



Kings Education
California Catalog

This California catalog addendum is valid from January 1, 2018 through December 31, 2018.

Kings Mission:

At Kings, our mission is to provide a general and linguistic education for young people from all over the world intent on studying in an Anglophone environment — developing and nurturing every student to help them achieve personal growth, achievement and the best learning outcome for their individual circumstances, ability and needs.

We strive to create life-changing and long-lasting memories, and to help our students make ambitious, well-informed and broad-minded choices about the way they lead their future lives.

Kings Education

Kings Los Angeles
1555 Cassil Place
Hollywood
Los Angeles
California 90028
USA

1518 highland Ave. (satellite)
Los Angeles, CA 90028
Telephone: +1 (323) 963 5311

Phone: +1 (323) 963 5311

<http://kingseducation.com/study-locations/los-angeles/>

Kings Education

Kings Marymount (satellite)
30800 Palos Verdes Dr. East
Rancho Palos Verdes, CA 90275
Phone: +1 (310) 256 2959

<http://kingseducation.com/study-locations/los-angeles-marymount/>

Classes will be held at the above addresses.

California State Approval to Operate:

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

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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.



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

Admissions Policies:

Kings Education welcomes English language learners of all levels into our program. For admissions purposes, we require our students to be at least 16 years old. Some of our courses require a minimum level of language proficiency, which is assessed by our Kings Pre-Arrival Test.

Kings does not offer undergraduate degree or diploma programs. Thus Kings does not require students to possess a high school diploma or its equivalent for admission.

Students are admitted if they have the ability to benefit from our courses. An "ability-to-benefit student" is a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate.

Before an ability-to-benefit student may execute an enrollment agreement to enroll at Kings Education, the student must take the Cambridge Michigan Language Assessment (CaMLA) English Placement Test (EPT) exam and demonstrate that s/he can benefit from the education and training being offered.

The CaMLA EPT is aligned with the Common European Framework of Reference for Languages (CEFR) which is commonly described as 'an international standard, used around the world to describe a student's language ability'. The CEFR is aligned with all of the language tests that Kings students may take in order to prove language proficiency at a given level or gain entry into a university program in the US or UK. Those tests include: FCE, CAE, TOEFL, IELTS, and PTE Academic. The CaMLA is a BPPE-approved ability-to-benefit exam.

Based on this exam, we may be forced to change study plan for the student and in some cases, send the student back to their country and deny admission. Most courses start every Monday, including Intensive, TOEFL preparation, and the Vacation course. Other specialized courses will have specific start dates throughout the year, such as our Cambridge English preparation courses and our English *Plus* courses.

You are required to take the CAMLA exam prior to executing the enrollment agreement to determine your ability to benefit from your program.

Course Information:

Course	Course Length	Lessons Per Week	English Level Requirements	Assessment
Cambridge English: Advanced	12 weeks	Intensive: 28 lessons (21 hours)	Kings level 6 (upper intermediate) / Kings level 7 (pre-advanced)	Kings Pre-Arrival Test; CAMLA test prior to enrollment
Cambridge FCE Exam Prep	12 weeks	Intensive: 28 lessons (21 hours)	Kings level 5 (intermediate) / Kings Level 6 (upper intermediate)	Kings Pre-Arrival Test; CAMLA test prior to enrollment
Compact English	2 weeks minimum	20 lessons (15 hours) Plus 4 mandatory guided study sessions per week	None	CAMLA test prior to enrollment
Diploma of English	24-52 weeks	28 lessons (21 hours) plus 6 guided self-study/project-based lessons	None	CAMLA test prior to enrollment
English Plus Film	12 weeks or 4 weeks summer term	28 lessons (21 hours) plus 6 guided self-study/project-based lessons	Kings level 4 (lower intermediate)	Kings Pre-Arrival Test; CAMLA test prior to enrollment
Graduate Preparation Program	12 weeks, dependent on desired outcome	25 hours of classroom instruction plus 12 to 15 hours of private study	None	Kings Pre-Arrival Test; CAMLA test prior to enrollment
Intensive 25+	2 weeks minimum	28 lessons (21 hours)	Kings level 3 (intermediate) *Additional requirement: Students must also be at least 25 years of age by the start date to qualify.	Kings Pre-Arrival Test; CAMLA test prior to enrollment

