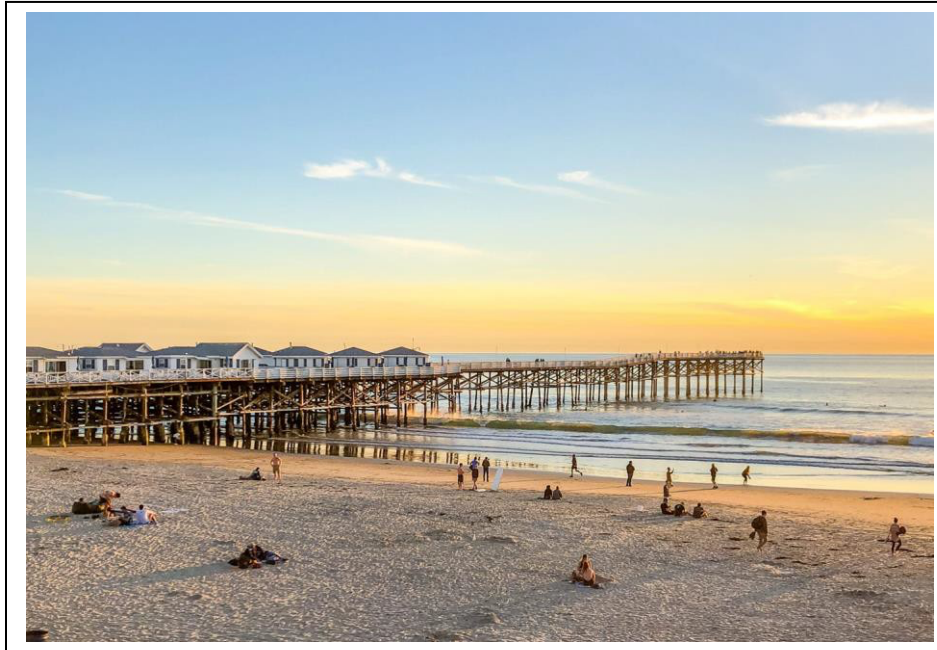


School Catalog 2019



Tel: 619-260-1113 Fax: 619-260-1114
Skype: ih-sandiego E-mail: academic@ihsandiego.com

School Catalog Adult and Junior Programs

CONTENTS:	Page#
Welcome & Company Profile.....	3
School Rules	4
Program Options.....	5 - 6
Placement & Assessment.....	7 - 9
Attendance and Lateness Policies.....	8 - 9
Level System.....	11
Class Schedule, Book Lending System, and Self-Access Center	12
Safety Tips, U.S. and California Laws.....	13
Housing.....	14 - 15
Activity Program.....	16
Transportation.....	17
San Diego Trolley Map.....	16
Safety Matters & First Aid.....	18 - 19
Using the Phone and Money Matters.....	20
Safety Rules & Reminders for Junior Students.....	21
Food and shops around the school.....	22
San Diego Activities: Shopping, Beaches, and History.....	22 - 25
Budgeting	25 – 26
Financial Information.....	26 - 29
Policies.....	30 - 35

Welcome!

It is a great pleasure to welcome you to **International House San Diego**! Our staff is looking forward to creating a safe, productive, enjoyable, and unforgettable experience for you.

We hope that you have a pleasant and enriching experience here. To make your stay productive, try to make friends with students of different nationalities during break times and spend a reasonable amount of time on your homework every week. Please remember to speak English at all times while in the school, on activities and excursions, and in the host family or student residence where you live.

Open Door Policy

Our staff is always happy to receive your comments and suggestions and to help you with any questions you have. Please do not hesitate to speak to us if you have any worries or problems at any time during your stay. We would be very pleased to help.

The International House World Organization



International House San Diego is a member of the International House World Organization, an educational trust founded in 1953 with the aim of raising the standards of language teaching worldwide. The IHWO network includes over 150 affiliate schools in more than 50 different countries. IHWO is committed to ensuring the highest levels of language training through a student-centered approach to learning.

IH San Diego Mission Statement

International House San Diego is dedicated to providing quality English language and cultural immersion programs to international teens and adults whose primary purpose is to develop communicative competence.

Our aim is to deliver the highest quality academic programs and services, which recognize individualism, cultural values, and the personal or professional growth of students. This is achieved through ethical and professional operational practices, highly trained teachers and staff, sound academic methodologies and programs, and allocation of sufficient fiscal and human resources

IH San Diego Administrative Staff

Jeff Romonko	Managing Director
Emily Conner	Center Director
Whitney Currier	Registrar/Student Services Officer/Accommodations Coordinator

School Hours of Operation: The school is open for your use Monday through Friday from 8:00 a.m. to 5:00 p.m. The school phone number is 619-260-1113. The staff is normally available Monday through Friday during regular operating hours.

A Few Rules While In the School

English Only Policy

All of our students are here to improve their English. We encourage students to **speaK English at all times**. If you are not speaking English, your teacher will give you a verbal warning. You have two warnings. On the second warning, you will receive a red card. On the third warning you will be sent out of the classroom and marked absent for the day.

Building Etiquette

Students should act as good neighbors and be respectful of the other tenants in the building by not running in the halls or lobby, blocking the stairs or elevators, or congregating in on the street in front of the building. During breaks in particular, students should not stand in front of the lobby doors. They should leave a pathway clear so other tenants can get in and out of the building. There should be no more than 8 students in the elevator at one time.



No Solicitation/Distribution Policy

Any kind of solicitation or distribution are **NOT** permitted in school premise, including but not limited sales activity, political activity, religion recruiting or money raising.

Smoking

Smoking is not permitted anywhere inside the building. If students smoke, they should not smoke in front of the building lobby doors or in front of any of the retail business. They should smoke at the corner of 3rd and A Street, across the street or behind the building. Students should also make sure they pick up their cigarette butts and dispose of them properly. **DO NOT** throw cigarette butts on the ground.

Student Lounge and Kitchen Facilities

The student lounge is meant to be a place for students to meet and interact with others. There is a refrigerator, microwave, water cooler and a soda/snack machine in the kitchen for your use. Students should be courteous to others and pick up after themselves and throw all trash in the trashcans to keep the area clean and pleasant.

Food and Drink in Classrooms

Only water is allowed in the classrooms. Please eat or drink other beverages such as soda and coffee during the scheduled breaks.

Cell Phones in the Classroom

Students are not allowed to use their cell phones in class. Students may not use cell phones to text message, search the internet or make phone calls in class. Cell phones must be muted and out of sight at all times.

Computer Use and Wifi

Computers in the reception desk area are for teachers and staff only. If students need to use a computer, they can barrow a laptop from the front office.

The school has wireless internet access so that students may access the internet from apersonal computer. The wireless ID is: **IHStudent**; the password is: **funfunfun**.

