutional Charges. All refunds will be made by check or if applicable, credit card. No cash refunds will be issued. The Academy shall pay refunds within forty-five (45) days of a student's cancellation, withdrawal, or the Academy's cancellation of a course or program.

**ACCET Refund Policy**



### **ACCET Cancellation**

1. Rejection of Applicant: If an applicant is rejected for enrollment by an institution, or if a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less a maximum of \$500 non-refundable charges if such charges are clearly itemized in the enrollment agreement as non-refundable.
2. Program Cancellation: If an institution cancels a program subsequent to a student's enrollment, the institution will refund all monies paid by the student.
3. Cancellation Prior to the Start of Class or No Show: Except under the circumstance identified in # 4 below, if an applicant accepted by the institution cancels prior to the start of scheduled classes or never attends class (no show), the institution will refund all monies paid, less any actual housing costs incurred by the institution and a maximum total of \$500 identified non-refundable charges including any application/registration fee, courier fees, and travel cancellation insurance, if such charges are clearly itemized in the enrollment agreement as being non-refundable.
4. Cancellation Prior to the Start of Class or No Show: If an applicant accepted by the institution enters the United States on an I-20 obtained through the institution and subsequently cancels prior to the start of scheduled classes or never attends class (no shows), the institution may retain:
  - For an enrollment period of fewer than 12 weeks, all the tuition charges for up to four weeks of the first term/session, actual housing costs incurred by the institution, and a maximum total of \$500 for non-refundable charges including any application/ registration fees, courier fees, and travel cancellation insurance, if such charges are clearly itemized in the enrollment agreement as being non-refundable.
  - For an enrollment period of 12 weeks or more, all the tuition charges for up to six weeks of the first term/session, any actual housing costs

incurred by the institution and, a maximum total of \$500 for non-refundable charges, including any application/registration fee, courier fees, and travel cancellation insurance, if such charges are clearly itemized in the enrollment agreement as being non-refundable.

### **ACCET Withdrawal**

1. Refund amounts must be based on a student's last date of attendance (LDA). When determining the number of weeks completed by the student, the institution may consider a partial week the same as if a whole week were completed, provided the student was present at least one day during the scheduled week.
2. First Period of Financial Obligation: For students whose last day of attendance occurs at any point in the first four weeks of their initial period of financial obligation, the institution may retain the charges applicable to the first four weeks. For students whose last date of attendance occurs after the first four weeks but before or at the midpoint of their period of financial obligation, the institution may retain a prorated amount of tuition. For students whose last date of attendance occurs after the midpoint, the institution may retain all of the charges for that period. Any tuition paid for the balance of the program must be refunded in full.
3. Subsequent Periods of Financial Obligation or Enrollment periods: For students who have completed the first period of financial obligation or extended their enrollment at the institution but whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, the institution may retain a prorated amount of tuition for that period. For students whose last date of attendance occurs after the midpoint of any subsequent period of financial obligation, the institution may retain all of the tuition for that period. Any tuition paid for the balance of the program must be refunded in full.

In the event that no notice of withdrawal (written or verbal) is provided, the institution will automatically administratively withdraw a student after s/he has been absent for 21 consecutive calendar days (excluding any scheduled breaks) and

complete a refund calculation, processing any refunds to or on behalf of the student.

**Refund Due Dates:**

- 1.If an applicant never attends class (no-show) or cancels the enrollment prior to the class start date, all refunds due must be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.
- 2.For an enrolled student, the refund due must be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination (DOD). The date of determination is: (a) the date the student gives notice of withdrawal to the institution; (b) the date the institution administratively withdraws the student, as identified under #7 above; or (c) the date the institution terminates the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy. If a student provides advanced notice of withdrawal such that the 45-day window ends before the last date of attendance, the refund must be paid within forty-five (45) calendar days from the last date of attendance (LDA).

**Definitions:**

Cancellation: A student who never attends classes at the institution after enrolling and informs the institution in advance.