Intensive English	2 weeks minimum	28 lessons (21 hours)	None	CAMLA test prior to enrollment
Super Intensive TOEFL	4-16 weeks	35 lessons (26.25 hours)	Kings level 5 (intermediate)	Kings Pre-Arrival Test; CAMLA test prior to enrollment
TOEFL iBT	2 weeks minimum	35 lessons (26.25 hours)	Kings level 5 (intermediate)	Kings Pre-Arrival Test; CAMLA test prior to enrollment
Undergraduate Preparation Program	12 weeks, Dependent on outcome	25 hours of classroom instruction plus 12 to 15 hours of private study	None	Kings Pre-Arrival Test; CAMLA test prior to enrollment
Vacation Course	2-12 weeks	20 lessons (15 hours)	None	CAMLA test prior to enrollment
Vacation Plus Film	3 weeks	20 lessons (15 hours) plus independent project work	Kings level 4 (lower intermediate)	Kings Pre-Arrival Test; CAMLA test prior to enrollment
Vacation TOEFL	2 weeks minimum	20 lessons (15 hours)	Kings level 5 (intermediate)	Kings Pre-Arrival Test; CAMLA test prior to enrollment
Vacation 25+	2-12 weeks	20 lessons (15 hours)	Kings level 3 (intermediate) *Additional requirement: Students must also be at least 25 years of age by the start date to qualify.	Kings Pre-Arrival Test; CAMLA test prior to enrollment

Additionally, for courses with English level requirements, students will be required to take the Kings Pre-Arrival Test for an initial English proficiency assessment. Please note that admission and final placement will be based upon the student's ability to benefit exam.



The language of instruction for all Kings courses is English. No instruction will occur in a language other than English.

Our Faculty and their qualifications:

1555 Cassil and Hollywood Blvd

Balsam, Adam; BA, MFA, Cert. TESOL
Bean, Ryan; BA, Cert. TEFL
Bodin, Billy; BA, Cert. TEFL
Cumberbatch, Louis; BA, Cert. TEFL
Fox, Jan; BA, Cert. TEFL
Huitink, Michelle; BA, Teaching
Credential, Cert. CLAD
Mason, Gina; BA, MEd, Teaching
Credential
Schulz, Katherine.; BA, JD, MA, Cert.
TESOL
Sasabe, Dylan; BS, Cert. TEFL, TESL,
TESOL

**Rancho Palos Verdes, Kings
Marymount**

Calasanti, Jenise; BA, MA, Cert. TESOL
Cox, Wyatt; BA, MA
Di Giacomo, L.; BA
Shinkawa, Lisa; BA, MA, Cert. TESOL
Hsu, Peggy; BA, MA
Jones, Sarah; BA, MA

Cancellations, withdrawals, refund policies:

Cancellation

If your visa is refused, all fees will be refunded.

In accordance with regulations in the State of California:

Notice of cancellation must be in writing.

If notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later, 100% of tuition will be refunded. Accommodation and insurance fees will be refunded less any actual costs incurred. The enrollment fee and other service charges (airport transfer, courier fee) are non-refundable up to a maximum total of \$250.

Withdrawal

Notice of withdrawal may be in writing or may be effectuated by the student's conduct, including, but not necessarily limited to, lack of attendance. If you are unable to complete your course after beginning studies, the following tuition refunds apply:

- If withdrawal occurs after completing 60 percent or less of the period of attendance, a pro rata refund will be given.
- If withdrawal occurs after completing over 60 percent of the period of attendance, no refund will be given.



In order to finalize a withdrawal, you must request the change to a Kings staff member. You will be given a Change Request Form (CRF) showing what your last day of attendance will be, as well as a refund quote based on your notice date and final date. Signing this form will finalize your withdrawal.

Curtailement of Accommodation

To cancel accommodation, a minimum of four weeks' notice must be given in writing. A refund will be made of the unused accommodation fee less the applicable notice period. Students who move out without giving the proper notice period will be charged 4 weeks' accommodation fees in lieu of notice.

Curtailement of Insurance

Insurance will be charged for all used weeks. A pro-rata refund will be made of the unused weeks. Students who do not give notification of cancellation (no show) or withdrawal will be charged the cost incurred from the start date to the date of determination of withdrawal/cancellation.