Adult Course Options

International House San Diego offers three General English program options and a private program option to adult learners*:

- Semi-Intensive** - 15 lessons/clock hours per week (periods B, C & D)
Core Class
- Intensive** - 20 lessons/clock hours per week (periods A, B, C & D)
Communication Skills + Core Class
- Intensive Plus** - 30 lessons/clock hours per week (periods A, B, C, D, E & F)
Communication Skills + Core + Elective/Exam Prep
**only offered to students on F-1 non-immigrant visas*

Period Descriptors - Communication Skills Period A (8:30-9:20)

Period A is designated the Communication Skills class. The class provides students additional opportunities to develop fluency in a wide range of 'real life' situations by focusing on speaking and listening skills. Students are engaged in authentic, meaningful communication in a variety of contexts.

Core Periods B-D (9:30-12:20)

Periods B-D compose the General Integrated English, or Core class. The core class curriculum is based on an integrated skills approach, incorporating listening, speaking, reading, and writing skills practice in meaningful contexts. Students are given a core textbook and workbook from the *American Headway* series.

Elective or Test Preparation Periods E-F (13:10-15:00)

Periods E-F are dedicated to an Elective class or Test Preparation classes. Students who enroll in the Intensive Plus course may choose to join a general Elective class that is focused on American culture and idiomatic language or a Test Preparation course such as TOEIC, TOEFL, CAE, FCE, or IELTS. Course offerings in the afternoon are dependent upon the current demand of learners.

Private Instruction - 10-20 lessons/clock hours per week (class hours vary)

Private programs are developed uniquely and based upon individual student needs. The student can focus on a range of skills and topics, taught in a one-to-one setting. The program is tailored to suit each student's individual needs (for example, business language). The Private Instruction program offers a unique, tailored approach to providing the student with targeted lessons based on an individual needs assessment.

** The minimum age for adult courses is 16.*

Junior Programs

IH San Diego offers two all-inclusive programs for international teens aged 13 – 17. Most students come in groups with adult group leaders, but individual students also enroll.

The Junior Homestay Program is offered in January/February and July/August. The program includes 17.5 lessons per week of English classes, a full program of afternoon activities and weekend excursions, and accommodations with American host families. Classes take place in the main school center.

The Junior Residential Program is located on the campus of University of California San Diego campus and is offered in summer only. The program includes 17.5 lessons per week of English classes, a full program of afternoon/evening activities and weekend excursions, and accommodations in the university dormitories.

Intensive - 17.5 lessons/clock hours per week (periods A, B, C)
Integrated Skills Core Class

**Period Descriptor –
Core Integrated Skills
Period A-D (8:30 – 12:00)**

The junior programs include a general ‘Core’ class of 3.5 lessons per day from 8:30 – 12:00. The course curriculum is based on an interactive, integrated approach that combines communicative exercises and language games that reinforce skills and systems studied. The integrated syllabus incorporates listening, speaking, reading, and writing skills practiced in meaningful contexts. As an extension of the classroom experience, students enjoy afternoon activities and weekend excursions to exciting local attractions.

CELTA Teacher Training Program

The CELTA program is offered on fixed starting dates throughout the year. CELTA is an introductory course in ELT methodology and practice. It is designed for people with little or no previous English language teaching experience or for experienced teachers who need to brush up on their skills. Students on the course will cover the fundamental skills, knowledge, and techniques of teaching English to speakers of other languages. Students will also have the opportunity to work with real language learners and observe experienced teachers. The CELTA certificate is awarded by Cambridge English Language Assessment.

The CELTA course covers five topic areas, including the teaching and learning context, language analysis and awareness, language skills, planning and resources, and developing teaching skills. The course is designed to deliver an integrated program with skills and topics recycled, correlated to new skills and techniques, and practiced in the classroom.

Placement & Assessment

IH San Diego uses the following assessment system in the General English program to ensure that students are achieving the program objectives.

Assessment	Type	When
Placement Test	Placement	First day of program
Weekly Tests	Diagnostic	Written test on Monday Speaking assessment throughout the week
Progress Reports	Formative	Mid-session End of session or end of student's enrollment period
End-of-level Tests	Achievement	As scheduled to challenge a level (students studying 4 weeks or more) At the end of the 12-week curricular cycle
Exit Test	Proficiency	At the end of course (students studying 8 weeks or more)

Placement Test:

All students are given the IHWO Placement Test on their first day. The placement test includes both a written and oral assessment and measures proficiency in reading, grammar, vocabulary, phonological control, general linguistic range, and accuracy. Students are placed in the appropriate level of study based on their overall score on the placement test.

Levels:

IH San Diego offers 6 levels of instruction, which are correlated to the IH Level System and the Common European Framework of Reference (CEFR). The levels range from Beginner (A1) to Advanced (C1). Each level is based on a sequence of competencies and objectives that cover a 12-week period.

Arrangement of Classes:

Course objectives and materials are organized in weekly modules, so that new students may join the class in any given week. Each week students are introduced to a set of weekly objectives that must be achieved in order to remain in good standing academically.

Weekly Test:

Every Monday, students are given a written progress test in the Core class. The written test covers the skills and objectives studied during the previous week. Students are also given a speaking task that assesses the students' ability to produce the language presented during the week. The written and speaking elements are weighted equally. Students must maintain a cumulative average of 70% on weekly tests in order to remain in good standing, be eligible for level advancement, and receive a certificate of completion at the end of their program.

Homework:

Homework may be assigned in all classes to practice and review key concepts. The Core class teacher will assess one homework assignment weekly as a check on student progress.

End-of-Level Test:

At the end of a 12-week curricular cycle, all students will be given the end-of-level test. If a student achieves a grade of 70% cumulative average on weekly assessments, 80% cumulative attendance, and 70% or higher on each section of the end-of-level test, the student may advance to the next level.

Make-Up Test Policy: Students who are absent on the day of the weekly written test, weekly speaking task, or end-of-level test are required to make up the test during class time on the day they return to class.

Progress Reports:

Students are given a Mid-Course Progress Report at the mid-point of the 12-week curricular cycle and an End-of-Course Progress Report at the end of the curricular cycle or at the end of the student's enrollment period (if it is not at the same time as the end of the curricular cycle). Progress reports include an overall assessment of student performance in speaking, writing, listening, reading, grammar, vocabulary, and pronunciation, as well as class participation, and a percentage mark for cumulative attendance and cumulative weekly test scores. The progress report includes teacher comments about areas for improvement and recommendations to help the student with ongoing improvement of language skills.

Level Changes:

New students are tested and then placed in the appropriate class based on their results on the placement test. Students are assessed and placed based on their overall language ability, and the course objectives are based on an integrated skills curriculum.

If you have any concerns regarding your placement or class level, please talk to your teacher who will try to resolve your concerns. If you would like to discuss changing your level, please speak with the Academic Coordinator.

