



# School Catalog

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

[www.stgiles-international.com](http://www.stgiles-international.com)

([www.stgiles-international.com/english-language-schools/usa/san-francisco](http://www.stgiles-international.com/english-language-schools/usa/san-francisco))

Period covered by this catalog: 1 Jan 2018 - 31 Dec 2018

## St Giles' Mission Statement:

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

**BPPE Approval:** St Giles International is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). BPPE approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR).

1. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) tel: 916-431-6959 fax: 916-263-1897
2. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the [School Performance Fact Sheet](#), which must be provided to you prior to signing an enrollment agreement.
3. A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

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

### Address:

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

## Programs:

### **English Language for International Students** 1-23 weeks

Our English Language courses are designed to help you communicate more effectively and confidently in everyday situations. The course is ideal if you want to improve your English skills in a short amount of time and study between 1 and 23 weeks. Your lessons will focus on improving your confidence and your speaking and listening skills. After you take a General English course at St Giles, you should:

- Be able to speak with greater confidence and fluency with an increased vocabulary
- Have developed your listening, reading and writing skills
- Have a greater understanding of the grammatical structure of English

All prices in USD \$

<b>Course</b>	<b>Tuition Prorated upon withdrawal.</b>	<b>Registration fee (non-refundable)</b>	<b>Books</b>	<b>STRF Non-Refundable (\$1,000, rounded to the nearest \$1000)</b>	<b>Estimated total charges for the entire educational program</b>
28 lessons per week 09.00-15.50	<b>489</b>	<b>150</b>	<b>70</b>	<b>0</b>	<b>709</b>
22 lessons per week 09.00-13.00*	<b>444</b>	<b>150</b>	<b>70</b>	<b>0</b>	<b>664</b>
20 lessons per week 09.00-13.00	<b>406</b>	<b>150</b>	<b>70</b>	<b>0</b>	<b>626</b>

*Prices are per week* \*Includes two lessons of supervised study or seminars on selected afternoons.

**Starting dates:** every Monday except public holidays. **Entry level:** Elementary + (A1)

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

28 lessons x 50 minutes= 23.33 clock hours

22 lessons x 50 minutes= 18.33 clock hours

20 lessons x 50 minutes= 16.67 clock hours

### **Profession or licensure:**

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

### **Faculty:**

St Giles San Francisco employs approximately 8 full-time teachers and 10 additional part-time teachers during periods of higher enrollment.

All teachers are qualified and experienced English speakers with native level proficiency. The minimum qualification for instructors is a TEFL certificate (e.g. CELTA), a Bachelor's

degree, and at least three years of experience teaching English to adult learners. Many teachers hold Master's degrees as well and many have lived and worked in foreign countries.

### **Admissions policies and acceptance of credits:**

St Giles does not accept any credits earned at other institutions, or through challenge examinations or achievement tests. The initial placement test was approved to determine Ability-to-benefit by BPPE as of July 11, 2019. Students are initially evaluated using a written test, coupled with an interview with one of our qualified instructors and additionally students are required to submit a short composition. The assessment of the student's level of English is linked to the Common European Framework of Reference (CEFR). This initial testing method has been used successfully for many years across our international group for thousands of students to evaluate their English language competency. Copies of this test have been regularly passed and approved by the CEA, the British Council, and Languages Canada as fit for purpose. After completing the test and oral interview, we are able to assess students' English language level, and map it to the CEFR framework. Students are then placed in the appropriate class/program. Once we have assessed a student's competency level on the CEFR scale, we are then able to monitor and track their progress consistently both during the course and at the end of the course employing the same framework.

We have articulation agreements with the following institutions, though there is not a transfer of credit. Students can be placed in these 2-year colleges without taking the TOEFL. They must complete at least 6-weeks in our Level 5 (Upper-Intermediate) or 6 (Advanced) program.

#### **Conditional acceptance after: 6-Weeks(or more) at level 6**

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

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

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

## **Cancellation, Withdrawal, and Refund Policies:**

### **Before the course:**

You must inform St Giles in writing of your cancellation.

<b>Cancellation received</b>	<b>Cancellation fees:</b>
<b>More than 21 days before</b> the scheduled arrival date	<b>100% of tuition is refunded, less the Registration Fee \$150</b>
<b>Less than 21 days before</b> the scheduled arrival date <i>(including students who fail to arrive without notice)</i>	<b>100% of tuition is refunded, less the Registration Fee \$150</b>

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

*Tuition fees:* 100% refund, together with the Registration Fee.

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

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

**If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, (whichever is later):** St Giles shall refund 100% of the amount paid for institutional charges, less the \$150 registration fee and the \$95 accommodation placement fee (not to exceed \$250).

### **After the course begins:**

If you cancel your course **after the first four weeks and you stop your classes before you have completed 60% of your course**, you will receive a refund for the unused portion of the tuition. A \$40 amendment fee will apply.

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

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

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

### **Changes on or after the arrival date:**

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of US\$40. If you cancel your course at any time before completing the

program for which you enrolled, the school is required by US law to notify immigration authorities that you have dropped out of your course. You must then leave the country or transfer to a new school within 15 days of the revised date for completing your program. The school will also need a copy of your plane ticket or acceptance documents from your new school in order to confirm the change to your booking.

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

### **Accommodation changes:**

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

### **Cancellation or changes**

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

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

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

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

### **Probation and dismissal:**

#### **The St Giles Student Disciplinary Code**

St Giles International reserves the right to terminate without notice the course of any student who seriously or persistently misconducts himself/herself, or persistently fails to attend classes during his/her stay in the USA at the discretion of the Center Director, and in the case of visa nationals to inform the relevant authorities that a course has been discontinued early for disciplinary reasons. There is no refund of tuition fees in these circumstances, and any unpaid fees become payable immediately. Any unused

accommodation fees after the payment of outstanding amounts due will be refunded in accordance with our terms and conditions above. The St Giles Student Disciplinary Code is published in full in our Students' Guide and on our website.

