



**LASC**  
Language Scholastics

# STUDENT CATALOGUE 2018

**STUDY  
ENGLISH  
IN**  
*California*

**ESL TOEFL IELTS**

Amended: 10/29/18  
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*As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.*

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## Mission Statement

The mission of LASC is to provide quality English as a Second Language (ESL) programs to immigrants and foreign students living in the Los Angeles and Orange County regions. The focus of our ESL instruction is to cultivate students' linguistic abilities for personal growth and development and academic studies.

## Institutional Goals

1. To enrich the knowledge of English for students seeking personal growth and development.
2. To endow immigrants in the local community with the linguistic aptitude essential to better participate in American society.
3. To prepare students to succeed at the collegiate level.
4. To provide our students with effective and passionate instructors.
5. To provide a classroom environment with appropriate technology to facilitate teaching and learning.
6. To partner with institutions of higher learning to provide our students with a diverse range of opportunities for educational advancement.
7. To have various cultures studying and exchanging ideas with one another to promote cultural awareness and understanding.

## The History of LASC

LASC was founded in 1982 for the purpose of providing quality ESL instruction to immigrants living in the Los Angeles area. Due to the large number of immigrants establishing businesses in the region, initial emphasis was placed on preparing students to meet the language demands of the business community.

Recently, with a large number of immigrants having gained residency status, our facilities have been expanded and the program offerings now include an IELTS program, in addition to ESL and TOEFL. All of our programs are constantly being updated to better serve the needs and interests of the students.

Our extensive contact with native and international students over the years has enabled us to design programs that suit individual needs and varying proficiencies.

We are approved to operate by the BPPE of California and the Department of Homeland Security's SEVP Department.

## LOCATIONS

### Irvine (Main Campus)

17320 Red Hill Ave., # 300  
Irvine, CA 92614  
(949) 756-0321  
[www.lascusa.com](http://www.lascusa.com)

### Los Angeles (Branch)

3530 Wilshire Blvd., # 190  
Los Angeles, CA 90010  
(213) 384-4123

### Rowland Heights (Branch)

19119 E. Colima Road, # 201  
Rowland Heights, CA 91748  
(626) 810-2003

## Ownership

LASC is owned and operated by Yong Kim

## Frequently Asked Questions

*Q: What is an F-1 Visa?*

A: An F-1 Visa is a visa issued to students who wish to pursue full-time academic studies in the United States.

*Q: How do I obtain an F-1 Visa?*

A: To obtain an F-1 Student Visa, a student must first secure an I-20 Form from LASC. After securing the I-20 Form, make an interview appointment at your U.S. Embassy or Consulate. Bring your I-20 Form, passport, application fees, bank statement, and other relevant documents as instructed. Once you pass the interview, your F-1 Student Visa will be mailed to you.

*Q: What is an I-20?*

A: The I-20 is issued by the school and provides a certificate of eligibility for F-1 Students.

*Q: Is LASC approved to issue I-20s?*

A: We are authorized by the United States Department of Homeland Security to issue Certificates of Eligibility for Non Immigrant (F-1 & M-1) and Student Status (I-20 Form).

*Q: How do I transfer to LASC?*

A: In order to transfer, your status must be current with the school you are attending. After notifying your school of your intent to transfer, you must submit the following documentation to our school:

- 1) Application Form,
- 2) An official document verifying your status as an In-Status F-1 Visa Student,
- 3) Financial Statement.

*Q: Where can I attain a current schedule of classes?*

A: Contact the admissions office to receive up-to-date information regarding scheduled classes.

*Q: Does LASC have morning/evening classes?*

A: Yes, we offer morning, afternoon, and evening courses.

*Q: How do I apply?*

A: We encourage interested parties to come visit our facilities and apply in person. Our staff will assist you with any questions you might have regarding our programs. You may also submit an application electronically, and a member of the LASC staff will contact you promptly.

*Q: How do I know which course is appropriate for me?*

A: All students are given a standardized diagnostic test to determine the appropriate level of instruction. Students are also given the opportunity to discuss classroom placement with the LASC Head Teacher and staff and to sit-in on classes.

*Q: How do I advance to a higher level?*

A: Students may take an additional assessment test to determine their proficiency at a specific level. In order to pass a class a minimum 70% overall grade is required, in order to advance a level, students must receive a minimum of 70% in their ESL class.

*Q: Are there any bilingual staff members who can assist me?*

A: We have staff members that can speak Arabic, Chinese, Japanese, Korean, Portuguese, Spanish, and Thai for students that are new to the U.S.

*Q: Is there a minimum age limit for admission?*

A: Applicants must be at least 16 years of age. Additionally, we offer summer programs for youth on vacation. Our courses are designed to offer instruction according to proficiency.

*Q: What type of individual tutoring do you offer?*

A: We can arrange tutoring for ESL, TOEFL, or IELTS. We can also customize your individual tutoring experience to reflect your academic interests and needs.

## **Staff and Faculty**

### **Administrative Staff**

**Chairman**

Yong Kim

**CFO**

Sheila Kim

**CEO**

Jason Kim

**Administrative Manager**

Ken Noojui

**Academic Director**

Lulwa Bordcosh

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## Hours of Operation

Office Hours: 8:50 A.M. to 5:50 P.M. Monday through Thursday

Class Hours: 8:50 A.M. to 10:20 P.M. Monday through Thursday.

## Holiday Calendar

LASC will be closed for the following holidays:

New Year's Day

Birthday of Martin Luther King, Jr.

President's Day

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day and day after

Christmas Eve and Christmas Day

## Academic Calendar

Our programs are delivered on a quarterly system consisting of Spring, Summer, Fall, and Winter quarters and are on an open enrollment. Please contact our admissions office for current enrollment information.

## Facilities

All of LASC's classrooms are fully equipped with the necessary technology and resources to provide an optimal environment for students to excel in their studies. A large flat-screen television connected to the internet can be found in each classroom to maximize the delivery of visual supplements to lessons.

Students have access to all school resources during the hours the school is in operation. The lounge provides students with opportunities to practice their English with each other and socialize.