Level Challenge Test:

Students who would like to advance to the next level of study before they reach week 12 of the curricular cycle are given the opportunity to take an end-of-level test. In this case, the test is only offered to students who have completed at least four weeks of study. If a student achieves the benchmark of 70% cumulative average on weekly assessments, 80% cumulative attendance, and 70% or higher on each section of the end-of-level test, the student may advance to the next level. (*If students wish to take this test within weeks 9-12 of the curricular cycle, he/she may be required to wait until week 12. Students are only permitted to take the level challenge test once per 12-week curricular cycle. This is in addition to taking the end of level test at the end of each 12-week cycle. Students who have completed 12 or more weeks of the same level, who have not passed the end of level test, may take the test again if recommended by the teacher and Academic Coordinator.)

Exit Test:

Students whose program duration is 8 weeks or longer are given a final proficiency test. This test assesses the student's overall language ability and final level of achievement. The test will be given in the final week of the student's program, and official test scores will be provided to the student.

Attendance and Lateness Policy

Student attendance has a direct effect on academic performance and successful program completion. All students are expected to attend class every day, arrive to each class on time, return after each break on time, and remain until the end of each class period.

Adult students must maintain 80% cumulative attendance in all classes and 70% cumulative average score on weekly tests in order to successfully complete a program and receive an IH Certificate of Completion at the end of their program.

F-1 visa holders must maintain 80% cumulative attendance in all classes in order to maintain student status, qualify for vacation leave, or extend their program. If a student on an F-1 visa fails to maintain student status for the duration of his stay, the student's SEVIS record will be terminated and the student must leave the U.S. immediately.

Junior students must maintain 100% overall attendance in all classes.

Lateness:

You are considered late if:

- a) You arrive to class between 1 and 15 minutes after the class begins. If you arrive to class late, you should report to the Academic Coordinator's office. The Academic Coordinator will decide if you can go into class immediately or if you need to wait until break time.
- b) If you are late on three occasions, you will receive an absence. If you are a junior student and receive one absence, you will not be awarded a certificate of completion.

Absence:

You are considered absent if:

- a) You arrive to class 16 minutes or more after class begins, i.e. at or after **8:46 a.m.** for the Communication Skills class or Junior Program, at or after **9:46 a.m.** for the Core class, at or after **1:26 p.m.** for the afternoon class.
- b) You leave class 16 minutes or more before class ends.
- c) You are marked late on three occasions (see above lateness policy)
- d) You return to class more than 5 minutes late after class breaks, i.e. at **11:11am** or later for adult morning classes or at **2:16pm** during afternoon classes.
- e) You do not come to school for reasons, other than illness, that have not been approved by the Academic Coordinator or Director. If you are sick, you must telephone the school each day to explain where you are. If you are not sick and miss school without pre-approval, you will be considered absent.

Excused Absence:

An absence will be excused *only* for medical reasons or an emergency, if you submit the following:

- a) For medical reasons, you submit a valid, signed doctor's note stating that class attendance is/was not possible. ***You must submit the signed doctor's note no later than the day you return to class in order to receive an excused absence.*** The doctor's note must include the complete name of the doctor, phone number of the clinic/office, and the dates during which you are unable to attend class.
- b) For emergencies, you must submit documentation to prove that you were not able to attend class. For example, a car accident must be documented by a police report.

Junior students must attend class every day, except in cases of serious illness. If you are ill, please notify the school and your group leader immediately. All students are encouraged to attend class every day, arrive to each class on time, return after each break on time, and remain until the end of each class period.

Certificate of Completion

Adult students must maintain 80% overall attendance in all classes and a cumulative average score of 70% on all weekly tests in order to receive an IH Certificate of Completion at the end of their program.

Junior students must maintain 100% overall attendance in all classes and a cumulative average score of 70% on all weekly tests in order to receive a certificate. ***Refer to IH San Diego's Satisfactory Progress Policy in Appendix***

Maintaining F-1 Visa Status

Students who enter the U.S. on an F-1 visa agree to abide by SEVIS regulations and maintain their visa status for the duration of their stay at IH San Diego, and in the U.S. If you have any questions regarding your visa status, requesting a leave of absence, extending your program dates, or transferring to another school, please ask the Registrar/Student Services Officer. ***Refer to IH San Diego's Policy on Maintaining F-1 Visa Status in Appendix***

Level System

Descriptor	IHSD Level	IHWO Level	CEFR
<p>The student can:</p> <ul style="list-style-type: none"> • Can communicate at a minimal level. • Ask and respond to questions about personal information. • Write a series of simple isolated phrases and sentences. 	1 (Beginner)	1	A1
<ul style="list-style-type: none"> • Interact and understand simple everyday situations. • Write a series of phrases using simple connectors like 'and', 'but' and 'because'. • Basic meaning is clear despite several grammatical and lexical errors. 	2 (Elementary)	2	A2
<ul style="list-style-type: none"> • Express personal feelings and opinions with some detail. • Write a straightforward connected text with some flexibility. • Reasonable accuracy, but still makes noticeable mistakes. 	3 (Pre-Intermediate)	3	B1
<ul style="list-style-type: none"> • Express feelings and opinions clearly with relevant detail. • Write a clear, detailed text with non-intrusive errors. • Use appropriate lexis and some complex structures in grammar 	4 (Intermediate)	4 - 5	B1+
<ul style="list-style-type: none"> • Use and understand language needed for most situations, despite minor errors. • Grammar and lexis are used with flexibility and accuracy, but with minor errors. 	5 (Upper Intermediate)	6	B2
<ul style="list-style-type: none"> • Use the language needed for all situations and more specialized forms of communication. • Occasional minor errors in both lexis and grammar. 	6 (Advanced)	7	C1

Class Schedules

Daily Program Schedule for Juniors General Intensive English + Activity Program

8:30 a.m. – 9:30 a.m.	Core Class
9:30 a.m. – 9:45 a.m.	Break
9:45 a.m. – 10:45 a.m.	Core Class
10:45 a.m. – 11:00a.m.	Break
11:00 a.m. – 12:00 p.m.	Core Class
12:00 p.m.	Lunch Time
1:00 p.m. –5:30 p.m.	Activity Program (Please be on time for all activities!)



Daily Course Schedule for Adults

8:30 a.m. – 9:20 a.m.	Communication Skills
9:20 a.m. – 9:30 a.m.	Break
9:30 a.m. – 10:45 a.m.	Core Class
10:45 a.m. – 11:05 a.m.	Break
11:05 a.m. – 12:20 a.m.	Core Class



Class Size:

The maximum class size for adult and junior classes is 15.

Book Lending System

All students will be given a book to use as needed in classes. Teachers will distribute the book at the beginning of class and collect the book at the end of class. Students are not allowed to write in books or keep books. Books can be taken home to study, but must be returned to the school every day.