## **Attendance:**

Student attendance and performance is continually evaluated by St Giles staff and teachers. In order to receive a certificate of completion and/or an End of Course Report, a student must maintain attendance of **at least 80%** throughout the duration of his/her studies. Attendance is counted in all classes. In accordance with SEVIS visa regulations, students who are not maintaining their visa status will have their SEVIS record (I-20) terminated. If you are an F-1 visa holder with an I-20, *you must maintain at least 80% attendance*. We encourage every student to attend all of the lessons, as St Giles is a serious learning environment.

Attendance procedure:

- Your teacher will mark you as "ABSENT" when you don't come to class. You will also be marked "ABSENT" when you are more than 20 minutes late.
- Students who don't attend at least 80% of their lessons will not receive an End of Course Report from our school. Student visa holders will have their visa terminated and will be forced to leave the country within 15 days.
- If you miss more than 3 days in a four week period, your teacher will tell the Director of Studies. The Director of Studies will then speak with you about your attendance.
- The first time we speak with you, this is a **verbal warning**. After this, if your attendance does not improve, you will receive **first** and **second written warnings**. After your second warning, your agent (and parents if you are under 18) will be notified. The **third warning is a final written warning**, and if attendance is not improved, you will need to leave the school and your visa will be terminated.
- Please respect your classmates and teacher by attending all of your lessons. **When you cannot attend class, please call and let us know!** The phone number for our school is (415) 788.3552.

## **Leave of Absence:**

If you plan to take a leave of absence from classes, you must first inform the Registrar. You may stop your classes on a Friday prior to a new course start date, and re-enter on a new course date, provided that you have made the arrangements at the time you booked your course, and that you have given 4 weeks' notice for a change of arrangements or provide a copy of your plane ticket to leave the country which allows you are still in status with your visa. If you have a medical or family emergency, no notice is needed, but you will officially begin your leave of absence on the Monday following the day you inform the Registrar of your intention to leave.

## **Course Breaks:**

For every 12 weeks of study, students qualify for one week of course break. If you have made arrangements before your arrival for a course break, changes must be arranged with the Registrar at least 4 weeks before the original course break date. All breaks must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the USA must ensure that it issued for the correct dates to include any breaks. One change can be made free of charge, but for any other changes, students must pay an Amendment Fee of \$40.

## **State and Federal Financial Aid**

St Giles does not participate in any state or federal financial aid programs.

## **Loans**

St Giles does not accept or offer any loans. If you received a personal loan to pay for your course and/or accommodation, you will be responsible to repay the full amount of the loan plus interest, less the amount of any refund. If you receive financial aid funds, you are entitled to a refund of the moneys not paid from federal financial aid funds.

St Giles does not participate in any federal or state loan programs. If you default on a federal or state loan, both the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; 2) You may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## **Bankruptcy**

St Giles does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## **Placement Services**

St Giles English Language for International Students does not offer courses designed to lead to a particular career, occupation, vocation, job or job title. Our students are not eligible for employment in the USA and/or do not move onto jobs in the USA that are related to their study in our English Language program.

## **Student Tuition Recovery Fund Disclosures**

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



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

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

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

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

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

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

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

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

The transferability of credits you earn at St Giles International, San Francisco is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the English Language for International Students program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending St Giles International, San Francisco to determine if your certificate will transfer.

### **Experiential credit:**

St Giles does not award credit for prior experiential learning.

### **Accreditation:**

St Giles International San Francisco is accredited by the CEA: The Commission on English Language Program Accreditation, an accrediting agency recognized by the United States Department of Education.

### **Facilities and Equipment:**

Our St Giles San Francisco school occupies four floors of a historic building which has been refurbished into a modern business center. The school itself underwent a complete refurbishment in 2013 and offers the latest facilities and resources for students, including interactive whiteboards in most classrooms, 45 student computers, and free Wi-Fi. Our facilities also include a student library with reference books, a lending library, and DVDs; a student café; a self-access study center; and a Platinum Center for executives.

All facilities are available for students to access. Books and DVDs can be borrowed out on the 3<sup>rd</sup> floor.

### **Student Services:**

St Giles International offers a range of student services including:

- an orientation and welcome session
- a dedicated student services staff member to assist with questions and help with problems
- accommodation placement and continued support
- a social activities program and dedicated staff member
- an academic counselor to advise on going to an American college or university after St Giles
- access to a health insurance plan for travelling students
- airport transfer service

## Accommodation:

### ■ Homestay

Homestay offers you the chance to stay with an English speaking family in their home. It is a great choice if you want to practice your English naturally outside of the classroom, really experience life in San Francisco, or be in a more supportive environment. They are located 30-45 minutes from the school by public transportation. Our homestay hosts are carefully selected and monitored.

		Jan-Jun/Sep-Dec		23 Jun - 25 Aug		
		Single	Shared	Single	Shared	
Standard	1-23 weeks	Half Board (breakfast & dinner every day)	<b>319</b>	<b>261</b>	<b>331</b>	<b>274</b>
	24+ weeks†		<b>289</b>	<b>236</b>	<b>331</b>	<b>274</b>
†To qualify for the discounted long-stay rate for 24+ weeks, all accommodation charges must be paid <b>in advance</b> at the full rate for 1-23 weeks, and students must remain in the same homestay for the whole period of their stay.						
After 24 weeks in the same homestay, students receive a refund of the difference between the two rates.						
Standard	Breakfast only	<b>238</b>	<b>196</b>	<b>247</b>	<b>204</b>	
		Jan-Dec				
Superior (private bathroom)	Half Board (breakfast & dinner every day)	<b>442</b>	<b>n/a</b>			
	Breakfast only	<b>380</b>	<b>n/a</b>			
Suburban*	Half Board (breakfast & dinner every day)	<b>287</b>	<b>n/a</b>			
	Breakfast only	<b>214</b>	<b>n/a</b>			
Full board Christmas supplement for standard half-board students (25 and 26 December) <b>\$50</b>						
*Suburban homestays are further away from the school than standard homestays and are normally located 60-75 minutes away from the school.						

Prices are **per person per week**.

### ■ Residence Clubs (Ages 18 and over) *Prices are subject to confirmation at the time of booking.*

Student residences offer you a more independent lifestyle during your stay in San Francisco and the chance to meet other international students. Our student residences are also normally located closer to the school, saving you travel time. We offer a choice of residences with different room types and meal options.