General Notes on Refunds

- Bank charges — all refunds are paid minus any bank charges.
- Refunds are made to the fee-payer.
- Accommodation deposits — will be refunded to the fee-payer after deductions for any disbursements or damages.
- Late arrivals — no refunds are given for time missed due to arriving late for courses.
- If you are downgrading to a course with fewer lessons, you will be subject to the withdrawal policy in these terms for the initial course and subsequently rebooked to the new course using regular published tuition rates.
- Refund Due Date
 - If you never attend class (no-show) or cancel prior to the class start date, all refunds will be made within 45 days of the first scheduled date of class or the date of cancellation, whichever is earlier.
 - If you withdraw, the refund due will be calculated using the last date of attendance and will be paid within 45 days for the documented date of determination. The date of determination is
 - (a) the date you give notice of withdrawal to Kings, or
 - (b) the date Kings administratively withdraws you, or
 - (c) the date Kings terminates you due to your failure to adhere to our attendance, conduct, or student progress policy.
 - If you provide advanced notice of withdrawal such that the 45-day window ends before the last date of attendance, the refund will be paid within 45 calendar days from the last date of attendance.
- All refunds will be calculated using regular published tuition rates. Any applied promotion will no longer be valid.
- For Los Angeles, prorated tuition refunds will be calculated on a daily basis.
- All non-tuition items refunds will be calculated on a weekly basis.
- When determining the number of weeks, Kings will consider a partial week the same as if a



whole week were completed if you were present at least one day during the scheduled week.

- In the event of Kings canceling or terminating a course, a full refund of all unused fees will be made.
- Non-refundable fees are registration fee, courier fee, airport transfer and campus services fee.
- Refund amounts will be based on a student's last date of attendance.
- In the event no notice of withdrawal (written or verbal) is provided, Kings will automatically administratively withdraw the student after s/he has been absent for 10 consecutive school days (excluding scheduled breaks) and complete a refund calculation.

If you have enrolled with Kings through an agency, you have a contractual relationship with your agent that may affect your ability to obtain a refund. Payments made via an agency will be refunded through the agent and you will need to speak to your agency to confirm your final refund amount.

Attendance policies:

You are expected to make reasonable progress towards your academic goal of improving your English language proficiency. Attending your classes contributes greatly to your ability to make such progress and, as such, is a requirement for ALL students studying at Kings. All students are required to maintain a minimum of 80% attendance at all times during their studies.

Attendance Expectations

In addition to maintaining 80% attendance, it is expected that students attend all classes for the entire duration of the class.

Failure to maintain the minimum 80% attendance rate will result in your dismissal from school. If you are on an F-1 student visa, this will result in termination of your I-20 and visa status.

Your teachers will be tracking your attendance on a daily basis. Attendance will be taken within the first ten minutes of the start of any class segment – if you are not present at that time (that is, you are tardy), you will be counted absent. Additionally, students who are not present at the beginning of class will need to get a late slip at the front desk before being allowed into class. If you leave class before it officially ends (that is depart early) or leave the class for 10+ minutes while it is in session you will be counted absent. All absences, even those that you have a doctor's note for, will be unexcused. To account for some inevitable absences, all students are allowed to miss up to but never more than 20% of their classes to maintain status. Any student who is absent for more than 10 consecutive school days, will be automatically withdrawn from the program and must reapply for admission.

In order to ensure that students do not fall behind academically if they are ill or absent for a legitimate reason, students may request make-up work from their teacher(s) before or during their absence. Make-up work would allow the student to catch up on any homework assignments or projects that they would otherwise receive a grade of zero for. Make-up work will need to be completed by the student him/herself and handed in to the teacher within no more than 48



hours of returning to classes. Kings (school name) does not offer make-up classes or make-up tests for students who are absent.

Probation and Dismissal

If your work, attendance or conduct is unsatisfactory, you will be subject to the School's disciplinary procedures. These procedures may lead ultimately to expulsion.

Your teachers will be tracking your attendance on a daily basis.