**TRANSFER AGREEMENTS**

LASC has established transfer agreements with local community colleges allowing for the conditional admission of our students without a TOEFL score upon successful completion of our ESL program. These colleges include Glendale Community College, Orange Coast College, Cerritos College and Irvine Valley College.

LASC has not entered into articulation agreements with college and universities.

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

The transferability of credits you earn at LASC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in our ESL program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you may 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 LASC to determine if your certificate will transfer.

**CREDIT FOR PRIOR EXPERIENTIAL LEARNING**

LASC does not award credit for prior experiential learning. The Placement Test given to all initial students will determine the level at which students will commence their studies.

**Admissions Instructions for International Students**

LASC is authorized to issue I-20's, which enables foreign applicants to receive an F-1 student visa. A handling charge for this service will be assessed.

If students wish to transfer from another school to LASC, they should bring their passport, I-94 card, a sufficient bank statement and I-20 from the previously attended school. I-20 Students must attend LASC for a minimum of one quarter to be eligible for a transfer. Students who are in the US on a B-1 or B-2 visa that wish to change their visa status to F-1 may be admitted to LASC and issued an I-20 if they meet school requirements. Students may commence studies upon receiving approval. However, LASC does not guarantee issuance of an F-1 by the United States Customs and Immigration Services (USCIS).

*Prospective students must:*

- 1) Be at least 16 years of age (F1 Students only).
- 2) Possess a valid visa, permanent residency, or U.S. citizenship.
- 3) Complete a personal interview and evaluation by an admissions representative.
- 4) Ability to Benefit Exam

Applicants are assessed on an individual basis to determine the prospective student's ability to successfully complete his/her course of study.

**Registration Procedures**

Please prepare and submit the following documents to LASC:

*F-1 Visa Students:*

1. Enrollment Agreement (available at [www.lascusa.com](http://www.lascusa.com))
2. Copy of Passport
3. Personal Bank Statement (minimum \$20,000 USD)
4. Application Fee (\$150)

*Transfer Students:*

1. All of the Above F-1 Requirements
2. Copy of Visa, I-94
3. Valid I-20

*Change of Status Students:*

1. All of the Above F-1 Requirements
2. Application Fee (\$400)
3. Current Visa

**Immigration Definitions for Students**

It is important that all students become familiar with the following terms as they are used frequently at LASC. It is essential that you understand these definitions and how they apply to your stay in the United States.

*F-1 Student Visa*

LASC is only allowed to grant documents for students admitted with F-1 visas. The F-1 visa is for students qualified to attend full time college, university, conservatory, academic high school and any institution with language-training programs in the United States. He/she should provide proof of sufficient, easily transferable funds to cover cost of living and tuition, and an application fee. The school must provide the student with a Form I-20 A-B. F -2 visas are given to spouse/children of an F -1 visa holder. For eligibility, they must possess a valid passport, show proof of sufficient funds to cover their stay, and must agree to depart the United States upon the termination of the foreign student's F-1.

### Form I-20 (Certificate of Visa Eligibility for Nonimmigrant F-1 Student Status)

Students who have been admitted to a school in the United States, require a student visa to enter the U.S. for study, and have documented their ability to finance their education, will receive a Certificate of Visa Eligibility (Form I-20 for F-1 status) issued by the school through the internet-based Student and Exchange Visitor Information System (SEVIS). They should present this at a U.S. consulate (<http://usembassy.state.gov/>) abroad to certify eligibility to apply for an F-1 Student visa. This document, also known as a Visa Certificate, certifies eligibility to apply for an entry visa at a U.S. consulate abroad, and must be shown to a Department of Homeland Security (DHS) official at the time of entry into the U.S. in order to enter in student status.

When traveling outside the U.S., those in F-1 status must carry either an initial or recertified I-20 and financial documentation if they intend to return to the U.S. to continue their studies or practical training. The I-20 and its corresponding electronic updates in SEVIS are a permanent record of one's activities as a student in the U.S. It is your responsibility to keep all I-20's issued to you throughout your student status, no matter how long you stay in the U.S. or how many times you travel abroad. The initial I-20 used when you enter the country and stamped by the DHS is a very important immigration document. Make a copy of page 1 and page 3 to keep with your records.

### *SEVIS (Student and Exchange Visitor Information System)*

SEVIS is a data collection and monitoring system that creates an interface between institutions of higher education, the Department of Homeland Security (DHS), consulates and embassies abroad, and ports of entry. Schools are required to make regular electronic updates in SEVIS throughout each semester on the records of their enrolled students in F-1 status and their dependents. These updates include, but are not limited to, enrollment status, changes in address, changes in level of study, employment recommendations, and school transfers.

### *Form I-94*

This small white card is a record of your legal entry into the U.S. and immigration status. You complete it on a flight to the U.S. or at a border crossing, and it is then processed at a port of entry. An immigration inspector usually staples it into your passport. Form I-94 notes your name, date of birth, country of citizenship, and the date and port of entry of your arrival in the U.S. It also indicates how long you can stay in the United States. The notation D/S signifies "duration of status" and refers to the completion date on the certificate of visa eligibility (I-20). The Form I-94 is a record of your arrivals and departures. Each time you leave the country you surrender your I-94. Only in the case of short trips to Canada, Mexico, and parts of the Caribbean, do you keep this form. The I-94 is an important form; we recommend that you make two photocopies of both sides of the form, one to carry with you in your wallet and the other to keep separately in case you need to replace it. *You can also access this form [electronically](#).*

### *Immigration Status*

This is often confused with "visa" but your immigration status, e.g., F-1, B-2, J-1, etc., is determined at the time of your entry into the U.S. by an immigration official and is noted on the Form I-94. You may have many visa stamps in your passport but, upon entry into the U.S., an immigration inspector will admit you in only one immigration status which is noted on the I-94 card (see above). Be sure the correct status is written on your I-94 card. Unlike your entry visa, your immigration status may be changed in the U.S. Refer to the U.S. Department of State web site at <http://travel.state.gov/visa/tempvisitors.html> for more information.