	Single room		Twin/Double room		High season supplement 1 Jun-30 Sep
	Private bathroom	Shared bathroom	Private bathroom	Shared bathroom	
	1-3 wks weeks	4+ weeks	1-3 wks weeks	4+ weeks	

Orange Village	n/a	500	n/a	402	n/a	271	n/a	244	+5%
Vantaggio Abigail <sup>1,3</sup>	754	486	n/a	n/a	408	254	n/a	n/a	+5%
Vantaggio Turk <sup>1,3</sup>	n/a	461	n/a	n/a	n/a	241	n/a	n/a	+5%
The Bartlett Bunkhouse <sup>3</sup>	n/a	540	n/a	410	n/a	340	n/a	304	+5%
Kenmore Residence Club <sup>2</sup>	n/a	498	n/a	445	n/a	329	n/a	313	+5%
USA Residence Club <sup>1,3</sup>	n/a	534	n/a	459	n/a	327	n/a	270	+5%
<sup>1</sup> Prices include breakfast. <sup>2</sup> Prices include breakfast & dinner. <sup>3</sup> Rooms include mini-refrigerator and microwave, with shared kitchen and laundry facilities. <sup>4</sup> Rooms with kitchenette, sink and storage units. Your booking confirmation will give details of other facilities that may also be available.									

Prices are **per person per week**, and include hotel tax (where applicable).

## VISA:

St Giles is authorized under Federal law to enroll non-immigrant students. If you want to take more than 20 lessons per week and/or you want to study in the US for more than 90 days, you will need a student visa. After you have completed the St Giles application form and we have received proof of required financial responsibility, we can issue an I-20 with which you can apply for an F-1 visa. Our registrar will be your guide through the visa process and answer any questions once you are at the school.

## English Language Proficiency:

There is no minimum level of English language proficiency. We accept beginner students on beginner start dates 6 times per year. All instruction is in English.

## Standards

As a student at St. Giles, you will:

First be placed into a level (beginner, elementary, pre-intermediate, intermediate, upper-intermediate, and advanced) based on your performance in the Placement Test and the oral interview. **Level placement** is based on the following scale (out of 100):

- Beginner (A1) 10 points and below
- Elementary (A1) 11 to 28 points
- Pre-Intermediate (A2) 29 to 44 points
- Intermediate (B1) 45 to 60 points
- Upper-Intermediate (B2) 61 to 80 point
- Advanced (C1) 81 points and above

Your speaking and listening comprehension ability is based on the interview. The interviewer rates your fluency, comprehension, grammar, vocabulary, and pronunciation skills on a scale of 0 to 6.

- Beginner 0

- Elementary 1-2
- Pre-Intermediate 3
- Intermediate 4
- Upper-Intermediate 5
- Advanced 6

Your personal decision about your level also helps us place you. If you disagree with our placement decision, please speak to your teacher. Your teacher and the Director of Studies will then make a decision about placing you at a different level.

### **Advancement**

It generally takes 10-12 weeks for students taking 20 lessons per week to master a level. Every two weeks you will have a progress check and your teacher will talk to you about your progress and your course. If you have not mastered the required material, you may stay in a particular level until you pass the level test.

### **Level Tests**

The level test will test your reading, listening, speaking, writing, grammar and vocabulary.

- A level test will evaluate skills appropriate to your level (and what you have studied in class) including: grammar, vocabulary, writing, reading, listening, pronunciation and speaking. For a list of the language skills that you should know, please see your teacher.
- Level tests are given at the end of each level. They are also given every Wednesday to students who receive a recommendation from their teacher. Recommendations are given when a student always attends class, participates regularly in discussions, and completes homework on time.
- In order to move up in levels, you must pass in most of the skills.
- If you fail a level test, you may retake a different version of the test three weeks later.

### **St Giles end-of-course test:**

You can take this in the last week of your course, if you have been at the School for 4 weeks or more and have attended more than 80% of your lessons. Speak to your teacher or the Assistant/Director of Studies.

### **End of Course Reports**

End of Course Reports are issued indicating your level of achievement when you complete your course at St Giles. End of Course Reports **are only awarded to those students who have attended at least 80% of their classes.**

### **St Giles levels and CEFR and language exam equivalents:**

## What do the levels mean?

At St Giles we use the CEFR (Common European Framework of Reference). Here is a guide to help you understand what you can do at each level:

	St Giles Levels 1 & 2	St Giles Level 3	St Giles Level 4	St Giles Level 5	St Giles Level 6	Cambridge CPE
CEFR	A1	A2	B1	B2	C1	C2
<b>Listening</b>	I can understand basic words and phrases about my family, friends, city, and everyday life when people speak slowly and clearly.	I can understand information about the main point of announcements and some conversations.	I can understand the main points of conversations at work, school, and leisure.	I can understand TV news and follow arguments. I can begin to understand the majority of films and TV programs.	I can understand longer speech even when it's not structured and the main points are implied.	I have no difficulty understanding any kind of spoken language. I can understand a wide range of dialects.
<b>Reading</b>	I can understand simple sentences, names, menus, and signs.	I can read short texts on topics I know about. I can understand personal letters.	I can understand the description of events, feelings, and wishes in personal letters.	I can understand articles and reports. I am beginning to understand contemporary literature.	I can understand complex factual and literary texts. I can understand texts not relating to my field or familiar topics.	I can read complex articles and literary texts from all periods with ease.
<b>Speaking</b>	I can ask and answer simple questions needed in daily life. I can describe people and places from my daily life. I may need the other person to repeat or rephrase information.	I can describe my family, education, and job. I can have short conversations but I might not be able to keep the conversation going.	I can have unprepared conversations on familiar topics. I can give explanations and describe my goals and dreams.	I can give detailed descriptions and explain different points of view. I can have spontaneous conversations with native speakers.	I can use a wide range of language effectively and flexibly in social and professional situations. I am quick to formulate my response.	I can take part in conversations effortlessly, using idiomatic expressions appropriately.
<b>Writing</b>	I can write a short, simple postcard. I can fill out forms with my name, address, and other personal information.	I can write short personal letters, like a thank you note, and letters requesting information.	I can connect my thoughts and describe my experiences in personal letters and short essays.	I can write clear, organized, and detailed reports and essays. I can explain the personal significance of events.	I can write well-structured texts on complex subjects. I can write at length and find mistakes within my own writing.	I can write clear texts that flow with great accuracy. I can summarize professional or literary texts.
<b>Test equivalents</b>	TOEIC: 10-250 IELTS: 0-2.0 TOEFL: 20	TOEIC: 300-450 IELTS: 3.0 TOEFL: 32 Cambridge: KET	TOEIC: 450-650 IELTS: 4.0 TOEFL: 55 Cambridge: PET	TOEIC: 650-800 IELTS: 5.0 TOEFL: 80 Cambridge: FCE	TOEIC: 800-900 IELTS: 6.0- 7.0 TOEFL: 93-105 Cambridge: CAE	TOEIC: 800-900 IELTS: 8.0-9.0 TOEFL: 100-120