All students will be informed of their attendance according to the following schedule:

1. Every two weeks attendance percentages will be posted at a designated location for all students. If you do not want to have your attendance percentage posted, you must inform us in writing of your request. In such cases we will give you a private note with your attendance percentage.
2. Every two weeks students who have fallen below 80% attendance will be notified via the following attendance warning system.

Attendance Warnings

Students who have fallen below 80% attendance will be informed according to the following warning schedule:

1. First attendance under 80% = **Verbal Warning**

Student has two weeks to show improvement and maintain at least 80% attendance.

2. No improvement or second time under 80% = **First written warning**

Student has two weeks to show improvement and maintain at least 80% attendance.

3. No improvement or third time under 80% = **Second written warning**

Student has two weeks to show improvement and maintain at least 80% attendance.

4. No improvement or fourth time under 80% = **Termination/Dismissal Letter**

Leave-of-absence policies:

Definition: A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled.

- Policies on Leave of Absence vary by program.
- Department of Homeland Security dictates that students enrolled on an F-1 student visa may be granted leaves of absence in emergency situations such as a serious illness or a death in the immediate family.

For all programs except Undergraduate Preparation Program and Graduate Preparation Program:



- Students may request an LOA in writing in advance of the beginning date of the leave of absence (unless unforeseen circumstances prevent the student from doing so). Doing so will freeze the remaining weeks for use in the future upon return.
- A reason for the leave must be specified on the request form. Refusing to do so will result in a denial of the request.
- If a student does not request a leave of absence within a timeframe consistent with the Kings' consecutive absence policy, s/he must be withdrawn. As such, students that leave without notice and do not notify the school in writing within 10 school days after departure will be treated as a withdrawal.
- Except for F-1 students, leaves of absence can be up to 180 days in any 12-month period or one-half the published program length, whichever is shorter. For F-1 students, leaves of absence must not extend beyond 50% of the length of period for which the student applied.
- Multiple leaves of absence may be permitted provided the total of the leave is in accordance with the length of leave specified above.
- If the leave is longer than time specified above, the leave of absence is not approved and the student will be considered a withdrawal.
 - If the student is on an approved leave of absence and decides not to return, the student will be considered a withdrawal, and withdrawal terms and conditions will apply.
- In cases where students are in Kings accommodation, it is not guaranteed that upon return the student will have the same host family placement or dorm room as before the leave of absence.
- If student does not wish to freeze enrollment, withdrawal terms and conditions will apply.
- If the length of leave is more than four weeks, students may be required to retake the placement test upon return. Determination is left to the Academic Director/Manager's discretion.
- An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the length of leave specified in this policy.

Undergraduate Preparation Program (UPP) / Graduate Preparation Program (GPP)

- In emergency situations, a leave of absence may be requested for a period up to one week.
- A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so.
- Students will be allowed to make up assignments during this period, but will not be granted make-up lessons. A specific plan and timeline will be created in collaboration with teachers and Academic Affairs Manager.
- If a leave of absence must exceed one week, students will be withdrawn from the program until the following start date.

A leave of absence is given for students that require a temporary break from their studies and plan to later return to Kings. In accordance with the regulations of the Department of Homeland Security, the leave for students on an F-1 student visa is to be granted in emergency situations only and not to extend beyond 50% of the length of period for which the student applied. Length and frequency of the absence must not impede student progress and must be reasonable within the context of the Kings Education curriculum. Kings Education must be notified by student in advance (whenever possible).



Tuition:

Schedule of total charges:

If your program is four months or less, you will be required to pay for all tuition and fees on the first day of instruction.

If your program is more than four months, the first four months of tuition and fees must be paid on the first day of instruction. When 50 percent of the program has been offered, full payment of the remainder of the tuition and fees will be due.

Below are the prices for the courses. Your course will be from 2 weeks to 52 weeks depending on your English level, selected course and desired outcome.

Please multiply the number of weeks you enroll by the weekly price.