### *Passport*

Students in F-1 immigration status must keep their passports valid at least six months into the future at all times. You may obtain extensions of your passport through the nearest consulate or embassy of your country.

## Entry Visa

Your entry visa is issued by a United States Consulate (<http://usembassy.state.gov/>) abroad and affixed into your passport. The only purpose of an entry visa is to apply for admission to the United States at the port of entry. The entry visa itself may expire while you are in the U.S., but your permission to stay in the U.S. remains valid. All international students requesting F-1 immigration status are required to have a valid F-1 entry visa stamp in their passport at the time of entry into the U.S. Your visa specifies the type of immigration status you will hold, the date until which you may enter the U.S., and the number of entries you may make before you must apply for a new entry visa stamp. The length of validity of each visa type is determined by an agreement between your home country and the U.S. government and is not necessarily tied to the length of your program of study. Please refer to the State Department's Visa Reciprocity information on their website for more details. (<http://www.travel.state.gov/visa/reciprocity/index.htm>)

NOTE THAT AN ENTRY VISA MAY BE ISSUED UP TO 120 DAYS IN ADVANCE OF A PROGRAM'S "REPORT DATE", BUT YOU ARE NOT PERMITTED TO ENTER THE U.S. MORE THAN 30 DAYS IN ADVANCE OF THE REPORT DATE IN SECTION 5 OF THE I-20.

F-1 entry visas cannot be obtained within the U.S. Application for a new stamp generally must be made in person at a U.S. consulate or embassy outside the U.S. The validity period of your visa does not determine the length of time you may remain in the U.S. after you enter. Your length of stay is determined by the expected completion date of your program as indicated on your I-20. You are admitted to the U.S. for "duration of status" in F. This is notated as "D/S" on your I-94 card. Refer to the Duration & Extension of Stay in the U.S section of the U.S. Department of State's website for more information. ([http://travel.state.gov/visa/temp/info/info\\_1298.html](http://travel.state.gov/visa/temp/info/info_1298.html))

## How To Obtain F-1 Status

This information is provided to help you get to LASC in appropriate immigration status in compliance with the U.S. Department of State (DOS) and Department of Homeland Security (DHS) regulations. U.S. government regulations require you to attend the school that issued the I-20 you use to enter the U.S. in F-1 status.

Carefully read and follow these procedures:

### 1. Make an appointment at a U.S. Consulate to apply for an F-1 Student Entry Visa

([http://travel.state.gov/travel/tips/embassies/embassies\\_1214.html](http://travel.state.gov/travel/tips/embassies/embassies_1214.html)) You will require the I-20 form from LASC at the time of your appointment. DO NOT MAKE AN APPOINTMENT UNTIL you have received the I-20 or are sure that you will have the I-20 in time for the appointment.

Check the following websites for more information on visa appointments. [http://travel.state.gov/visa/temp/wait/tempvisitors\\_wait.php](http://travel.state.gov/visa/temp/wait/tempvisitors_wait.php) for information about current wait times for the appointment and for visa issuance. NOTE that the processing wait times do not include extra time that may be required for security clearances.

Locate the nearest U.S. Consulate: [www.usembassy.gov](http://www.usembassy.gov) and follow its instructions for applying for a visa (including links to required forms). Make a list of documentation required for the interview. Note procedures for paying the visa application fee and any visa issuance fees, if applicable.

*2. Check your form I-20 for completeness and correctness!*

Your I-20 indicates that we have created a record for you in SEVIS (Student and Exchange Visitor Information System). Your unique assigned SEVIS ID number is in the upper right corner of page 1. Check to see that all information is correct and that your expected completion date is in the future. If you have informed us that your dependents (husband, wife, or children under the age of 21) will come with you to the U.S., each of them will receive their own "dependent" I-20 needed for applying for their F-2 visas and entering the U.S. in F-2 status. If your family name is different from your dependents, be prepared to show documents that prove your relationship.

*3: Make sure your passport is valid.*

When you apply for a visa or enter the U.S., your passport must be valid for at least 6 months into the future. Some countries are exempt from this requirement and have their passports automatically extended for 6 months which means that you can use your passport up until the

written expiration date. This rule applies to subsequent entries to the U.S. while traveling as a student. Refer to the [list of countries](http://foia.state.gov/masterdocs/09fam/0941104x1pdf) exempt from this rule. (<http://foia.state.gov/masterdocs/09fam/0941104x1pdf>)

*4. Pay the SEVIS fee (\$200) and print the receipt.*

Go to the web site <http://www.fmjfee.com> and follow the instructions. You will need the I-20 available because the SEVIS number is required. Print copies of the receipt - you will need one with you for the visa interview and you should keep one for your own records. You can only access the receipt at the time of payment so be sure your printer is working before paying the fee. Refer to information posted at <http://www.ice.gov/sevis/i901/faq.htm>.

*5: Complete all required Department of State application forms.*

DS-156 (<http://evisaforms.state.gov/>)

Everyone applying for a non-immigrant visa must complete this form. COMPLETE THIS ELECTRONIC FORM ON- LINE and take a printed copy with you to the interview.

DS-158: Contact Information and Work History. For all F and J applicants.

DS-157: Supplemental Non-Immigrant Visa Application Form. Required for male applicants between the ages of 16 and 45.

*6. Refer to step one and follow instructions for paying any visa fees required in advance of your appointment.*

Procedures may vary from country to country, and even post to post, within the same country. Note that application and issuance fees are often based on reciprocity between that country and the United States.

*7. Bring a passport-size photo less than six months old.*

### 8. Prepare for your interview appointment by learning what to expect.

You will be applying for an F-1 student visa, a non-immigrant classification. According to U.S. immigration law, "Every alien shall be presumed to be an immigrant until he establishes to the satisfaction of the consular officer, at the time of application for admission, that he is entitled to a non-immigrant status." This means you need to establish that you have no intention of staying in the U.S. permanently, but are coming here for a temporary purpose, i.e. to pursue your education. While the consular officers are aware that it may be difficult for students to demonstrate strong professional and economic ties to their home countries, you should still bear this in mind as you prepare for your interview.