## Faculty

<p><b>Name:</b> Francis Caron  <b>Full-time</b> <input checked="" type="checkbox"/> <b>Part-time</b> <input type="checkbox"/>  <b>Degree and major:</b> BA English and French literature, MA English literature  <b>Title:</b> Instructor  <b>Years in Position:</b> 11 years  <b>Other:</b> Cambridge Center Exams Manager; Global Second Language Approved Proctor for Institutional TOEIC Speaking and Writing tests</p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  Executive Director, English Language Institute, San Francisco /San Mateo, CA— 1995-2007  Instructor, English Language Institute, San Francisco/San Mateo, CA—1995-2007  Instructor Berkeley English Academy, Berkeley, CA,1992- 1995  Instructor Language Pacifica, San Francisco, CA 1990-Sept. 1992, June 1987-October 1989</p> <p><b>Professional development activities for past two years:</b>  As Center Exams Manager, attended the Team Leaders’ Conference; also trained teachers at our New York school to be Cambridge Speaking examiners, and trained the new team leader there</p> <p><b>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:</b>  Over 30 years of teaching experience, held position of Executive Director at an ESL school, extensive knowledge of Cambridge, TOEFL and TOEIC tests.</p>
<p><b>Name:</b> Cory Wees  <b>Full-time</b> <input checked="" type="checkbox"/> <b>Part-time</b> <input type="checkbox"/>  <b>Degree and major:</b> BA Multi-Ethnic Studies  <b>Title:</b> General English and Platinum program Instructor  <b>Years in Position:</b> 8 years  <b>Other:</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  Self-employed English tutor, Mission English, San Francisco, CA, 2001-2011  Private ESL tutor, GlobalIt, San Francisco, CA, 2007-2011  Instructor, Intrax Cultural Exchange, San Francisco, CA, 2009-2011  Assistant Director/Activities Coordinator, English Language Institute, San Francisco, CA, 2007-2009  Instructor, Converse School of Languages, San Francisco, CA, Apr. 2006-Dec. 2006  Instructor, Gunma Language Academy, Gunma Prefecture, Japan, 2003-2004</p> <p><b>Professional development activities for past two years:</b>  Currently studying for the DELTA exam  Attends Teacher Development meetings regularly</p> <p><b>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:</b>  Over 15 years of local and overseas teaching experience, held academic management position for two years</p> <p>Certified completion of ACCET team school evaluators workshop</p>

<p><b>Name: Gabriel Ramos</b>  <b>Full-time _____</b>  <b>Part-time __X__</b>  <b>Degree and major:</b>  <b>BA Language Studies, emphasis in Foreign Language acquisition: Portuguese, Spanish, French and Linguistics</b>  <b>MA Multi-Lingual Translation Portuguese, Spanish, English</b>  <b>Title: General English Instructor</b>  <b>Years in Position: Off and On, 10 years</b>  <b>Other:</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  <b>English, Portuguese and Spanish Instructor, Berlitz Language Center, San Francisco, CA, 2004-2009</b>  <b>Assistant English Teacher, Japan Exchange and Teaching Program, Yamanashi-shi, Japan, Aug. 2007-Aug. 2008</b></p> <hr/> <p><b>Professional development activities for past two years:</b>  <b>Attends Teacher Development meetings</b></p> <hr/> <p><b>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:</b>  <b>Oxford Seminar TESOL/TEFL certification, 2007</b></p>
<p><b>Name: Philip Marshall</b>  <b>Full-time _____</b>  <b>Part-time __X__</b>  <b>Degree and major:</b>  <b>BA Journalism</b>  <b>Title: Instructor</b>  <b>Years in Position: 10 months</b>  <b>Other:</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  <b>Instructor Kaplan International, San Francisco, CA, Feb-March 2018</b>  <b>Instructor English Language Institute, San Francisco, CA, 2016-2018</b>  <b>Independent English Instruction, Barcelona, Spain, 2014- 2015</b>  <b>Instructor LISMA Language Center, New York, NY, Apr. 2014-Nov. 2014</b>  <b>Instructor UDI Career Training Institute, New York, NY, Mar.2013-Nov. 2014</b>  <b>Bluedata International Institute, New York, NY, Feb. 2013-Nov. 2014</b>  <b>Upstairs Institute Language School, Bogota, Colombia, 2011-2012</b></p> <hr/> <p><b>Professional development activities for past two years:</b>  <b>Attends Teacher Development meetings</b>  <b>Plans to complete career development training through an ESL credential program</b></p>
	<p><b>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:</b>  <b>Oxford Seminar TESOL/TEFL certification, 2006</b></p>
<p><b>Name: Jessica Mironov</b>  <b>Full-time _____</b>  <b>Part-time __X__</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  <b>Activities Director, St. Giles Junior Summer Camp, New York, NY, 2008</b>  <b>Instructor, St. Giles Junior Summer Camp, Hayward, CA, 2009</b>  <b>Instructor, SpeakEZ ,Thailand, 2008-2009</b></p>