IHSD Student Self-Access Center

IH San Diego provides a library of books and resources for students to use for self-study. Students have access to e-learning resources via personal computer or school laptop. E-learning resources include online self-study resources categorized by skill and level, as well as self-study software. The Student Self-Access Center provides books, worksheets, and CD-ROMs categorized by level [beginner (A1) through advanced (C1)] and skill (speaking and listening, reading and writing, grammar and dictionary/reference, exam preparation and English for specific purposes) designed for student self-study. Please see the Academic Coordinator for assistance in using the Self-Access Center and resources.

Safety Tips, U.S. and California Laws



If you have questions about safety or laws in the United States, please ask us!

Curfew

Students who are 17 or younger must follow the state curfew of 10 p.m. unless they are with an adult (25 or older) or on an official school activity or excursion.

Alcohol

Students *must* be 21 years of age to drink alcohol in California. Proof of age is required at bars and nightclubs, or to purchase alcohol from a grocery or liquor store.

Alcohol and glass are illegal at all of San Diego's beaches, boardwalks, and parks.

Tobacco

California law requires a person to be 21 years old in order to buy or smoke cigarettes in a public place. Students can be fined if caught smoking, and transit police at the trolley stations will be vigilant.

Drugs

Buying, selling and use of drugs are illegal in the United States, and the laws are very strict. If caught with drugs, you may go to jail, be fined, or possibly deported.

Insurance

All students are required to have medical insurance for the duration of their program and stay. Students should carry a copy of their insurance card with them at all times.

Use the "Buddy System"

If students are going out in the evening, be sure to go with a group. **It is important to have the contact information for the school with you at all times.**

Street Performers and Street Merchandise

Students may wish to get their pictures taken with people in costume in downtown San Diego or LA. It's polite to tip a street performer \$5 - \$10. However, beware of scams. More than \$10 is an unreasonable amount, and students are not required to give money to anyone on the street. Students are also not required to buy anything from people selling merchandise on the street or public transportation.



Mexico

Travel advisory: Please note that we **do not advise any student to travel across the border into Mexico at this time.**

Emergencies: The school emergency telephone number is:
619-302-2442

Housing

IH San Diego offers assistance in booking accommodations for students in host families, residential hotels, and student apartments. All of the accommodations that we offer are carefully selected and inspected by the Student Services Officer or our homestay partner, Home Placement Services. If you have any problems or concerns, please see the Student Services Officer or Assistant Student Services Officer.

Homestay Information and Guidelines

The homestay program provides students with the opportunity to learn about American family life and customs, while improving their social English skills. Only English will be spoken in the home.

All hosts are carefully screened and agree to provide students with a safe, clean, comfortable home and a welcoming, friendly atmosphere. Students will have a bedroom equipped with a standard bed (no futons, airbeds, or sofa sleepers), dresser, closet, and a desk or study area with adequate lighting. Hosts are expected to include students in their family activities.

Room Options:

Homestay accommodations, in either single room or shared room booked together, are offered to adult students year round. There is also a homestay single Executive option with private bath for an additional fee. All junior students are placed in shared (double) rooms unless their program specifies a single room arrangement.

Meals:

All students in homestay accommodations receive two meals per day: breakfast and dinner. Breakfast is continental style and hosts may allow students to prepare their own breakfast from food provided by the host; other hosts may prepare and enjoy breakfast with the students. Dinner is prepared by the host and provides an opportunity for hosts to engage with students and enjoy conversation and the evening meal together. Students in the junior program receive lunch money if they book the standard junior homestay program.

Please discuss any food preferences or occasional use of the kitchen facilities directly with your host. If you know that you will not be home for dinner, please inform your host in advance.

Linens and Laundry:

All students will be provided with clean bedding and towels weekly. Students will have access to laundry facilities, and hosts will explain how to use the washing machine and dryer or where to hang wet clothes to drip dry. Some hosts may prefer to do the laundry and will inform students when they will do laundry and where to place their dirty laundry. Homes in the US generally expect laundry to be done about once a week. More than once a week should be avoided when possible, and requested of the host in the case that it is necessary. Most homes also have dryers; people in the US generally do not air dry clothes.

House Rules:

All hosts have different routines and rules, such as mealtimes or quiet times, which they will explain to students. Some hosts may prefer that students not bring guests into the home, while other hosts may invite a student's friend to enjoy family time or meals together. Please ask your host if you do not understand the house rules.

Smoking:

Smoking is not allowed in most homes. Students should ask hosts if it is acceptable to smoke in a designated area outside the home, such as a patio.

Pets:

Many hosts have one or more pets, and many Americans allow their pets to live indoors. If students inform IH San Diego that they are allergic to pets at the time of their booking, IH San Diego will arrange a homestay without pets.

Contact: Please find a way of sharing contact details with your host as soon as possible. The most common way of communication in the US is through cell phones with text messaging or calling. It is also common for hosts to have a Facebook account. Some hosts will also have apps like Whatsapp, Line, or Wechat. Please exchange this information with your hosts as soon as possible.

Communication: Please learn your host's name and the relationship between everyone in the home. It is important that you are aware of the people you are living with. It is our experience that most issues that arise between students and their hosts are the result of miscommunication. We encourage students to communicate openly and directly with hosts about any concerns you may have. Generally, your concerns will be resolved by communicating with your host. If, however, you feel that you need assistance communicating your concerns with your host, please ask the Student Services Officer for assistance.

Moves: In cases where the above conditions are not met, it is important that students share this information with the Student Services Officer as soon as possible. We will attempt to resolve any concerns the student may have. In the case that those concerns are unresolvable, we will move a student within one week of the date of request. In emergency situations, we will move the student as soon as possible.

Residence Hotels or Student Apartments

Students who prefer a more independent living arrangement may choose to book a room in a student residence or student apartment. All residence and apartment bookings are subject to availability. Students may book a single or shared room, and amenities in each residence or apartment will vary. Some rooms are equipped with a microwave and refrigerator. Others have a communal kitchen for students' use. Some rooms have private bathrooms, while other accommodation options have shared bathroom facilities.

Please ask the Student Services Officer if you have any questions about residence or apartment options and availability. In the case of limited availability, students will be placed on a wait list for the next opening and students will have priority on a room in accordance with that list.

Activities Program

Students are provided many opportunities to enjoy San Diego sites and interact in social activities, both those organized by the school and those available to students to enjoy in their own free time.

Junior students

Junior students have a full schedule of afternoon activities and weekend excursions included in their program. There are also optional Los Angeles weekend excursions which junior students may sign up for and pay an additional fee to join.

Attendance at all activities and excursions included in the activity program is mandatory for junior students. IH Activity Leaders will accompany junior students and group leaders on all activities and excursions. Please refer to the activity calendar you are provided, and be on time at the meeting point each day. If you have any questions about your activity program, please see the Junior Program Activity Coordinator.