In advance of your interview, please read the following: Obtaining a U.S. Visa: Published by Dept of State <http://www.unitedstatesvisas.gov/pdfs/gettingavisa.02.03.pdf>

### 9. Checklist of what to take with you to your visa interview:

- \_\_\_\_\_ A passport valid for at least six months
- \_\_\_\_\_ Form I-20 (sign the form under Item 11)
- \_\_\_\_\_ School admission letter
- \_\_\_\_\_ Completed visa applications (DS-156, DS-158, and, if applicable, DS-157) Remember to complete the DS-156 electronically and take a printed copy with you. Consulates have advised that the electronic version will speed up the process.
- \_\_\_\_\_ A photograph in the prescribed format (see Step 7)
- \_\_\_\_\_ A receipt for the visa application fee
- \_\_\_\_\_ A receipt for the SEVIS fee. If you have not received an official receipt in the mail showing payment and you paid the fee electronically, the consulate will accept the temporary receipt you printed from your computer. If you do not have a receipt, the consulate may be able to see your payment electronically if your fee payment was processed at least 3 business days before your interview.
- \_\_\_\_\_ Financial evidence that shows you have sufficient funds to cover your tuition and living expenses during the period you intend to study.
- \_\_\_\_\_ Any information that demonstrates your intention to return to your home country after finishing your studies in the U.S. This may include proof of property, family, or other ties to your community.

### 10. After the visa is processed, make sure you got what you requested!

Check your passport to be sure you obtained an F-1 visa, and that any dependents obtained an F-2 visa. Also, be certain that the I-20 was returned to you as you must have the original with you when you arrive in the United States. Sometimes the document is returned to you in a sealed envelope, which must be presented to the immigration inspector when you arrive.

## Arrival at a U.S. Port of Entry

Carry your ORIGINAL documents on your person or in a carry-on bag rather than packed in your luggage. You will have to present them to the immigration inspector upon your arrival, and you won't have access to your luggage until *after* you go through immigration inspection.

Your documents may include:

- valid, unexpired, passport (for at least six months into the future) with a valid, unexpired entry visa

- your I-20 visa certificate, signed by the school and by you
- original supporting financial documents, such as personal bank statements, a financial aid award or an offer letter from your department
- marriage license, school transcripts, medical records if applicable

### *Immigration Inspection*

On the plane, a flight attendant will distribute the I-94 Arrival /Departure form to non-immigrants. You should complete the **white** form, NOT the green form that is for tourists from certain countries who are eligible for a 90-day visit without a visa.

Upon arrival, you will go first to immigration inspection. The immigration inspector will need to see the appropriate visa page in your passport and the appropriate supporting documents:

- your passport with an F-1 entry visa with LASC noted on it (if it is your initial entry in F-1 status)
- form I-20, signed by both a Designated School Official (DSO) and you, and the I-94 form that you completed on the plane.
- funding documents available if requested

### *Dependents*

If you are coming with your spouse and/or children, then the same attentiveness to how their admission is processed applies. Dependents of F-1 students should enter as “F-2 for D/S”.

### *Document Processing – Update of SEVIS Record*

In addition to processing the I-94 card, the Department of Homeland Security (DHS) will access the SEVIS student record that corresponds to your unique SEVIS ID number and update the record with information on your entry. LASC is notified electronically of your arrival through your SEVIS record.

### ***BE PREPARED!***

It is to your advantage to know what to expect and to be mindful of what occurs at the port of entry. Immigration inspectors see many people in the course of a day, and mistakes can be made. Some inspectors may be less familiar with student documents than others. Having your documents processed properly at the time you arrive is extremely important.

The I-94 card does not appear significant, but is the most important immigration document you will possess.

It is the only document with a record of the *status* in which you were admitted to the United States, the date on which you entered, and at which port of entry. The I-94 is an important form. We recommend that you make two photocopies of both sides of the form; one to carry with you in your wallet, and the other to keep separately in case you need to replace it.

Often, the immigration officer will staple it into your passport. Be aware that if you don't get a red immigration stamp on your I-20, it may present difficulties when applying for a Social Security number (SSN) or a NC State driver's license.

## Maintaining Lawful Student Status

Under United States immigration law, it is your personal responsibility to maintain lawful F-1 student status. By following the guidelines listed below, you should be able to maintain student status. It is your responsibility to maintain your legal status.

1. *Keep an unexpired passport valid for at least 6 months into the future.*

Contact your country's consulate for instructions if you need to extend your passport while in the U.S.

2. *Notify LASC of your address when you arrive and any time you change addresses.*

Upon your *initial* arrival in the U.S. to study at LASC, you must notify us of your local address in person. LASC will update your address electronically in the SEVIS record.

3. *Maintain full-time enrollment and normal, full-time progress toward your degree or certificate.*

You are expected to maintain registration and make academic progress. If you are enrolled at LASC for more than one academic year, you are ordinarily permitted an annual vacation period, during which time you are not required to register for courses. Only one vacation period per year is permitted and for most programs, this takes place during the summer semester.

4. *Obtain PRIOR authorization from LASC (if eligible) BEFORE dropping below a course of study.*

There are very limited exceptions to the enrollment requirement, so you must consult LASC in advance of any drop in course or you will be in violation of your status.

5. *Do not accept any employment, either on- or off-campus, without written permission from LASC and, if necessary, authorization from the Department of Homeland Security (DHS).*

Working without proper authorization is considered by the DHS as the most serious violation of its regulations. If you refer to your form I-94 card, you will see the statement, "Warning: a nonimmigrant who accepts unauthorized employment is subject to deportation." It is most important, therefore, that you consult with LASC before you accept an offer of employment or begin to work.

6. *Make timely transfers if you enroll at LASC after attending another school in the U.S*

DHS regulations specify that you must use the Visa Certificate of Eligibility (I-20) issued by the school you are attending (or plan to attend) when entering the U.S. Consequently, make sure that you use LASC's Certificate of Eligibility. You are required to report to LASC shortly after your arrival.