<p>Degree and major: BA Linguistics Title: Instructor Years in Position: 9 Other:</p>	<p>Professional development activities for past two years: Attends Teacher Development meetings regularly Currently studying for the DELTA exam</p> <hr/> <p>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set: CELTA, 2008</p>
<p>Name: Daniel Crose Full-time _____ Part-time <u>  X  </u> Degree and major: BA English, TESOL Certificate MA TESOL Title: Instructor Years in Position: 1 year 5 months Other:</p>	<p>Relevant work experience (position title, organization/institution, dates): Education Manager, Vietnamese American Community Center of the East Bay, Oakland, CA, Apr. 2017-July 2017 Instructor, Catholic Charities of the East Bay, Oakland, CA, 2012-2016 Instructor, Academy of Art University, San Francisco, CA, 2011-2012 Instructor, Laney College, Oakland, CA, 2007-2012 Instructor/Evening Program Coordinator, The English Center, Oakland, CA, 2008-2011 Instructor/Salesperson/Trainer, Berlitz, Tokyo, Japan, 2002-2004 JHS EFL Instructor, Meguro Gakuin Junior and Senior High School, Tokyo, Japan, 2002- 2003 Instructor, Juntendo Medical University, Chiba, Japan, 2001-2002 Instructor/Trainer, NOVA, Saitama and Tokyo Japan, 1999-2002 Instructor/Trainer/Special Projects Volunteer, US Peace Corps, Zimbabwe and Ethiopia, Africa, 1993-1997</p> <hr/> <p>Professional development activities for past two years: Attends Teacher Development meetings</p> <hr/> <p>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:</p>
<p>Name: Ken West Full-time <u>  X  </u> Part-time _____ Degree and major: BA English Title: Instructor Platinum Program Years in Position: 14 years Other: Platinum Program Coordinator</p>	<p>Relevant work experience (position title, organization/institution, dates): Academic Manager/Instructor, Converse International School of Languages, San Francisco, CA, 2002-2005 Instructor/TOEIC/TOEFL Coordinator, ASPECT, San Francisco, CA, 1998-2002 Senior Instructor, ELS Educational Services, Inc., Seattle, WA, 1991-1998 Instructor, Sankei International College, Tadakoro Tech Corporation, Osaka Geigo Senmon Gakko and Kyoto English Center, Japan, 1986-1990</p> <hr/> <p>Professional development activities for past two years: Attends Teacher Development meetings regularly</p> <hr/> <p>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set: CELTA 2006</p>
<p>Name: Onofrio</p>	<p>Relevant work experience (position title, organization/institution, dates):</p>

<p><b>Marino</b>  <b>Full-time __X__</b>  <b>Part-time ____</b>  <b>Degree and major:</b>  <b>BA Computer Science</b>  <b>Title: Instructor, GE and Cambridge Exam prep</b>  <b>Years in Position:</b>  <b>11</b>  <b>Other:</b></p>	<p><b>CELTA Administrator, 2007-2008</b></p> <hr/> <p><b>Professional development activities for past two years:</b>  <b>Attends Teacher Development meetings regularly</b></p> <hr/> <p><b>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:</b>  <b>CELTA, 2008</b></p>
<p><b>Name: Justin Hughes</b>  <b>Full-time __X__</b>  <b>Part-time ____</b>  <b>Degree and major:</b>  <b>BA Journalism, MA Education</b>  <b>Title: Instructor GE, Business and TOEFL prep</b>  <b>Years in Position: 8</b>  <b>Other:</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  <b>Volunteer tutor, 826 Valencia, San Francisco, CA 2003-2006</b>  <b>Volunteer teacher's assistant, City College San Francisco, SF, CA 2006-2007, 2009-2010</b>  <b>Instructor, American University Alumni Language Center, Chiang Mai, Thailand, 2008-2009</b>  <b>Volunteer instructor, Global Service Corps, Wat Bot temple and school, Singburi, Thailand, 2008</b>  <b>Instructor, Triple E Language Center, Chiang Mai, Thailand, 2008-2009</b>  <b>Instructor, GEOS International School, San Francisco, CA 2009-2011</b></p> <hr/> <p><b>Professional development activities for past two years:</b>  <b>Assisted in curriculum design of the Silicon Valley Experience course</b>  <b>Attends Teacher Development meetings</b></p> <hr/> <p><b>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:</b>  <b>Oxford Seminars TESOL/TEFL Certification, 2007</b></p>
<p><b>Name: Bridgette Padilla</b>  <b>Full-time __X__</b>  <b>Part-time ____</b>  <b>Degree and major:</b>  <b>BS Recreation and Tourism</b>  <b>Title: Instructor and Platinum Program Social Activities Coordinator</b>  <b>Years in Position: 7</b>  <b>Other:</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  <b>Instructor, Dean Morgan Academy, Tokyo, Japan, Jan-Aug 2008</b>  <b>Instructor, International Education Services, Tokyo, Japan, 2008-2010</b></p> <hr/> <p><b>Professional development activities for past two years:</b>  <b>Attends Teacher Development meetings regularly</b></p> <hr/> <p><b>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:</b>  <b>TEFL certificate, Arizona State University, 2012</b></p>

<p><b>Name:</b> Nicolas Gattig  <b>Full-time</b> _____  <b>Part-time</b> ___X_  <b>Degree and major:</b>  BA English, AA Speech/Communication  <b>Title:</b> Instructor  <b>Years in Position:</b>  On and Off, 5 years  <b>Other:</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  Organizer/Counselor for international student summer camps, Marin County, CA, 1997-1998  Writing and grammar instructor for international students, Writing Success Project, City College of San Francisco, SF, CA, 1996-1998  Document Translator and project and accounts manager for international corporations, Auerbach International, San Francisco, CA, 1998-2000  Head Teacher, English Language Institute, San Francisco, CA, 2000-2007  Instructor, English Village, Tokyo, Japan, 2008-2009</p> <p><b>Professional development activities for past two years:</b>  Attends Teacher Development meetings</p> <p>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:  Over 20 years' experience working with international students as a counselor and instructor</p>
<p><b>Name:</b> Christopher "Kit" Johnson  <b>Full-time</b> _____  <b>Part-time</b> ___X_  <b>Degree and major:</b>  BA International Studies  <b>Title:</b> Instructor  <b>Years in Position:</b> 3 months  <b>Other:</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  Substitute instructor, St. Giles International, Nov. 2018-present</p> <p><b>Professional development activities for past two years:</b>  Attends Teacher Development meetings</p> <p>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:  International TEFL and TESOL Training, online certification, Feb 2018  CELTA, Oct 2018</p>
<p><b>Name:</b> Cherry Laguidao  <b>Full-time</b> _____  <b>Part-time</b> ___X_  <b>Degree and major:</b>  BA English Studies: Language, Masters in Education: Language and Literacy Instruction  <b>Title:</b> Instructor, GE, Exam prep, and Platinum Business classes  <b>Years in Position:</b></p>	<p><b>Relevant work experience (position title, organization/institution, dates):</b>  English Instructor, University of the City of Makati, Philippines, 1998-1999  Director, ESL Center, University of the City of Manila, Philippines, 1995-2005  Instructor, Far Eastern University, Manila, Philippines, 2006-2007  Head of English Department, Evoke Learning Systems, Manila, Philippines, 2006-2007  Lead Teacher and curriculum developer, Jilin University-Lambton College, Changchun, China, 2007-2016</p> <p><b>Professional development activities for past two years:</b>  Attends Teacher Development meetings</p> <p>If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set:  CELTA, 2015  TEFL Online, International Teacher Training Organization, 2009</p>