No Show: A student who never attends class at the institution after enrolling and does not inform the institution. Note that the ACCET policy treats no shows exactly the same as cancellations.

Withdrawal: A student who has attended at least one class at the institution, but does not complete the program s/he signed up to take.

Termination: A type of withdrawal initiated by the institution due to failure of the student to meet one or more institutional policy.

Date of Determination (DOD): The date: (1) the student gives notice of withdrawal to the institution, (2) the institution administratively withdraws the student, as identified under #7 above; or (3) the date the institution terminates

the student due to the student's failure to adhere to the institution's attendance, conduct, or student progress policy.

Last Date of Attendance (LDA): The final date the student attends class.

Period of Financial Obligation: The training period for which a student is legally obligated to pay (e.g. month, term, or session), which may be less than the total period of enrollment, if tuition is charged in smaller increments, such as by the month, term, and/or session. Under no circumstance may a period of financial obligation exceed a 12-month period.

**Procedures to Cancel, Withdraw & Obtain a Refund**

You may cancel the enrollment agreement and receive the applicable refund by providing a written notice or a completed *Notice of Cancellation/Withdrawal Form* to: American Academy of English, Attention: Director, 530 Golden Gate Avenue, San Francisco, CA 94102. Email: info@aae.edu.

You may withdraw from the American Academy of English and receive the applicable refund by providing a written or verbal notice or a completed *Notice of Cancellation/Withdrawal Form* to the above address or email.

If you are an international student in the United States on F-1 student status, as required by Federal Law, the Academy will notify the U.S. Department of Homeland Security of your cancellation or withdrawal accordingly through SEVIS (Student Exchange Visitor Information System).

The following *Notice of Cancellation/Withdrawal* form is included to assist you in informing the Academy of your intent to cancel or withdraw. Other forms of written notification, however, are acceptable.

**Notice of Cancellation/Withdrawal Form**  
**American Academy of English - 530 Golden Gate Ave., San Francisco, CA 94102**

**A. Cancellation Information**

Enter date of first class, date first lesson was received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**You may cancel this contract for the American Academy of English, without any penalty or obligation by the date stated below:**

NO LATER THAN: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*(Enter midnight of the date that is the seventh (7th) day following the signing of the Enrollment Agreement or the day of the first class or the day the first lesson was received, whichever is later.)*

If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment (whichever is later): The American Academy of English shall refund 100% of the amount paid for institutional charges less the application fee (\$100), not to exceed two hundred and fifty dollars (\$250).

**B. Withdrawal Information**

If you have completed 60% or less of the period of attendance, the American Academy of English shall refund 100% of your unused tuition. (See Catalog for details.) Be advised that if you are an international student here on F-1 status, the **Student and Exchange Visitor Information System (SEVIS)** will be informed of your cancellation/withdrawal.

"I wish to cancel/withdraw my enrollment at the American Academy of English."

NAME: (Last) \_\_\_\_\_ (First) \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*(Date Signed/Date of Withdrawal)*

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(For Office Use Only)*

Received by: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# STUDENT TUITION RECOVERY FUND (STRF)

## Students Rights Under the Student Tuition Recovery Fund (STRF)

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### Purpose of Fund and Operation

The fund exists to relieve or mitigate economic losses suffered by a student while enrolled at a qualifying institution, who at the time of enrollment is or was a California resident or was enrolled in a California residency program, if the student enrolled in the institution and the student or a third-party payer prepaid tuition, paid or is deemed to have paid the assessment and suffered economic loss as a result of any of the conditions specified in section 94923 of the Code or due to an institution losing its eligibility to receive a third-party payer benefit such as Cal Grant, Pell Grant, or veterans' financial aid programs under Title 38 of the Code of Federal Regulations.

### Student Tuition Recovery Fund Disclosures

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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 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. 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.
- (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. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.
- (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. (5, CCR §76215(a) and 5, CCR §76215(b))

### **STRF Assessment Rate**

The Student Tuition Recovery Fund (STRF) assessment rate for enrollment agreements signed is \$0 per \$1,000 of institutional charges. STRF assessments are due at the time the student first pays their institutional charges, regardless of

whether the student pays the institutional charges in increments.