7. *Obtain extensions, as needed, of your permission to stay in the U.S. before your Certificate of Eligibility (Form I-20) expires.*

If you have valid academic or health reasons for requiring more time to complete your program than that which is authorized on the LASC I-20, you must request an extension through LASC. Notify LASC as soon as you know that you will need an extension and at least 30 days before the completion date noted on your I-20 in order to have enough time to obtain any necessary documents.

If you require an extension because you will be starting a new program at LASC, you must apply for a new I-20 to begin a new program within 60 days of the completion of the first program.

*8. Once you have completed your studies that are authorized, you must leave the U.S. or change to another immigration status within the appropriate time allowed.*

This means that you are allowed to stay for the period of time to complete a program of study and a grace period. Those in F-1 status have a 60 day grace period in which to depart the U.S. or change to another status.

*9. Carry a copy of your I-94 card with you at all times.*

When traveling outside the Los Angeles and Orange County areas, you should bring the original I-94 card, I-20, and passport with you.

*10. If applicable, comply with Special Registration Procedures- Certain Foreign Nationals.*

Since September 11, 2002, certain non-immigrants are required to be fingerprinted and photographed at U.S. ports of entry. Special Registrants are also subject to departure procedures from ports of entry specifically designated for departure control. Currently, the published registration rule applies without exception to nationals or citizens of Iran, Iraq, Libya, Syria and Sudan. This list is subject to change at any time, and registration may be required of any non-immigrants of any nationality who are deemed by a consular officer or inspections officer to require closer monitoring. If you undergo Special Registration when you arrive, failure to comply with exit requirements has severe consequences.

## Grading Method

The following is the grading scale used for the majority of LASC's courses.

Grade A	90%-100%	Excellent
Grade B	80%-89%	Good
Grade C	70%-79%	Satisfactory
Grade D	60%-69%	Unsatisfactory
Grade F	Below 60%	Fail
Grade I		Incomplete
Grade W		Withdrawal

All grades shall reflect the results of quizzes, participation, and written examinations given by LASC.

## Graduation Requirements

Graduating students must have a minimum grade point average (GPA) of 70% (C) or better, maintain an attendance ratio of at least 80%, fulfill all other stated requirements, and be in good financial standing.

Upon graduation, students completing all requirements of full courses of study will be awarded a Certificate of Completion.

## Academic Probation Policy

Quarterly student progress reports will determine whether a student is making Satisfactory Academic Progress (SAP). Students whose grade point average is less than 70% at the end of any quarter are placed on Academic Probation for 45 days. In special circumstances, at the discretion of the Campus Director, a student may be given an alternate final exam and a sufficient score would remove him/her from Academic Probation. In all other cases, the student would be referred to the Head Teacher to develop a corrective action plan and would receive free tutoring sessions to provide appropriate support. The student will remain on probation until the overall average is raised to 70% or higher during the 90 day probationary period, at which time the student will be removed from Academic Probation. If a student is unable to make satisfactory academic progress within his/her 45 day probationary period, the student will be referred to the Campus Director to determine any additional action, which could include an additional 45 day probation or expulsion. The Campus Director shall make the final determination. Any students allowed to continue at the Director's discretion are to be placed on academic probation during the restarting module. If the student's new cumulative grade point average is not raised to at least 70% after restarting the module, the student is to be academically dismissed and the SEVIS record may be terminated.

Student Services keeps track of each student's status with relation to probation or dismissal and notifies both the pertinent student and the Director of any significant change.

## Suspension/Termination of Candidacy

LASC reserves the right to suspend or terminate any student whose attendance, academic performance, financial standing, or personal behavior does not comply with LASC standards, regulations, and rules.

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## Appeals Process

If a student wishes to appeal probation due to unsatisfactory progress, attendance, or behavior, the student may make a written appeal with substantiating documentation, if appropriate, to the Campus Director for consideration within 10 days from the date of notification of Academic Probation. Students should receive a response within a 10 day time period. If the appeal is denied, the student may appear before the Campus Director to personally present his/her case.

## Attendance Policy

**Consistent classroom attendance is mandatory to maintain student visa status and demonstrate a commitment to education.**

### Minimum Standards

A minimum of 80% cumulative attendance in the classroom is required each and every quarter. Since enrollment may include electives, main courses, and/or intensive programs, the attendance rate is calculated via the overall rate for the total hours a student is enrolled in.

**Failure to meet the attendance standards may result in termination and loss of visa status.**

### Tardies and Early Departures

Students will be marked tardy or absent for arriving late to class or leaving class early. A student is considered tardy if he/she is more than 5 minutes late to class. A student is considered absent if he or she is more than 15 minutes late to class. Three tardies are equivalent to one absence.

### Leave of Absence

A student may be granted a leave of absence in accordance with our policy which allows for a one month vacation after six months of attendance. A student completing 12 months are eligible for a 3 month vacation. The period of non-attendance will not affect a student's attendance rate. Each leave of absence approval must be documented in the student's file.

### Excused Absences

In accordance with our accrediting agency's regulations, excused absences are not allowed. However special cases that present extenuating circumstances may be approved at the discretion of the Campus Manager.

### Waitlist Policy

LASC maintains waitlists for many of its popular courses and programs. Students with poor attendance will be dropped from the course(s) they are not attending so that waitlisted students can have an opportunity to participate in said course.

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## Attendance Monitoring

Students who fail to meet the overall 80 percent attendance requirement are given a series of written warning letters by their Student Representative. All warning letters are either sent directly to a student's email, or presented to a student in person in which case a signature would be required. In both cases, the notice is documented in the student's file.

An initial attendance warning letter is issued during week 5 of the quarter to any student whose attendance rate is below the 80% minimum. If the student has not achieved an attendance rate of 80% by week 9, another warning is issued informing the student that they have until week 12 to meet minimum requirements. If by week 12 the student has still not achieved an 80% attendance rate, they are issued a written notice indicating their status as on Attendance Probation. Once a student is on attendance probation, he/she will have one quarter (12 weeks) to raise their overall rate to 80% or higher. If this is not achieved, they will then be issued a Termination Notice informing them that their SEVIS record will be terminated.