Other:	
Name: Brittney Lollis Full-time _____ Part-time <u> X </u> Degree and major: BA Advertising and Marketing Communications Title: Instructor Years in Position: 6 Other:	Relevant work experience (position title, organization/institution, dates): Reading teacher/tutor, Reading Partners, San Francisco, CA, 2010 EFL/ESL teacher intern, Transworld Schools, San Francisco, CA, October 2012 Instructor, Transworld Schools, San Francisco, CA, October 2012-April 2013  Professional development activities for past two years: Attends Teacher Development meetings  If the degree is not in TESL/TEFL, evidence on file of the knowledge base and skill set: Advanced CTESOL (Certificate in Teaching English to Speakers of Other Languages), Transworld Schools, 2012

## Complaints

We do our best to make sure that you have a happy and satisfying educational experience while you're at our school and while you're in the USA, but from time to time you may have a problem and you may wonder what to do about your problem. This is what to do:

If you are unhappy about any aspect of our service *please tell us as soon as possible* so that we can try to help you. You can speak to any member of staff that you feel comfortable with.

If you are still unhappy and wish to make a complaint, **please speak to the Director of Studies (about your studies), Registrar (about your booking) or Accommodation Officer (about your accommodation and welfare)**. There is a poster in your classroom which contains a photo, the name and the location of a specialist staff member that has been trained to give you support in a range of specific areas. We take every complaint seriously and we will tell you within 24 hours what action will be taken to help you.

If you are still not satisfied please ask to speak to the Director. Our Director is always happy to see you. You can also submit your complaint in writing- there are forms at the front desk. If you would like to email or write to our Director, you can do so at the following address:

Briant Sarris  
Center Director, St Giles San Francisco  
788 Market Street Suite 300  
San Francisco, CA 94103  
bsarris@stgiles-usa.com

If a student feels that their complaint has not been resolved by the Director, they can contact the CEO and Managing Director at:

Mark Lindsay  
CEO and Managing Director  
154 Southhampton Row  
London WC1B 5JX  
England  
[mlindsay@stgiles.co.uk](mailto:mlindsay@stgiles.co.uk)

If a student feels that their complaint has not been resolved by St Giles internal procedures, they are encouraged to address their complaint to either the school's accreditors, CEA, The Commission on English Language Program Accreditation, or to the BPPE, the Bureau for Private Postsecondary Education.

***Nothing in St Giles' policy prohibits a student from contacting BPPE or CEA directly for any matter, at any time.***

**CEA:**

Accredited programs and institutions are expected to continue to meet the CEA Standards during the term of accreditation. A student, faculty or staff member, as well as others outside the program or institution who may have knowledge of an alleged failure by an accredited program or institution to maintain the standards may file a complaint with CEA. Such a complaint must be filed in writing with the name, address and telephone number of the complainant on a separate page, and shall identify the specific standard(s) allegedly violated as well as a description of how the program or institution has failed to comply with it.

Complaints may be filed at any time. Please write or call at the following address and number:

Commission on English Language Program Accreditation  
801 North Fairfax Street  
Suite 402 A  
Alexandria, VA 22314 USA  
(703) 519-2071  
[info@cea-accredit.org](mailto:info@cea-accredit.org)  
[www.cea-accredit.org](http://www.cea-accredit.org)

**BPPE:**

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

**Records:**

St Giles retains electronic versions of records from 2012 onward indefinitely, but for a minimum of five years. All paper records prior to 2012 are kept for five years.

**Edited October 2019**



# School Catalog

## CELTA

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

[www.stgiles-international.com](http://www.stgiles-international.com)

([www.stgiles-international.com/english-language-schools/usa/san-francisco](http://www.stgiles-international.com/english-language-schools/usa/san-francisco))

Period covered by this catalog: 1 Jan 2018 - 31 Dec 2018

## St Giles' Mission Statement:

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

**BPPE Approval:** St Giles International is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). BPPE approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR).

1. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) tel: 916-431-6959 fax: 916-263-1897
2. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the [School Performance Fact Sheet](#), which must be provided to you prior to signing an enrollment agreement.
3. A student or member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov)

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

### Address:

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



## Program:

CELTA (Certificate to teach English to Speakers of Other Languages) 4 weeks

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

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

Topics covered include:

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

## Teacher contact time and clock hours:

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

All prices in USD \$

Course	Tuition (Prorated upon withdrawal)	Registration fee (non- refundable)	Cambridge Candidacy Fee	STRF Non-Refundable (\$00 for every \$1,000, rounded to the nearest \$1000)	Estimated total charges for the entire educational program
CELTA	<b>2477</b>	<b>250</b>	<b>175</b>	<b>0</b>	<b>2695</b>

**Entry level:** Advanced+ (C1+)

## Profession or licensure:

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

## Faculty:

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

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

Name: Mae McCourt	4 years CELTA Teacher Trainer, UK & USA
Degree: BA, Classical Studies, MA Education (Applied Linguistics), Cambridge DELTA, CELTA	4 years Senior ESL Teacher – UK
Title: Head of Teacher Training	1 year Language Consultant - Japan
Years in Position: 2	1 year ESL Teacher - UK