Adult students

Adult students have no prepaid activities included in their program, but there is a monthly calendar of activities that students may sign up for and join. IH Activity Leaders or teachers may accompany adult students on activities and excursions. Students should check the posted calendar of activities and sign their name at least 24 hours in advance for any activities they are interested in participating in. We will send a chaperone for any activity that has a group of 5 or more students confirmed. Adult students will pay the cost of the activity directly to the vendor on the day of the activity. In addition, there are opportunities for students to join weekend excursions to Los Angeles, Las Vegas, and the Grand Canyon provided by a local student tour provider.

For more information concerning the activities available to adult students, please see the Activity Coordinator.



Transportation

Bus and Trolley

For students without access to a car, it is recommended that you buy a transit pass. A transit pass will allow you to use San Diego's Metropolitan Transit Service (MTS) to navigate the city. Depending on the duration of your stay, you may wish to purchase a monthly transit pass. As the name implies, monthly passes are good for a calendar month or 30 days. Monthly passes for students 18 and younger cost \$36 and for adults they cost \$72. There is an initial activation fee of \$2 for the Compass Card. Adult Compass Cards may be purchased and reloaded at ticket vending machines at trolley stations, at Albertsons Grocery Stores, or at the MTS Transit Store at 1st & Broadway downtown.

If you will be using public transportation sporadically, you may wish to pay for public transportation on an as-needed basis. The fare for most bus routes is \$2.25, depending on the route. You may purchase your ticket on the bus and you must have the exact fare. For your convenience, you may put more money in the fare box, but you will not get any change back. The fare for the trolley ranges from \$1.25 - \$3.00, depending on how far you are traveling. You must purchase your ticket from the machine on the platform before boarding the trolley.

On buses, the first two seats in the front of the bus on either side are reserved for handicapped and elderly people. It is still customary to give your seat to an elderly person or a pregnant woman if the bus is crowded. You must always board the bus by the front door, but you can exit from any door. Bus route maps are available on the buses and at The Transit Store (102 Broadway, Downtown).

For Directions on Public Transportation in San Diego: www.sdcommute.com or googlemaps.com



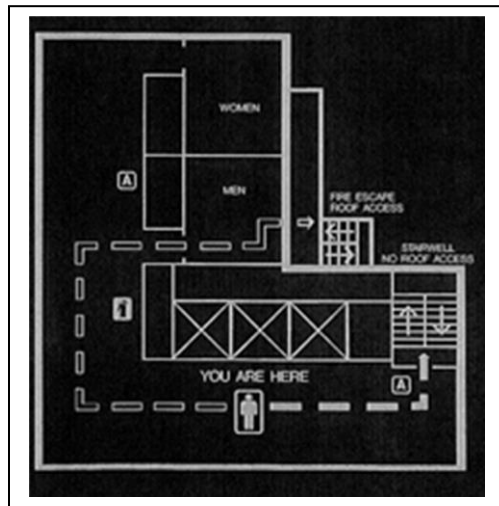
IH San Diego is committed to ensuring the health, safety, and welfare of its students and staff in the school, on school-sponsored activities, and while enjoying your free time around the community.

While you are in the school, our staff members are always available to assist you with safety matters. Please follow these guidelines if you experience an illness, injury, or emergency.

In case of emergency, do not use the elevator!

There are three possible exits to use during an emergency.

- ✓ The closest exits are in the men's and women's restrooms.
- ✓ There is a fire escape outside the windows.
- ✓ The stairs can be reached by going straight out of the IH suite;
- ✓ turn left, and go past the elevators.
- ✓ The stairs are on the left at the end of the hall.



In Case of Fire:

If you see smoke or flames, **leave the area of danger immediately** and **inform the nearest staff member**. If the fire alarm sounds or you are instructed to leave the building, follow the emergency evacuation routes indicated on the map by the elevator. When in doubt, exit through the nearest door to the outside.

Follow the instructions of your teachers, IH staff members, or firefighters before re-entering the school building.



In Case of Earthquake:

If you are indoors when shaking starts, **DROP, COVER, AND HOLD ON**. If you are not near a strong table or desk, drop to the floor against an interior wall and cover your head with your arms. Stay away from windows, tall bookcases, and appliances. Do not try to run out of the building during strong shaking.

If you are outside when shaking starts, run to the nearest open space away from the building, glass windows, and large trees. Follow the instructions of your teachers or IH staff members before re-entering the school building.

In Case of Minor Injury:



If you are not feeling well or have a minor injury, please go to the front office and ask an IH staff member for assistance. IH staff may provide a cold pack, bandages, antiseptic wipes, and topical antibiotic cream to treat minor scrapes or cuts. If you need further advice or medical treatment for a non-emergency situation, our staff will assist you with information about medical care providers and call you a taxi if requested.

Medical Emergencies



If you are in the school and suffer an injury or illness that requires immediate medical attention, or if you see another student in similar distress, inform the nearest person or go to the front office if you are able. Our staff will call 911 and seek the assistance of trained emergency medical technicians.

If you are not at the school and feel you need to see a doctor immediately, go to the nearest hospital emergency room. If you require urgent assistance and you cannot get to a hospital or doctor, **call 911**. An ambulance and emergency medical technicians will be sent to pick you up and transport you to the nearest emergency room.

Student Insurance

Please **carry your medical insurance card or a copy of the medical insurance plan and contact information with you at all times**. Most hospitals and health care facilities will *require payment at the time of service* even if you have medical insurance from IH San Diego's plan or another insurance plan from your country. Some medical insurance plans require members to seek treatment at a specific hospital or clinic, so check with your insurance provider about these details before you enter the U.S.

All students under the age of 18 must have an Authorization to Treat a Minor form signed by their parents. **Without this form, no doctor will treat you**. It is crucial that you carry a copy of this form with you at all times if you are under 18 years old.



Money

Banks

There are many banks throughout San Diego. We suggest using a bank that is conveniently located for you, either near your homestay, your bus stop, or the school. The nearest bank to the school is:

First Republic Bank

1280 Fourth Ave, San Diego, CA 92101
(619) 238-9088



We recommend that students not carry more than \$100 cash on them at any time. Paying with a debit or credit card is common in the US.

Using the Phone

Local Calls

For many local numbers in San Diego, you will need to know the correct area code. The area code at the school, for example, is (619). The area code in the northern part of the city is (858). Even though many calls within the city are local, you must always dial a “1”, then the area code, and then the 7-digit number (for example 1 – 858 – 123 - 4567).

International Calls

For international country codes, see www.countrycallingcodes.com/countrylist or the White Pages telephone directory. To make an international phone call, you must always dial 011 + (country and city code + phone number).



Emergency Numbers

In case of an emergency (fire department, police, ambulance, or any other extreme emergency), ***dial 911 from any phone*** (no coins required).

Telephone Cards

You can buy a telephone card in many supermarkets (such as Ralphs and Target) throughout San Diego. These cards are very useful if you want to make local or long distance calls.