Tuition	Unit	2018
General English courses		
Intensive Course (tuition per week)	2–11 weeks	490
	12–23 weeks	455
	24+ weeks	420
Diploma of English (tuition per week)	24–31 weeks	420
	32–39 weeks	401
	40+ weeks	381
Intensive 25+ (tuition per week)	2–11 weeks	490
	12–23 weeks	455
	Extra week	420
Compact Course (tuition per week)	2–11 weeks	390
	12–23 weeks	377
	24+ weeks	355
English <i>Plus</i> courses		
English <i>Plus</i> Film (tuition per week)	4 or 12 weeks	507

Exam preparation courses

TOEFL iBT Preparation (tuition per week)	2–11 weeks	490
	12+ weeks	455
Intensive TOEFL (tuition per week)	2–11 weeks	508
	12+ weeks	472
Vacation TOEFL (tuition per week)	2–11 weeks	490
	12+ weeks	455
Cambridge FCE (full course price)	Intensive 12 weeks	5,460
Cambridge CAE (full course price)	Intensive 12 weeks	5,460
Exam fees ¹	FCE	TBC
	CAE	TBC
	TOEFL	TBC

Vacation courses

Vacation Course (tuition per week)		390
Vacation 25+ (tuition per week)		390
Vacation <i>Plus</i> Film (tuition per week)		448

University Preparation English Courses

Undergraduate Preparation Program (fee per term)

\$8460 total cost per term

Graduate Preparation Program (fee per term)

\$8460 total cost per term



Estimated schedule of total charges for the entire education program:

Estimated total charge of

General English courses	Maximum Length	Total Cost
Intensive Course	52 weeks	\$21840 total
Intensive 25+	52 weeks	\$21840 total
Diploma of English	52 weeks	\$19760 total
Compact Course	52 weeks	\$18460 total
Exam preparation courses		
Vacation TOEFL	12 weeks	\$5460 total
TOEFL iBT Preparation	16 weeks	\$7280 total
Intensive TOEFL	16 weeks	\$7552 total
Cambridge CAE	12 weeks	\$5460 total
Cambridge FCE	12 weeks	\$5460 total
English <i>Plus</i> courses		
English <i>Plus</i> Film	4 week program (summer only)	\$2028 total
	12 week program	\$6084 total
Vacation courses		
Vacation Course	12 weeks	\$4680 total
Vacation <i>Plus</i> Film	4 weeks	\$1792 total
Vacation 25+	12 weeks	\$4680 total

University Preparation English Courses

Undergraduate Preparation Program	4 terms	\$33,840 total
Graduate Preparation Program	4 terms	\$33,840 total
the entire educational program		



Financial aid programs:

This institution does not participate in federal and state financial aid programs.

Student loans:

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

No Bankruptcy Proceedings:

This institution 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 had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Please note that Kings does not participate in federal and state financial aid programs nor do we provide any loans.

Placement services:

Kings does not offer any placement services.

Accreditation:

Kings Los Angeles is accredited by Accrediting Council for Continuing Education & Training (ACCET). The US Department of Education has recognized ACCET as a "reliable authority" as to the quality of education and training provided by the institutions they accredit" since 1978.

Articulation and/or transfer agreements:

Kings has not entered into an articulation or transfer agreement with any other college or university. Kings courses are not credit-bearing, and are not transferrable. Additionally, Kings does not accept credits from other institutions as we do not offer degree or certificate programs nor offer credit-bearing programs.

Student Tuition Recovery Fund (STRF):

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 Kings is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in "the educational program" is also at the complete discretion of the institution to which you may seek to transfer. If the certificates 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 Kings to determine if your certificate will transfer.

International students:

After confirming the student's enrollment, Kings will collect the required documents for I-20 issuance, such as a proof of funds. Kings will then send the student their initial attendance I-20. Please note students are responsible for applying for their visa, and Kings does not provide any visa services aside from acceptance into the program (if accepted) and the I-20. I-20 status will be closely monitored by Kings DSOs as required by SEVP regulations. Kings will vouch for student status related to their F-1 status while in the country as required by SEVP.

Facilities

1555 Cassil (Main) Kings Hollywood: All 13 classrooms include multimedia equipment supported by high-speed wireless, interactive projectors, digital and print learning materials and can accommodate up to 15 students.

Rancho Palos Verdes, Kings Marymount (Satellite): 4 classrooms include multimedia equipment supported by high-speed wireless, interactive projectors, digital and print learning materials and can accommodate up to 15 students.

1518 Highland Ave. (Satellite): Located on the campus of Musicians Institute with access to up to 5 classrooms. All classrooms include multimedia equipment supported by high-speed wireless, interactive projectors, digital and print learning materials and can accommodate up to 15 students.