## Admissions policies and acceptance of credits:

St Giles does not accept any credits earned at other institutions, or through challenge examinations or achievement tests. The initial placement test was approved to determine Ability-to-benefit by BPPE as of July 11, 2019. Students are initially evaluated using a written test, coupled with an interview with one of our qualified instructors and additionally students are required to submit a short composition. The assessment of the student's level of English is linked to the Common European Framework of Reference (CEFR). This initial testing method has been used successfully for many years across our international group for thousands of students to evaluate their English language competency. Copies of this test have been regularly passed and approved by the CEA, the British Council, and Languages Canada as fit for purpose. After completing the test and oral interview, we are able to assess students' English language level, and map it to the CEFR framework. Students are then placed in the appropriate class/program. Once we have assessed a student's competency level on the CEFR scale, we are then able to monitor and track their progress consistently both during the course and at the end of the course employing the same framework.

## Cancellation, Withdrawal, and Refund Policies:

### Before the course:

You must inform St Giles in writing of your cancellation.

<b>Cancellation received</b>	<b>Cancellation fees:</b>
<b>More than 21 days before</b> the scheduled arrival date	<b>100% of tuition is refunded, less the Registration Fee \$150</b>
<b>Less than 21 days before</b> the scheduled arrival date <i>(including students who fail to arrive without notice)</i>	<b>100% of tuition is refunded, less the Registration Fee \$150</b>

**Visa refusals:** If your visa is refused, and you fail to inform us before the course begins, our standard cancellation terms apply as listed above. But if we receive your refusal letter

before your course begins, we aim where possible to pass on only direct costs incurred by our Center, and refunds and charges are as follows:

*Tuition fees:* 100% refund, together with the Registration Fee.

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

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

**If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, (whichever is later):** St Giles shall refund 100% of the amount paid for institutional charges, less the \$250 registration fee (not to exceed \$250).

**After the course begins:**

If you cancel your course **after the first four weeks and you stop your classes before you have completed 60% of your course**, you will receive a refund for the unused portion of the tuition. A \$40 amendment fee will apply.

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

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

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

**Changes on or after the arrival date:**

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

**Accommodation changes:**

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

**Cancellation or changes**

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

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

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

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

## **Probation and dismissal:**

### **The St Giles Student Disciplinary Code**

St Giles International reserves the right to terminate without notice the course of any student who seriously or persistently misconducts himself/herself, or persistently fails to attend classes during his/her stay in the USA at the discretion of the Center Director, and in the case of visa nationals to inform the relevant authorities that a course has been discontinued early for disciplinary reasons. There is no refund of tuition fees in these circumstances, and any unpaid fees become payable immediately. Any unused accommodation fees after the payment of outstanding amounts due will be refunded in accordance with our terms and conditions above. The St Giles Student Disciplinary Code is published in full in our Students' Guide and on our website.

## **State and Federal Financial Aid**

St Giles does not participate in any state or federal financial aid programs.

### **Loans**

St Giles does not accept or offer any loans. If you received a personal loan to pay for your course and/or accommodation, you will be responsible to repay the full amount of the loan plus interest, less the amount of any refund. If you receive financial aid funds, you are entitled to a refund of the moneys not paid from federal financial aid funds.

St Giles does not participate in any federal or state loan programs. If you default on a federal or state loan, both the following may occur: 1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; 2) You may not be eligible for any other government financial assistance at another institution until the loan is repaid.

## **Bankruptcy**

St Giles does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## **Placement Services**

St Giles does not offer courses designed to lead to a particular career, occupation, vocation, job or job title. Our students are often ineligible for employment in the USA and/or do not move onto jobs in the USA that are related to their study in our program.

## **Student Tuition Recovery Fund Disclosures**

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

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

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

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

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

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

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

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

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

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

The transferability of credits you earn at St Giles International, San Francisco is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the CELTA program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending St Giles International, San Francisco to determine if your certificate will transfer.

### **Experiential credit:**

St Giles does not award credit for prior experiential learning.

### **Accreditation:**

St Giles International San Francisco is accredited by the CEA: The Commission on English Language Program Accreditation, an accrediting agency recognized by the United States Department of Education.

### **Facilities and Equipment:**

Our St Giles San Francisco school occupies four floors of a historic building which has been refurbished into a modern business center. The school itself underwent a complete refurbishment in 2013 and offers the latest facilities and resources for students, including interactive whiteboards in most classrooms, 45 student computers, and free Wi-Fi. Our

facilities also include a student library with reference books, a lending library, and DVDs; a student café; a self-access study center; and a Platinum Center for executives.

All facilities are available for students to access. Books and DVDs can be borrowed out on the 3<sup>rd</sup> floor.

## Student Services:

St Giles International offers a range of student services including:

- an orientation and welcome session
- a dedicated student services staff member to assist with questions and help with problems
- accommodation placement and continued support
- a social activities program and dedicated staff member
- an academic counselor to advise on going to an American college or university after St Giles
- access to a health insurance plan for travelling students
- airport transfer service

## Accommodation:

### ■ Homestay

Homestay offers you the chance to stay with an English speaking family in their home. It is a great choice if you want to practice your English naturally outside of the classroom, really experience life in San Francisco, or be in a more supportive environment. They are located 30-45 minutes from the school by public transportation. Our homestay hosts are carefully selected and monitored.

		Jan-Jun/Sep-Dec		23 Jun - 25 Aug	
		Single	Shared	Single	Shared
Standard	1-23 weeks	319	261	331	274
	24+ weeks†	289	236	331	274
†To qualify for the discounted long-stay rate for 24+ weeks, all accommodation charges must be paid <b>in advance</b> at the full rate for 1-23 weeks, and students must remain in the same homestay for the whole period of their stay. After 24 weeks in the same homestay, students receive a refund of the difference between the two rates.					
Standard	Breakfast only	238	196	247	204
		<b>Jan-Dec</b>			
Superior (private bathroom)	Half Board (breakfast & dinner every day)	442	n/a		
	Breakfast only	380	n/a		
Suburban*	Half Board (breakfast & dinner every day)	287	n/a		
	Breakfast only	214	n/a		

Full board Christmas supplement for standard half-board students (25 and 26 December) **\$50**

\*Suburban homestays are further away from the school than standard homestays and are normally located 60-75 minutes away from the school.