WELCOME JUNIOR GROUPS!

Rules and Reminders for the Safety and Well-being of IH's Juniors:

1. **Curfew:** Students must be at home no later than 10 p.m. every night. Students must be sure to check transportation schedules and allow for travel time to arrive at home by 10p.m.
2. **No sleepovers:** Students **must sleep in their own bed** in their host family's house or room in their dormitory every night. Students may not spend the night at each other's home even if the host families and/or parents agree. It is essential that the school, group leaders, parents, and host families know the whereabouts of each student at all times.
3. **Out of Town Excursions:** Students are not allowed to arrange or join out-of-town excursions which are not organized and chaperoned by International House San Diego.
4. **Attendance:** Students **must attend class every day and arrive on time.**
5. **Sickness/Absence:** Students must inform their host family, group leader, and the school if they are sick and can't come to school so assistance and supervision may be arranged.
6. **No alcohol:** Students **must not consume alcohol at any time!** California law prohibits the sale or consumption of alcohol for anyone under 21. Students can be picked up by police, confined, and fined if caught purchasing or consuming alcohol.
7. **Smoking:** California law requires a person to be **21 years old in order to buy or smoke cigarettes in a public place.** Students can be fined if caught smoking, and transit police at the trolley stations will be vigilant.
8. **No drugs:** Students **must not purchase, sell, or use illegal drugs!** If a student is caught with any illegal substance, he/she will be sent home immediately.
9. **Use the buddy system:** If students go out without an IH chaperone or group leader, they must **go with a friend and inform host families** where they will be. Remember to **ALWAYS** carry the school emergency phone number and your group leader's phone number with you.
10. **No Bullying or Fighting:** IH San Diego will not tolerate any form of verbal harassment or acts of physical violence against another student, staff member, or host. If a student commits an act of harassment or physical violence, he/she will be disciplined and may be sent home.
11. **Emergencies:** If any student feels unsafe, is injured, or needs medical assistance and is not with the host family, call the IH emergency phone number: **619-302-2442.**

BE SMART, BE SAFE, AND HAVE LOTS OF FUN!!!!

Near the School

Coffee / Food

Via Pia: Located just downstairs from our school on 3rd Ave (part of this building). Coffee, smoothies, salads, sandwiches, and snacks. Very friendly staff!

The WestBean Coffee Roasters (6 minute walk), **Elixir Espresso Bar** (6 minute walk), **Starbucks** (1194 Sixth Ave.) (6 minute walk)

Curbside Bites: Food trucks on WEDNESDAYS from 11am to 2pm only (India & B. Street = 5 min walk)

...and many other restaurants within walking distance (downtown and Little Italy)! Download the Yelp app to find recommendations around you.

Pharmacy / ConvenienceStores (Medicine + everyday needs)

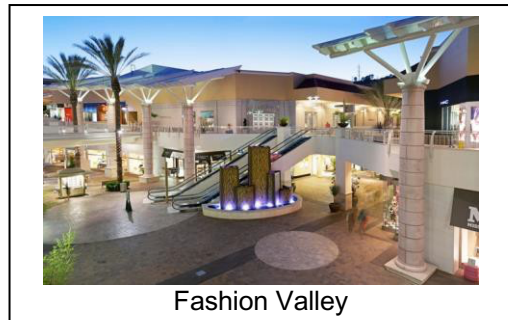
CVS

1. 1023 4th Ave. (5 min. walk)
2. 1850 5th Ave. (10 min. walk)

San Diego Activities

SHOPPING

Fashion Valley Mall: This is the largest (and many would say best) mall in San Diego. There are over 200 stores, plus several restaurants, a food court, and a large movie theater. Stores are open 10am to 9pm Monday – Friday and 11am to 7pm on Sunday. **Address:** 7007 Friars Rd, San Diego, CA 92108



Las Americas Premium Outlets: Located in

San Ysidro near the border with Mexico Las Americas Premium Outlets is one of the most popular shopping destinations in San Diego. It's a little bit far—about one hour on



the trolley from downtown—but the journey is easy and worth it! Take the Blue Line Trolley to Santa Fe Depot and then transfer to the Exit at the last stop: San Ysidro. Walk away from the trolley station and cross over San Ysidro Blvd. Walk along San Ysidro Blvd until you reach the second traffic light. Turn left onto Camino de la Plaza. Walk along until you see the Nike Factory Store. Again, we strongly discourage students from visiting Mexico. **Address:** 4211 Camino De La Plaza, San Diego, CA 92173

Seaport Village: Seaport Village is a waterfront shopping and dining area in downtown San Diego. There are over 70 shops, galleries, and restaurants here. If you like seafood, there is a great restaurant, **The Fish Market**, with beautiful views of the harbor. Take the Blue Line Trolley to America Plaza, then walk down Kettner Blvd. for 12 minutes until you reach Seaport Village. **Address:** 849 W Harbor Dr, San Diego, CA 92101

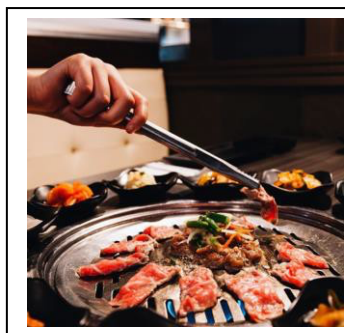
Little Italy: Little Italy is a popular neighborhood in near downtown San Diego that features many great restaurants (particularly Italian restaurants), bars, and boutiques.

Popular restaurants (and recommendations) in Little Italy:

Landini's	Individual slices and whole pizzas
Princess Pub	British-style pub with good fish tacos and fish and chips
Underbelly	Ramen, Japanese fusion
Barbusa	Modern Sicilian cuisine
Ironside Fish & Oyster	Seafood, oysters (\$1 oysters during happy hour!)
The Crack Shack	Fried chicken
Little Italy Food Hall	6 food stations and a bar. Great outdoor seating on a large, beautiful piazza (plaza).
Glass Door @ Porto Vista Hotel	For happy hour (3-6pm) with beautiful views of Little Italy and the harbor

Convoy area: This area, located 15 minutes by car (Uber) or 55 minutes by bus, has many great Asian restaurants, markets, and shops.

- If you want groceries or items from Japan, you can go to Mitsuwa Marketplace (<https://mitsuwa.com/sd/>) or Marukai Market (<https://www.marukai.com/t-sandiego12.aspx>).
- For Korean groceries and other items, there is Zion Market (<https://www.zionmarket.com/>).
- And for a variety of Asian groceries, head to 99 Ranch (<https://www.99ranch.com/stores/san-diego-balboa>).