## **SCHOOL PERFORMANCE AND FACT SHEET**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law. Any questions a student may have regarding this fact sheet 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, Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, ([www.bppe.ca.gov](http://www.bppe.ca.gov)), Tel. (888) 370-7589, Fax. (916) 263-1894.

As a prospective student, you are encouraged to review our catalog prior to signing an enrollment agreement. You must also review (initial and sign) our School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. In compliance with the California Postsecondary Education Act of 2009, the American Academy of English provides the following statements of fact:



SCHOOL PERFORMANCE FACT SHEET

2016 & 2017 Calendar Years

Basic Literacy in ESL (ESL 100)

On-Time Completion Rates (Program Length: 12 weeks)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

Placement Rates: Not Applicable. All our courses are avocational in nature. We do not offer job placement. The American Academy of English makes no claims that its educational programs lead to any recognized career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

License Examination Passage Rates: Not Applicable. All our courses are avocational in nature. We do not offer job placement and therefore our students do not take any licensing exams. The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

Salary and Wage Information: Not Applicable. The American Academy of English makes no claims that its educational programs will lead to any salary or wage after students complete the program. "Salary and Wage Information" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.



**Cost of Educational Program:** Total charges for the program for students completing on-time in 2018: \$1,675. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt: Not Applicable.** Students at the American Academy of English are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Toll-free telephone number (888) 370-7589, Fax (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year. □ “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.





- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

### STUDENT’S RIGHT TO CANCEL

The student has a right to cancel the enrollment agreement and obtain a refund of charges, less non-refundable charges, paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The date by which you must exercise your right to cancel or withdraw and receive a refund is: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

All students are advised that a notice of cancellations must be submitted in writing to the address or email above. The Academy shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), and any other nonrefundable fees, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If an applicant is rejected for enrollment by the institution, or if a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less the nonrefundable application fee and any nonrefundable fees not to exceed a maximum total of five hundred dollars (\$500) as itemized in the enrollment agreement. If an applicant accepted by the institution cancels prior to the start of scheduled classes, the institution will refund all monies paid, less the nonrefundable application fee and any nonrefundable fees not to exceed a maximum total of five hundred dollars (\$500) as itemized in the enrollment agreement. If the Academy cancels or discontinues a course or educational program, the Academy will refund all unearned institutional charges paid to the Academy.



**SCHOOL PERFORMANCE FACT SHEET**  
 2016 & 2017 Calendar Years

**Beginning ESL (ESL 200)**

**On-Time Completion Rates (Program Length: 12 weeks)**

*Includes data for the two calendar years prior to reporting*

Calendar Year	Number of Students who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	77	77	73	95%
2017	70	70	67	96%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

**Placement Rates: Not Applicable.** All our courses are avocational in nature. We do not offer job placement. The American Academy of English makes no claims that its educational programs lead to any recognized career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

**License Examination Passage Rates: Not Applicable.** All our courses are avocational in nature. We do not offer job placement and therefore our students do not take any licensing exams. The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

**Salary and Wage Information: Not Applicable.** The American Academy of English makes no claims that its educational programs will lead to any salary or wage after students complete the program. "Salary and Wage Information" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.



**Cost of Educational Program:** Total charges for the program for students completing on-time in 2018: \$1,675. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt: Not Applicable.** Students at the American Academy of English are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Toll-free telephone number (888) 370-7589, Fax (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year. □ “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.



- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

### STUDENT’S RIGHT TO CANCEL

The student has a right to cancel the enrollment agreement and obtain a refund of charges, less non-refundable charges, paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The date by which you must exercise your right to cancel or withdraw and receive a refund is: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

All students are advised that a notice of cancellations must be submitted in writing to the address or email above. The Academy shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), and any other nonrefundable fees, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If an applicant is rejected for enrollment by the institution, or if a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less the nonrefundable application fee and any nonrefundable fees not to exceed a maximum total of five hundred dollars (\$500) as itemized in the enrollment agreement. If an applicant accepted by the institution cancels prior to the start of scheduled classes, the institution will refund all monies paid, less the nonrefundable application fee and any nonrefundable fees not to exceed a maximum total of five hundred dollars (\$500) as itemized in the enrollment agreement. If the Academy cancels or discontinues a course or educational program, the Academy will refund all unearned institutional charges paid to the Academy.



SCHOOL PERFORMANCE FACT SHEET

2016 & 2017 Calendar Years

Intermediate ESL (ESL 300)

On-Time Completion Rates (Program Length: 12 weeks)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	93	93	88	95%
2017	81	81	75	93%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

Placement Rates: Not Applicable. All our courses are avocational in nature. We do not offer job placement. The American Academy of English makes no claims that its educational programs lead to any recognized career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

License Examination Passage Rates: Not Applicable. All our courses are avocational in nature. We do not offer job placement and therefore our students do not take any licensing exams. The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

Salary and Wage Information: Not Applicable. The American Academy of English makes no claims that its educational programs will lead to any salary or wage after students complete the program. "Salary and Wage Information" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.



**Cost of Educational Program:** Total charges for the program for students completing on-time in 2018: \$1,675. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Federal Student Loan Debt: Not Applicable.** Students at the American Academy of English are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Toll-free telephone number (888) 370-7589, Fax (916) 263-1897.

I have read and understand this School Performance Fact Sheet. The School Performance Fact Sheet was reviewed and discussed with a school official prior to signing an enrollment agreement.

\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



### Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year. □ “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.





- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

### STUDENT’S RIGHT TO CANCEL

The student has a right to cancel the enrollment agreement and obtain a refund of charges, less non-refundable charges, paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The date by which you must exercise your right to cancel or withdraw and receive a refund is: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_.

All students are advised that a notice of cancellations must be submitted in writing to the address or email above. The Academy shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), and any other nonrefundable fees, if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If an applicant is rejected for enrollment by the institution, or if a prospective student has his/her visa application rejected, a full refund of all monies paid will be made to the applicant, less the nonrefundable application fee and any nonrefundable fees not to exceed a maximum total of five hundred dollars (\$500) as itemized in the enrollment agreement. If an applicant accepted by the institution cancels prior to the start of scheduled classes, the institution will refund all monies paid, less the nonrefundable application fee and any nonrefundable fees not to exceed a maximum total of five hundred dollars (\$500) as itemized in the enrollment agreement. If the Academy cancels or discontinues a course or educational program, the Academy will refund all unearned institutional charges paid to the Academy.



**SCHOOL PERFORMANCE FACT SHEET**  
 2016 & 2017 Calendar Years

**Advanced ESL (ESL 400)**

**On-Time Completion Rates (Program Length: 12 weeks)**

*Includes data for the two calendar years prior to reporting*

Calendar Year	Number of Students who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	50	50	48	96%
2017	52	52	52	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

**Placement Rates: Not Applicable.** All our courses are avocational in nature. We do not offer job placement. The American Academy of English makes no claims that its educational programs lead to any recognized career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

**License Examination Passage Rates: Not Applicable.** All our courses are avocational in nature. We do not offer job placement and therefore our students do not take any licensing exams. The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.

**Salary and Wage Information: Not Applicable.** The American Academy of English makes no claims that its educational programs will lead to any salary or wage after students complete the program. "Salary and Wage Information" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have sufficient time to read and understand the information.



**Cost of Educational Program:** Total charges for the program for students completing on-time in 2018: \$1,675. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



### Definitions

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- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
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- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
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- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.



- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

### STUDENT’S RIGHT TO CANCEL

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SCHOOL PERFORMANCE FACT SHEET

2016 & 2017 Calendar Years

TOEFL Test Preparation (ESL 500)

On-Time Completion Rates (Program Length: 12 weeks)

*Includes data for the two calendar years prior to reporting*

Calendar Year	Number of Students who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	83	83	81	98%
2017	58	58	56	97%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Placement Rates: Not Applicable.** All our courses are avocational in nature. We do not offer job placement. The American Academy of English makes no claims that its educational programs lead to any recognized career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**License Examination Passage Rates: Not Applicable.** All our courses are avocational in nature. We do not offer job placement and therefore our students do not take any licensing exams. The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



### Definitions

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- “Salary” is as reported by graduate or graduate’s employer.





- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

### STUDENT’S RIGHT TO CANCEL

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SCHOOL PERFORMANCE FACT SHEET

2016 & 2017 Calendar Years

TOEIC Test Preparation (ESL 600)

On-Time Completion Rates (Program Length: 12 weeks)

*Includes data for the two calendar years prior to reporting*

Calendar Year	Number of Students who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	0	0	0	0%
2017	0	0	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Placement Rates: Not Applicable.** All our courses are avocational in nature. We do not offer job placement. The American Academy of English makes no claims that its educational programs lead to any recognized career, occupation, vocation, job, or job title. "Placement Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**License Examination Passage Rates: Not Applicable.** All our courses are avocational in nature. We do not offer job placement and therefore our students do not take any licensing exams. The American Academy of English makes no claims that its educational programs prepare students for licensure in any field. "License Examination Passage Rates" does not apply to our program.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Cost of Educational Program:** Total charges for the program for students completing on-time in 2018: \$1,675. Additional charges may be incurred if the program is not completed on-time.

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\_\_\_\_\_  
Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



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SCHOOL PERFORMANCE FACT SHEET

2016 & 2017 Calendar Years

ESL for Academic Purposes (ESL 700)

On-Time Completion Rates (Program Length: 12 weeks)

*Includes data for the two calendar years prior to reporting*

Calendar Year	Number of Students who Began Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	9	9	9	100%
2017	17	17	17	100%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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Student Name - Print

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date



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## FACULTY MEMBERS

### **Andrews, Michael**

B.A., Asian Studies, UC Santa Barbara  
M.A., English (TESOL), San Francisco State University

### **Cröse, Daniel**

B.A., English, Sacramento State University  
M.A., English (TESOL), Sacramento State University

### **Garnham, Robin**

B.A., Modern and Contemporary History, Queen Mary University of London  
M.Sc., Latin American Studies, University of Oxford, St. Antony's College  
CELTA, English Language Centre-University of Cambridge

### **Gholamali, Bitā**

B.A., English Language and Literature, Allameh Tabataba'ee University  
M.A. candidate, Comparative World Literature, San Francisco State University

### **Hall, J.E.**

B.A., History, Chico State University  
M.A., Teaching International Languages, Chico State University  
TESOL Certificate

### **Landes, James**

Ph.D., Applied Linguistics, University of Michigan

### **Lowrey, Emma**

B.A., English, Barnard College, Columbia University  
M.A., English (TESOL), University of Southern Mississippi

### **Nelson, Bali**

Linguistics, International Relations, UC San Diego  
French Literature, Politics, UC Education Abroad Program, France  
B.A., Literature (English, French, Spanish), UC Santa Cruz  
Graduate Certificate in Teaching Composition, San Francisco State University  
M.A., English (TESOL), San Francisco State University

### **Pall, Sonya**

B.A., Linguistics and History, UC Santa Barbara  
M.A. candidate, History, San Francisco State University

**Smith, Nicole**

B.A., English, University of Oregon

CELTA, The Lewis School of Languages – Barcelona, Spain

**Turnbull, Geoffrey**

B.A., Visual and Performing Arts, California State University, San Marcos

TESOL Certificate, Transworld Schools

**Wang, Elly**

B.A., Linguistics and Japanese Language and Culture, University of California, Berkeley

M.A., English with Concentration in TESOL, San Francisco State University