## Textbooks

Students must obtain the required text for each class. Students must obtain the textbook by Wednesday of Week 2 of the quarter otherwise they will be marked "Absent" everyday thereof as they are not able to fully participate in class. Students who have ordered their books elsewhere (ex. Amazon) will be held to the same deadline outlined above. Rolling admissions students must obtain the book within three days of enrollment. During week 1, Teachers will make limited copies of curriculum materials within the parameters set by the Policy on Reproduction of Copyrighted Materials. No copies will be made of student workbooks, standardized tests, or test booklets.

## Makeup Work

Students who do not meet minimum attendance requirements are permitted to make up clock hours either through attendance of additional classes or through private tutoring sessions. All make up hours must be of similar duration and content of classes missed.

## Transcripts and Records

Complete copies of records, reports, placement, and grades shall be retained in the Academic Records File. Students' records are confidential and only those agencies or individuals authorized by law are allowed access without written permission from the student. Students receive a copy of their records upon graduation. Additional copies may be obtained by filling out a transcript request form and submitting it to the Administrative Staff.

State law requires that school and student records be maintained for a period of at least five years.

## Personal Conduct

Students attending LASC are expected to act with courtesy and consideration toward all instructors, staff, students, and visitors at ALL TIMES. Students are expected to observe and display proper decorum. Improper conduct including but not limited to, possession of alcohol, drugs or a weapon, fighting, harassment, etc., shall not be tolerated and will be cause for any staff relevant to the case. If a student is found to be at-fault by consensus, he or she will be terminated immediately.

## STUDENT SERVICES

LASC provides a wide variety of student services. The staff is highly knowledgeable and always willing to assist students with visa matters, transportation, banking, insurance, driver's licenses, and recreation.

If a student requires assistance in locating housing within the area, LASC can refer the individual to agents that specialize in finding host families willing to rent out rooms. Rooms range from \$400 to \$600 per month. The rate for homes that provide food as well as transportation is typically between \$800 to \$1,600 per month.

Class field trips to local museums, amusement parks, and social events expose students to different aspects of American culture and allow them to practice language skills learned in the classroom in real-life situations.

### Case Management Program

The school is aware of situations which may arise to create learning problems for students. We provide the necessary supportive environment and assistance to enable every student to continue their studies to the best of their abilities. LASC's Student Case Management Program is run by the Head Teacher and provides students with whatever support is needed to address student academic and behavior concerns. During the course of the program, the student and Head Teacher meet to develop and implement a corrective action plan. Other staff and instructors are included in the plan as needed. Teachers and staff may refer students and students may self-refer themselves to the program by contacting the Head Teacher.

### Student Grievance

Students wishing to file a complaint should first try to resolve the issue through LASC's Student Case Management Program. If doing so does not adequately satisfy the concern, students may do so in one of two ways. Complaints may be registered on student critique forms available in the student lounge. They can be submitted anonymously to Student Services. Complaints that are not resolved by the Student Services office will be directed to the School Director.

If any complaints, questions, or problems cannot be worked out with LASC, write:

***Bureau for Private Postsecondary and Vocational Education  
400 R Street, Suite 5000  
Sacramento, CA 95814-3517***

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 web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## Housing

LASC works with Student International Housing (SIH) to offer students housing. SIH will help you find a friendly family to make your stay in Southern California unforgettable. LASC partners with SIH to match students and families according to requests and personalities. The home-stay is a month to month agreement with an option to extend longer if both the student and host family are in agreement. For more information, ask LASC for an application.

## Basic Amenities

Once you have arrived, you can decide what items will make your stay more comfortable and home-like. There are several large stores in the Los Angeles and Orange County regions where you can buy needed items at a reasonable price. Items can be purchased in person or online.

Target – [www.target.com](http://www.target.com)

Walmart – [www.walmart.com](http://www.walmart.com)

JC Penney – [www.jcpenney.com](http://www.jcpenney.com)

Craig's List is a website that lists classified ads for a wide variety of items including used furniture, electronic equipment, cars, etc. It has been a helpful source to many people. [www.craigslist.org](http://www.craigslist.org)

### *Clothing*

Southern California has a mild climate. Newcomers to Southern California enjoy its mild winters and moderate to warm year-round climate. January is the coldest month of the year, with an average temperature of 58° F. (14° C.) August is the hottest month, with an average temperature of 84° F (73° C.) You will need to bring clothing appropriate for this climate.

## Banking in the United States

There are many banks to choose from in Southern California. Among the largest banks with the most branches are Bank of America and Wells Fargo. In order to open an account at a U.S. bank you will need either a passport or a Social Security card.

### *Checking Account & ATM/Debit Card*

Most students end up opening a checking account when they arrive in the U.S. With this type of account, you are able to deposit and withdraw funds directly from your account. You can withdraw funds from your account either by

- Writing a paper check for a designated amount to pay for goods or services
- Use an ATM/Debit card

### *Checking*

Most banks charge a nominal monthly service fee for most checking accounts. The fee varies according to the type of account. You will need to speak to a bank official to determine which type of account best fits your needs.

If you write a check and don't have enough funds in your account to cover the amount of the check, you will be charged an expensive service fee for a "returned" check. You may avoid this by opening an account that has "overdrawn" protection.

You should keep careful track of all your financial transactions to avoid any unnecessary fees or fines. If you lose your check book, you should notify the bank immediately.

### *ATM/Debit Card*

With an ATM/Debit card you can make cash withdrawals from an automated teller machine (ATM). If you make a withdrawal from an ATM that is not affiliated with your bank, you will probably be charged a small fee. If you lose your ATM/Debit card, you should report it immediately to your bank. If the loss is reported to the bank within 24 hours, you will only be responsible for an amount that shall not exceed \$50 of the total amount that occurs due to fraudulent use. When you apply for an ATM/Debit card, you will be assigned or asked to choose a personal identification number (PIN). Do not choose one that is normally found in your wallet, i.e. your birthday.