If you're in the mood for Korean BBQ, ramen, phở, or other (close to authentic) Asian food, there are many delicious restaurants in this area. You can find a list and reviews if you go to Yelp.com (<https://www.yelp.com/>) and search for restaurants in Kearny Mesa, California (or ask the teachers/staff for recommendations). ☺



BEACHES



Ocean Beach: Ocean Beach is a classic California beach town with a very SoCal, surfer vibe. OB, as the locals call it, is also home to one of the longest fishing piers in California, which offers beautiful panoramic views of San Diego's coast. Be sure to visit the bustling ***Farmers' Market*** on Newport Ave every Wednesday from 4-7 p.m. The market features local vendors selling and advertising fresh organic produce, baked goods, fresh cut flowers, artwork, and many other organically grown and harvested products.

Directions: Take the #923 bus from Broadway & 2nd Ave to Cable St and Brighton Ave. Turn left on Brighton Ave

Don't miss **Sunset Cliffs**, an area of Ocean Beach with dramatic cliffs and beautiful views of the ocean. It's a fantastic place to walk, run, or simply watch the sunset.

Mission Beach: Grab your surfboard and let's hit the beach! Mission Beach's iconic ***Belmont Park*** boasts the ***Giant Dipper***, a white wooden rollercoaster, and the quintessential California Boardwalk, where bikers, rollerbladers, and joggers alike coast along while taking in the beautiful sights and sounds of beach life. Local beach shops are the best place for beach rentals including surfboards, boogie boards, bikes, rollerblades, etc.



Pacific Beach: Pacific Beach is college life at its finest! PB is very popular for young adults and boasts a plethora of hip bars, tattoo parlors, and restaurants. The boardwalk runs from the Mission Beach Volleyball Courts to North Pacific Beach and is a popular walk and bike route! If you are over 21, be sure to stop by ***The Shack*** and ***The Shore Club*** – local hot spots with a fun, inviting atmosphere!

La Jolla Cove/Shores: Be prepared for a long bus ride! The beautiful shores of La Jolla make it worth the commute! Take bus #30 from 1st Ave and Ash St. Exit the bus at Silverado St and Herschel Ave. Be sure to walk down to the Children's Pool at the end of La Jolla Cove offers a rather small beach area, but is a great place to snorkel. Near one of the coves there is a large grassy area to play sports or have a picnic lunch. While shopping is a bit more expensive in up-scale downtown La Jolla, there are some affordable options for dining as well. Try the small cafes.

Coronado: The ***Coronado Ferry*** from North Harbor Drive is the best way to get to Coronado Island and it includes beautiful panoramic views of the city. Take bus #992 from Broadway & 2nd Ave to North Harbor Drive & Broadway. Then walk toward the water. Coronado Island, a man-made master-piece, was voted to have some of the best shoreline in America as well as the "Best Family Beach" by ***Travel Channel***. Be sure to visit the famous and historical ***Hotel Del Coronado*** – one of San Diego's iconic places!

HISTORY

Old Town: Old Town is the birth place of San Diego and the site of many historical buildings, museums, and some of the most delicious Mexican food San Diego has to offer! *The Whaley House* is rumored to be the “Most Haunted House” in America and is a must see! Need souvenirs? Old Town is a perfect place to find souvenirs for family members and friends.

Balboa Park: Balboa Park is one of America’s largest urban cultural parks. The park has more than 20 museums and attractions from the *Natural History Museum* to The World Famous *San Diego Zoo*. Spend a leisurely afternoon on the large grassy areas enjoying lunch and a game of checkers with friends. If you are feeling theatrical, visit the *Old Globe Theater* and take in a play of a grand performance!



BUDGETING

WHERE TO SHOP FOR CHEAP (BUT GOOD QUALITY) FOOD:

- SUPERMARKETS SUCH AS RALPH’S, VONS, ALBERTSON’S, AND TRADER JOE’S. YOU CAN GET LOYALTY CARDS AND COUPONS FOR RALPH’S, VONS, AND ALBERTSONS THAT GIVE YOU DISCOUNTS.
- TRADER JOE’S HAS SOME PRE-MADE/SEMI-PRE-MADE MEALS (SALADS, SANDWICHES, ETC.) THAT ARE HEALTHY AND COST BETWEEN \$5 AND \$10.
- CHEAP FRUITS AND VEGGIES: ASIAN SUPERMARKETS SUCH AS ZION MARKET, 99 RANCH, AND H-MART; BALBOA INTERNATIONAL MARKET (MIDDLE-EASTERN MARKET); NORTHGATE MARKET (MEXICAN/LATIN-AMERICAN MARKET)

HOW TO FIND COUPONS/DISCOUNTS FOR GROCERIES:

- IN THE MAIL
- ENTRANCES TO SOME SUPERMARKETS LIKE VONS AND ALBERTSONS
- APPS/WEBSITES SUCH AS IBOTTA, COUPONS.COM, AND SAVINGSTAR

HOW TO MAKE EATING AT RESTAURANTS MORE COST EFFECTIVE:

- ASK THE SERVER TO GIVE YOU A BOX AT THE END OF YOUR MEAL SO YOU CAN TAKE THE LEFTOVERS HOME (IT’S NOT WEIRD HERE!).
- CHECK THE PRICES AND/OR PORTION SIZES ONLINE OR IN PERSON BEFORE YOU GO (GOOGLE THE RESTAURANT OR FIND THEM ON YELP).
- SPLIT A DISH WITH A FRIEND (MANY RESTAURANTS HAVE VERY BIG PORTIONS!).
- FIND RESTAURANTS/BARS WITH HAPPY HOURS. YOU CAN GET SOME GOOD DEALS ON FOOD! LOOK ON YELP OR THE WEBSITE KING OF HAPPY HOUR ([HTTPS://KINGOFHAPPYHOUR.COM/](https://kingofhappyhour.com/)).

OTHER TIPS FOR SAVING MONEY ON FOOD:

- MAKE LARGE PORTIONS AND FREEZE IN SINGLE-MEAL CONTAINERS.

- CHECK AT THE BACK OF RALPH'S WHERE THEY OFTEN HAVE A "DISCOUNT SHELF" FOR FRUIT AND VEGETABLES.
 - DECIDE ON A MEAL PLAN FOR THE WEEK
 - DON'T SHOP WHEN YOU'RE HUNGRY!
- DO SMALLER, MORE FREQUENT SHOPPING TRIPS TO AVOID WASTE.

FINANCIAL INFORMATION - 2018

PAYMENT TERMS

Payments must be made in U.S. dollars. Accepted forms of payment include cash, bank transfer, money order, traveler's check, VISA or Mastercard.

The non-refundable registration fee and accommodation placement fee (if applicable) are due at the time of registration. The balance of tuition and other fees is due 21 days prior to the start of the course.

If payment of tuition and fees is not made by the due date, IH San Diego retains the right to withhold services and refuse admission to classes.

SCHEDULE OF CHARGES

All students will receive an enrollment agreement, which reflects the schedule of total charges for the period of attendance. If a student revises or extends the terms of the original enrollment period, the student will receive a new enrollment agreement reflecting the total charges for the revised period of attendance.