Prices are **per person per week**.

■ **Residence Clubs** (Ages 18 and over) *Prices are subject to confirmation at the time of booking.*

Student residences offer you a more independent lifestyle during your stay in San Francisco and the chance to meet other international students. Our student residences are also normally located closer to the school, saving you travel time. We offer a choice of residences with different room types and meal options.

	Single room				Twin/Double room				High season supplement 1 Jun-30 Sep
	Private bathroom		Shared bathroom		Private bathroom		Shared bathroom		
	1-3 wks	4+	1-3 wks	4+	1-3 wks	4+	1-3 wks	4+	
	weeks	weeks	weeks	weeks	weeks	weeks	weeks	weeks	
Orange Village	n/a	500	n/a	402	n/a	271	n/a	244	+5%
Vantaggio Abigail <sup>1,3</sup>	754	486	n/a	n/a	408	254	n/a	n/a	+5%
Vantaggio Turk <sup>1,3</sup>	n/a	461	n/a	n/a	n/a	241	n/a	n/a	+5%
The Bartlett Bunkhouse <sup>3</sup>	n/a	540	n/a	410	n/a	340	n/a	304	+5%
Kenmore Residence Club <sup>2</sup>	n/a	498	n/a	445	n/a	329	n/a	313	+5%
USA Residence Club <sup>1,3</sup>	n/a	534	n/a	459	n/a	327	n/a	270	+5%

<sup>1</sup>Prices include breakfast. <sup>2</sup>Prices include breakfast & dinner. <sup>3</sup>Rooms include mini-refrigerator and microwave, with shared kitchen and laundry facilities. <sup>4</sup>Rooms with kitchenette, sink and storage units.

Your booking confirmation will give details of other facilities that may also be available.

Prices are **per person per week**, and include hotel tax (where applicable).

**VISA:**

St Giles is authorized under Federal law to enroll non-immigrant students. If you want to take more than 20 lessons per week and/or you want to study in the US for more than 90 days, you will need a student visa. After you have completed the St Giles application form and we have received proof of required financial responsibility, we can issue an I-20 with which you can apply for an F-1 visa. Our registrar will be your guide through the visa process and answer any questions once you are at the school.

**Standards for student achievement:**

The CELTA syllabus consists of five specific topic areas:

- Topic 1** Learners and teachers, and the teaching and learning context: assess learner needs, and plan and teach lessons which take account of learners' backgrounds, learning preferences and current needs.



2. **Topic 2** Language analysis and awareness: demonstrate language knowledge and awareness and appropriate teaching strategies.
3. **Topic 3** Language skills - reading, listening, speaking and writing: demonstrate knowledge about language skills and how they may be acquired.
4. **Topic 4** Planning and resources for different teaching contexts: plan and prepare lessons designed to develop their learners' overall language competence.
5. **Topic 5** Developing teaching skills and professionalism: demonstrate an appropriate range of teaching skills at this level and show professional awareness and responsibility.

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

## **Modes of assessment on the course:**

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

### **1. Component One: Planning and teaching**

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

### **2. Component Two: Classroom-related written assignments**

This component consists of four written assignments:

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

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

## **Requirements for completion of the program:**

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

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

## Complaints

We do our best to make sure that you have a happy and satisfying educational experience while you're at our school and while you're in the USA, but from time to time you may have a problem and you may wonder what to do about your problem. This is what to do:

If you are unhappy about any aspect of our service *please tell us as soon as possible* so that we can try to help you. You can speak to any member of staff that you feel comfortable with.

If you are still unhappy and wish to make a complaint, **please speak to the Director of Studies (about your studies), Registrar (about your booking) or Accommodation Officer (about your accommodation and welfare)**. There is a poster in your classroom which contains a photo, the name and the location of a specialist staff member that has been trained to give you support in a range of specific areas. We take every complaint seriously and we will tell you within 24 hours what action will be taken to help you.

If you are still not satisfied please ask to speak to the Director. Our Director is always happy to see you. You can also submit your complaint in writing- there are forms at the front desk. If you would like to email or write to our Director, you can do so at the following address:

Briant Sarris  
Center Director, St Giles San Francisco  
788 Market Street Suite 300  
San Francisco, CA 94103  
bsarris@stgiles-usa.com

If a student feels that their complaint has not been resolved by the Director, they can contact the CEO and Managing Director at:

Mark Lindsay  
CEO and Managing Director  
154 Southampton Row  
London WC1B 5JX  
England  
[mlindsay@stgiles.co.uk](mailto:mlindsay@stgiles.co.uk)

If a student feels that their complaint has not been resolved by St Giles internal procedures, they are encouraged to address their complaint to either the school's accreditors, CEA, The Commission on English Language Program Accreditation, or to the BPPE, the Bureau for Private Postsecondary Education.

***Nothing in St Giles' policy prohibits a student from contacting BPPE or CEA directly for any matter, at any time.***

### **CEA:**

Accredited programs and institutions are expected to continue to meet the CEA Standards during the term of accreditation. A student, faculty or staff member, as well as others

outside the program or institution who may have knowledge of an alleged failure by an accredited program or institution to maintain the standards may file a complaint with CEA. Such a complaint must be filed in writing with the name, address and telephone number of the complainant on a separate page, and shall identify the specific standard(s) allegedly violated as well as a description of how the program or institution has failed to comply with it.

Complaints may be filed at any time. Please write or call at the following address and number:

Commission on English Language Program Accreditation  
801 North Fairfax Street  
Suite 402 A  
Alexandria, VA 22314 USA  
(703) 519-2071  
[info@cea-accredit.org](mailto:info@cea-accredit.org)  
[www.cea-accredit.org](http://www.cea-accredit.org)

**BPPE:**

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

**Records:**

St Giles retains electronic versions of records from 2012 onward indefinitely, but for a minimum of five years. All paper records prior to 2012 are kept for five years.

**Edited October 2019**