### *Credit Cards*

Most students discover that it is not long before they begin to receive solicitations from credit card companies in the mail. If you have no credit history in the U.S. and you apply for a card for which you have not been pre-approved, you might be denied. Don't be discouraged as most students are eventually able to obtain a card after several applications and phone calls. A credit card can be a very convenient thing to own but you should keep in mind:

- You will need a Social Security number to be eligible to apply for some credit cards.
- There is a large fee for late payment of your monthly bill.
- Shop around and look for a credit card that offers the best financial terms for your personal needs.
- Don't use a credit card to live beyond your means. Annual interest rates charged by most credit card companies exceed 19%. Try to pay off the entire bill each month to avoid finance charges.
- It is generally considered safe to use your credit card to make purchases over the Internet as long as you are dealing with an established merchant that uses recognized encryption software. (Look for a closed lock at the top of the page.)
- Any loss or theft of your card should be reported immediately to the credit card company.

## Transportation

### *Public Transportation*

Los Angeles and Orange Counties have limited public transportation systems. Please refer to the following links for more information:

LA Metro – [www.metro.net/](http://www.metro.net/)

Orange County Transportation Authority- [www.octa.net/](http://www.octa.net/)

Metro Link – [www.metrolinktrains.com](http://www.metrolinktrains.com)

### *Bicycles*

If you decide to bike, please be careful! American drivers are not used to sharing the road with cyclists. Always wear a helmet and assume that the drivers of cars do not see you. Lock your bike up, as they are easy to steal. And remember that as a cyclist, you must follow the same traffic laws that cars do.

### *Personal Vehicle*

If you decide to purchase a car while you are in the United States, there are a few things that you need to keep in mind.

- You must have a driver's license to drive a car. A license from your country is usually acceptable, but remember that police officers are not used to seeing them. Make sure your country has a driving agreement with the United States before you use your home-country license.
- You must have proof of car insurance, even if you do not have a car. If you do not have a car you will purchase a "Non-owner's policy". When you purchase a car, you must call your insurance company immediately to inform them of the change. There are many companies in Southern California that sell car insurance. Among the most popular are Allstate, State Farm, and AAA. Check with fellow students and staff for recommendations.
- Make sure you are comfortable driving. Just because you passed the road portion of the driving test does not mean that you are ready for the interstates and highways. Practice in areas with less traffic first. Ask a friend to ride with you for support and advice.
- Make sure your car is roadworthy! Buying a car that is falling apart or in any way unsafe should be avoided at all costs!
- It is against the law to drink alcohol prior to driving a car. Do not drink and drive.
- If you see a police car behind you with the lights flashing, pull over immediately. Stay in the car and keep your hands on the wheel unless otherwise directed by the police officer.

### *How to Find a Car*

You will probably be looking for a used vehicle rather than a new car. Ads for used cars can be found on [www.craigslist.org](http://www.craigslist.org). The local newspapers often have a special section on vehicles also. All new car dealers also carry used vehicles, although their prices tend to be higher. There are also dealers that carry only used cars.

A word of advice – Have any used car you want to purchase inspected by a qualified mechanic before you buy it. Most of the larger gas stations have reputable mechanics. Again, ask for recommendations for car dealers and mechanics from fellow students, faculty and staff.

### *California Driver's License*

Provided below is a summary of what you will need to obtain a California driver's license. Please also refer to the California Department of Motor Vehicles (DMV) website for more information:

[www.dmv.ca.gov/](http://www.dmv.ca.gov/)

Before you are eligible to receive a California driver's license, you will need to have one of the following:

1. Social Security Card
2. Individual Tax Identification Number (ITIN)
3. Valid visa and I-20 and a letter from LASC.
4. Proof of identification
5. Proof of residency
6. Proof of insurance
7. Payment of fees.

There are two tests that must be taken for drivers applying for a license for the first time. One is a road test which includes you driving with a Department of Motor Vehicles' Instructor. The second is a written test that proves you understand basic road rules and safety regulations. A study guide for the written test can be found online at the DMV website.

## **Grocery Guide**

### *Supermarkets*

*Ralph's* – Several locations. Traditional American grocery store featuring food staples, fresh vegetables and meats, paper and cleaning products, and personal care items.

*Stater Brothers* – Several locations. Traditional American grocery store featuring food staples, fresh vegetables and meats, paper and cleaning products, and personal care items.

*Whole Foods Market* – Several locations. An upscale grocery that features a wide selection of health food, organic food and products, cheese, wine and other European and American foods.

*Trader Joes* – Several locations. A mid-priced grocery that features both traditional American food staples as well as gourmet, organic and health food.

*Mother's Markets* – Limited locations. An upscale grocery that features health food, vegetarian and vegan foods, as well as organic foods.

*Farmers' Markets* – Southern California is known for offering a variety of fresh produce through farmers markets. For locations visit the following link: Certified Farmers Markets - [www.farmernet.com/events/cfms](http://www.farmernet.com/events/cfms)

## Student Fee Information

### Tuition Fee Schedule

<u>Course</u>	<u>Cost Per Month</u>	<u>Cost for Program</u>
ESL I-VII / EAP	\$680	\$2,040 (Each Course is 3 Months)
TOEFL	\$750	\$2,250
IELTS	\$750	\$2,250

\* *different rates may apply for afternoon and evening courses.*

### Additional Fees

Returned Check     \$10  
Textbooks             About \$35.00 to \$55.00 per book

LASC does not currently participate in federal or state financial aid programs. *Student Application Fee* (non-refundable) International Students are required to pay a \$150 application fee and the first three months of tuition upon enrollment. At the end of three months, tuition may be paid on a monthly basis.

## Cancellation, Withdrawal, and Refund Policy

(1) LASC shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

(2) LASC shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed one hundred and fifty dollars (\$150), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

(3) LASC shall have a refund policy for the return of unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. All refunds shall be a pro rata refund.

Prorated refunds will be calculated on a daily basis. The amount owed equals the daily charge for the program multiplied by the number of days student attended, or was scheduled to attend prior to withdrawal. If a student received a tuition discount for extended study, but requests a refund prior to fulfilling the period of study as stipulated by said discount, the student will be refunded based on the standard daily charge of the program. Students who have attended more than 60% of classes paid are not entitled to a refund.