Library and other learning resources: The Kings Hollywood and Marymount locations have self-contained student libraries and resource labs equipped with multimedia equipment. The locations are equipped with a student library with access to print and digital learning materials, materials include, but are not limited to textbook, practice tests, videos, novels, magazines and newspapers. Students studying at the satellite location at 6752 Hollywood Boulevard have easy access to the main site at 1555 Cassil which is within a ten-minute walk.

Student services:

At Kings Los Angeles and Kings Marymount, we offer a variety of student services including activities, academic support and admission, housing (residential life and homestays), and student advising. For more information regarding the services we offer, please view our Kings brochure (http://media.kingseducation.com/assets/media/ke-digital/Digital-brochures/Kings_GlobalBrochure2016.pdf) as well as contact Kings Admissions and Kings School Staff.

Student housing:



Kings maintains master lease agreements on three housing facilities in the Hollywood area and is responsible for the management and maintenance in close collaboration with the property owner.

La Mirada Residence: Located three blocks from Santa Monica Boulevard, and 15-minutes' walk from Kings Los Angeles, these apartments offer quality self-catering, en suite accommodation that is available year-round.

La Mirada comprises a main residential block with twin-room apartments, and bungalow-style studios which can be for single or twin use. They provide easy access to all the Hollywood attractions, and are close to restaurants, supermarkets and entertainment venues.

Facilities

- Twin and single rooms
- En suite bathrooms
- Kitchenette included in all units
- On-site warden
- On-site laundry (supplement applies)
- Bed linen and towels provided
- Free WiFi internet

Minimum age: 16

Meal options: self-catering

Cassil On-Campus Residence: An on-site residence, situated within the Kings Los Angeles (Hollywood) campus adjacent to the main teaching building. Offering the ultimate in convenience, it provides students with twin accommodation and common areas/kitchen for socializing.

Facilities

- Twin rooms
- Furnished communal kitchens and dining areas
- On-site laundry (supplement applies)
- Bed linen and towels
- Spacious common room
- Free wireless internet
- 24-hour warden

Minimum age: 16

Meal options: self-catering

Prices found below:

Accommodation (per person, per week)	Unit	2018
Homestay		
Half-board Low season ¹	Single	\$320 per week
Half-board High season ¹	Single	\$350 per week



	Twin	\$310 per week
Year-round residence		
La Mirada apartments self-catering, en-suite	Single (1–4 weeks)	\$490 per week
	Single (5–11 weeks)	\$443 per week
	Single (12+ weeks)	\$390 per week
	Twin (1–4 weeks)	\$368 per week
	Twin (5–11 weeks)	\$319 per week
	Twin (12+ weeks)	\$292 per week
Cassil On-campus residence self-catering	Single (1–4 weeks)	\$490 per week
	Single (5–11 weeks)	\$443 per week
	Single (12+ weeks)	\$390 per week
	Twin (1–4 weeks)	\$405 per week
	Twin (5–11 weeks)	\$319 per week
	Twin (12+ weeks)	\$292 per week
Summer residence (July – August)		
Self-catering	Twin	\$425 per week
	Triple	\$319 per week



Kings Marymount*

Accommodation	
Price per week (for UPP/ HSCP students) Twin, half-board ² in Student Residence	\$446 per week
Housing application fee	\$175 Total cost

Kings does not have the responsibility to find or assist a student in finding housing but we do offer the above options. If students opt to live off-campus, they are responsible for finding their own private accommodations.

Standards for Student Achievement:

Academic Counseling and Progress Reports:

Kings is dedicated to ensuring all students progress well in their English and academic studies. In order to support this, students are required to meet with the Academic Department to create a personalized study plan. In addition, progress reports from instructors will be sent on a regular basis so students can track their own development.

Attendance Expectations:

It is expected that students attend all classes in order to make regular and consistent academic and linguistic progress in their classes to meet English proficiency goals.