**Refund Due Dates**

(1) If an applicant never attends class (no-show) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

(2) For an enrolled student, the refund due will be calculated using the last date of attendance (LDA) and be paid within forty-five (45) calendar days from the documented date of determination. The date of determination is the date the student gives written notice of withdrawal to LASC or the date LASC terminates the student due to the student's failure to adhere to the LASC's attendance, conduct, or student progress policy.

**Case-Specific Cancellation Policies**

(1) Rejection of Applicant: If an applicant is rejected for enrollment by LASC, or if a prospective student has his/her visa application rejected, a full refund of all monies paid, less non-refundable charges, will be made.

(2) Program Cancellation: If LASC cancels a program subsequent to a student's enrollment, LASC will refund all monies paid by the student.

**Miscellaneous Policies**

1. *Students that have received an I-20 from LASC must enroll for a minimum of one quarter.*

2. *LASC may not bill for a period in excess of twelve (12) month increments. Refund computations will apply to the current term at the time of withdrawal.*

3. *If an authorized overseas agent for recruiting students is utilized, LASC must inform the student of its contractual relationship with the agent and how that relationship will affect the ability of the student to obtain a refund. In addition, LASC must document that the refund has been made on behalf of the student to the agent.*

## **Academic Programs**

### **Placement Test**

All new students must take a placement test prior to enrolling in courses to determine language proficiency. The scores are used to place students in the appropriate course levels and or programs. Current students who take a leave of absence or vacation of 3 months or more are required to retake the placement test in order to address potential regression.

### **ESL Core Program**

Our ESL program is based upon a comprehensive curriculum that emphasizes active student engagement in the four areas of language development: listening, speaking, reading and writing. The program is comprised of 6 levels. ESL Courses 1-6 are carefully structured to maximize learning and focus on the needs of the English Language Learner (ELL) at every stage of language development. In Beginning Levels (ESL 1 and 2), the emphasis is on fundamental English and creating a strong foundation in basic speech patterns, grammar, vocabulary and conversation. In Intermediate Levels (ESL 3, 4, 5), the emphasis is on building upon basic proficiency and developing vocabulary, pronunciation, grammar and conversational skills. In Advanced Levels (ESL 5, 6), the emphasis is on developing academic discussion skills, reading comprehension strategies, advanced grammar and writing. ESL Levels 1-6 are composed of 216 course hours per level.

*ESL 1 (Beginning)*

This introductory course is designed for the student who has little or no background in English. Emphasis will be on fundamental English: basic conversation, pronunciation patterns, vocabulary development, and basic grammar.

*ESL 2 (Beginning)*

This course is designed for the student who has basic reading, writing, listening and speaking skills in English. Emphasis will be on building and refining fundamental conversational skills, pronunciation, vocabulary development and grammar.

*ESL 3 (Intermediate)*

This course is designed for the student who has achieved basic proficiency in English. Emphasis will be on developing conversational skills, studying increasingly complex grammatical structures, and improving reading comprehension.

*ESL 4 (Intermediate)*

This course is designed for the student who possesses intermediate skills in reading, writing, listening and speaking in English. Emphasis will be on refining intermediate conversational skills, studying complex grammatical structures, building on reading comprehension and development of writing skills. Students will acquire a strong foundation in grammar to prepare them for more complex writing at the advanced levels.

*ESL 5 (High Intermediate / Advanced)*

This course is designed for the student who has achieved intermediate proficiency in English. Emphasis will be on developing speaking and listening skills, studying complex grammatical structures, honing reading comprehension skills, and learning paragraph composition and basic essay structure.

*ESL 6 (Advanced)*

This course is designed for the student who possesses advanced skills in reading, writing, listening and speaking. Emphasis will be on developing advanced speaking and listening skills, reading increasingly complex academic texts, and developing essay writing skills. Students will learn to communicate with fluency on a wide range of topics, participate in discussions, and deliver oral presentations.

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## **English for Academic Purposes Program**

Students will analyze academic texts; and continue the development of academic reading comprehension and writing skills. Students will be prepared to graduate to the IELTS Core Preparatory Program or the TOEFL Core Preparatory Program or transfer into community college and state university systems. Students are expected to have a strong foundation in grammar, vocabulary, and pronunciation prior to taking this course. Students will participate in a variety of academic related language activities during this class, including: lectures, analysis of academic articles, note-taking, academic vocabulary, and the fundamentals of essay and research paper writing. This program requires two quarters to complete and is composed of a total of 432 course hours.

## **TOEFL Test Preparation Program**

Students will engage in an in-depth overview of the TOEFL iBT test, engage in daily practice with real TOEFL test questions, and review skill-building exercises relevant to TOEFL testing. Students will become familiarized with all parts of the TOEFL iBT test; improve their vocabulary and grammar levels as applicable to TOEFL testing; and improve their ability to succeed on the TOEFL iBT test, relative to strategy, time management, and decision making. This program requires two quarters to complete and is composed of a total of 432 course hours.

## **IELTS Test Preparation Program**

Students will engage in an in-depth overview of the IELTS test, engage in daily practice of test taking strategies, and practically apply said strategies to full-length IELTS practice tests. In addition students will be given supplementary material to review skill-building exercises relevant to IELTS testing. Students will become familiarized with all parts of the IELTS test; improve their vocabulary and grammar levels as applicable to IELTS testing; and improve their ability to succeed on the IELTS test, relative to strategy, time management, and decision making. This program is composed of 240 course hours per quarter.

## **Concurrent Enrollment**

Students may enroll concurrently in any of the ESL and Test Preparation courses but must score appropriately on independently administered ESL and TOEFL iBT diagnostic assessments.

## **Private Tutoring**

LASC offers private tutorial services for students who desire to have individual instruction, need extra instruction or whose personal schedules do not allow them to attend our courses. Please contact the admissions office for more information regarding these services.

## **Office Hours**

LASC provides students with free tutoring sessions conducted by our Head Teacher during weekly office hours. Students are encouraged to utilize this service to supplement their primary program.