Participation:

Participation is a key component of the learning experience. Students are expected to actively participate in classroom activities. Students should avoid repeated class interruptions that disrupt the progress of learning

Performance Objectives:

Each student level has specific course aims that follow the Common European Framework of Reference for Languages: Learning, Teaching, and Assessment (CEFR). Student progress is tracked through student performance on in-class achievement tests and quizzes. Typically, students progress up one Kings level every 6 – 10 weeks for General English courses, and 6-12 weeks for Undergraduate/Graduate Preparation. Refer to page 53 of the catalog for information on the Kings English levels.

Test Preparation:

Kings cannot establish a specific performance standard for its Test Preparation courses because of the individual differences of its students. The educational objective of the Test Preparation programs is to help students earn the highest possible score on the examination by providing as many tools as possible to prepare. With the inclusion of diagnostics profiles, practice tests, in-class tests, and released tests, students can easily identify their strengths and weaknesses by



section and overall scores. The student is, therefore, fully apprised of areas that require concentration thus defining the performance standard for that individual student.

Student rights:

Student Grievance and Complaint Procedure

Kings Education believes in a study environment that promotes student responsibility and learning while providing the support needed to attain learning goals. We believe in treating each student equally and applying rules and policies equally to each and every student we serve. If you feel that you have been treated unfairly or unequally by someone at Kings (staff member or instructor) or by another student, we want you to come speak with us immediately. It is our policy to not only listen to your concerns but also follow up on any complaints or concerns that you bring to us within a reasonable time frame. Please review the following process and timelines and, if you have a complaint or concern, come speak with us right away so that we can address the issue.

If you are unhappy about something at Kings or if you have a complaint, please use one of the procedures below:

- Make an appointment to speak with the Director or one of the other Kings staff members. This is the quickest way to get your concerns addressed – you can usually speak with a staff member on the same day or latest the following day of when you come see us.
- Make your comments on the survey form that is completed by all Kings students at the beginning, the midpoint and/or end of your program. If you want us to follow up with you, you should provide your name or Student ID. We review surveys within a week of collecting them and will respond to any non-anonymous concerns or complaints within five school days letting you know what we are planning to do or in some instances, such as complaints about cafeteria food, letting you know that we cannot do anything other than share your feedback.
- To make a formal complaint, complete a "Grievance Form," which is located on the Kings website: <http://www.kingseducation.com/about-us/policies-and-procedures.html>. Once you submit this form, the Director or another staff member will reach out to you within no more than 48 hours to schedule a meeting.

If you have a complaint about a specific staff member or instructor, you will be speaking with a person who is at a level of authority higher than the person you have a complaint about. For example, if you have a complaint about a teacher you would be speaking with the Academic Affairs Manager that the teacher reports to. Depending on the severity of your complaint, we may also involve your agent and may document the situation and any actions taken in writing.

Please note that in order to address complaints, sometimes a face-to-face conversation with the person that you have a problem with is helpful. We understand that it is not necessarily easy to address someone you have a problem with directly but may ask you to do so in order to be able to help in effectively addressing your concern.

If a student does not feel that his/her complaint has been adequately responded to or resolved, s/he may also refer to the ACCET Complaint Procedure posted in the school on steps to take to



file a formal complaint with the school's accrediting body. Additionally, in California, a student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Student records:

In addition to permanently retaining a transcript as required by section 94900(b) of the California Code of Regulations, Kings maintains for a minimum period of 5 years the pertinent student records described in Section 71920 of the California Code of Regulations from the student's date of completion or withdrawal.

Kings Los Angeles: Backup copies of student enrollments and required documents for I-20 issuance such as proof of financial solvency are uploaded in a secure Drop Box folder for each student. Kings school staff will have access to these files as well.

Kings Marymount: Backup copies of the student enrollments and required documents for enrollment and I-20 issuance are stored in a secure G Drive/OneDrive for each student. Both the admissions staff and local Kings Marymount staff have access to these files.

Kings USA Admissions maintains back-up copies of enrollments processed through its Admissions Office in Los Angeles. This includes application forms, immigration documents, and proof of financial solvency for students requiring an I-20 for an F-1 student visa. Kings USA Admissions will serve as a backup file-keeping for the files kept on site at the school. Kings school staff maintaining these individual student files and complete the file upon the student's arrival with immigration documents and signed agreements.

Kings respects their students' right to privacy and will not share student records with unauthorized third parties and follows FERPA regulations which can be found at <http://www.ecfr.gov>.