Adult ESOL Programs

Students in the adult General English program may enroll for a minimum of two weeks and study for the maximum duration allowed by their entry visa. There is no defined length for the entire educational program.

Tuition fees are shown as weekly rates in the price list. Homestay accommodation fees are shown as a nightly rate. Other fees, such as the registration fee, accommodation placement fee, airport transfer fee, and student insurance fee, are listed on the price list.

Total tuition for a 4-week Semi-Intensive program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Semi-Intensive	4 weeks	\$315/week	\$1,260
TOTAL TUITION FOR A 4-WEEK PROGRAM			\$1,260

Total tuition for a 52-week Semi-Intensive program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Semi-Intensive	52 weeks	\$270/week	\$6,480
TOTAL TUITION FOR A 52-WEEK PROGRAM			\$14,040

Total tuition for a 4-week Intensive program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Intensive	4 weeks	\$335/week	\$1,340
TOTAL TUITION FOR A 4-WEEK PROGRAM			\$1,340

Total tuition for a 52-week Intensive program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Intensive	52 weeks	\$290/week	\$15,080
TOTAL TUITION FOR A 52-WEEK PROGRAM			\$15,080

Total tuition for a 4-week Intensive Plus program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Intensive Plus	4 weeks	\$410/week	\$1,640

Total tuition for a 52-week Intensive Plus program duration:

Program/Service/Fee	Duration	Rate	Total Charge
Intensive Plus	24 weeks	\$370/week	\$19,240
TOTAL CHARGES FOR A 24-WEEK PROGRAM			\$19,240

Junior ESOL Programs

Students in the Junior General English program may enroll for a minimum of two weeks and a maximum of six weeks. There is no defined length for the entire educational program.

Fees are shown as an all-inclusive package rate (2 week rate and additional week rate) in the price list.

Example of total charges for a 2-week Junior Homestay program:

Program/Service/Fee	Duration	Rate	Total Charge
Junior Homestay	2 weeks	\$2,700/2 weeks	\$2,700
TOTAL CHARGES FOR A 2-WEEK PROGRAM			\$2,700

Estimated total charges for a 6-week Junior Homestay program:

Program/Service/Fee	Duration	Rate	Total Charge
Junior Homestay	6 weeks	\$2,700/2 weeks \$1200/add weeks	\$7,500
TOTAL CHARGES FOR A 6-WEEK PROGRAM			\$7,500

Example of total charges for a 2-week Junior Residential program:

Program/Service/Fee	Duration	Rate	Total Charge
Junior Residential	2 weeks	\$3,600/2 weeks	\$3,600
TOTAL CHARGES FOR A 2-WEEK PROGRAM			\$3,600

6

Estimated total charges for a 6-week Junior Residential program:

Program/Service/Fee	Duration	Rate	Total Charge
Junior Residential	6 weeks	\$3,600 /2 weeks \$1600/add weeks	\$20,000
TOTAL CHARGES FOR A 6-WEEK PROGRAM			\$10,000

CELTA Teacher Training Program

Students in the CELTA program must enroll for the entire course period of 4 weeks. Tuition fees are shown as a package price in the price list.

The total tuition fee for the CELTA program is \$2,364 plus a mandatory \$231 Cambridge Examination Fee.

Total fees for the entire 4-week program with homestay:

Program/Service/Fee	Duration	Total Charge
CELTA	4 weeks	\$2,364
Cambridge Examination Fee		\$231
TOTAL CHARGES FOR A 4-WEEK PROGRAM		\$2,695

STUDENT TUITION RECOVERY FUND

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

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

FINANCIAL AID

International House San Diego does not offer any form of financial aid, including grants, scholarships, loans, or payment plans. The institution does not participate in any federal or state financial aid programs.

If a student obtains a loan from a third party to pay for his educational program, the student will be responsible to repay the full amount of the loan plus interest, less the amount of any refund, directly to the lender. If a student receives federal student financial aid funds, in case of any refund due, the student is entitled to a refund of the money not paid from federal financial aid funds. IH San Diego does not offer loans and is not responsible for dealing with any lender on behalf of a student.

ADDITIONAL STUDENT POLICIES

IH San Diego Satisfactory Progress Policy:

IHSD is dedicated to ensuring that students have the ability to benefit from training by achieving the curricular objectives for each level, progressing through the academic levels, and successfully completing their program of study.

Satisfactory Progress Standards

IHSD has a system in place to assess, monitor, and report satisfactory student progress. The requirements to maintain satisfactory progress include:

- To maintain a cumulative attendance rate of 80% (100% for students in the junior program) in all classes, based on recorded clock hours for each program
- To maintain a cumulative average of 70% on the weekly tests

Students who meet and consistently maintain these requirements are considered in good standing with IHSD.

Failure to Meet Satisfactory Progress Standards

If a student falls below the benchmarks for attendance or academic progress, the Academic Coordinator will inform the student in writing. The Academic Coordinator will then meet with the student to discuss an action plan to improve attendance and/or academic performance, and the student will sign a copy of the letter for the student's file. In order to reestablish satisfactory progress, a student is given four weeks to:

- Show improvement in academic performance by achieving and maintaining a cumulative average of 70% on weekly progress tests
- Show improvement in attendance by achieving and maintaining a cumulative average of 80% attendance in all classes

Each week, the Academic Coordinator will review the student's cumulative attendance and weekly test scores to determine if the student meets the standards for satisfactory progress. The consequences may include reinstatement to satisfactory progress status **or probation**, as follows:

- If the benchmarks for attendance and academic performance are achieved, the student is considered in good standing.
- If the benchmarks for attendance and academic performance have not been achieved by the end of the four-week period, the student will be placed on probation.
- Students will not be able to extend their program while their cumulative attendance is below 80%.

- Students will not be able to request vacation while their cumulative attendance is below 80%.

Probation

A student who is placed on probation will be informed of the probationary status, the length of the probation period, and subsequent consequences in writing. The Academic Coordinator will then meet with the student to discuss an action plan to improve attendance and/or academic performance, and the student will sign a copy of the letter for the student's file. If academic performance is the issue, the Academic Coordinator will develop a written study plan for the student outlining the specific criteria for successfully achieving the level of academic performance required to succeed in the level. The study plan may include additional homework assignments, academic tutoring, self-study materials, or make-up tests to achieve the academic benchmark. If attendance is the issue, the student will be informed of the exact number of clock hours he must attend in order to achieve the attendance benchmark.

The length of the probation period is not to exceed four weeks. In order to reestablish satisfactory progress, a student is given another four weeks to:

- Show improvement in academic performance by achieving and maintaining a cumulative average of 70% on weekly progress tests
- Show improvement in attendance by achieving and maintaining a cumulative average of 80% attendance in all classes

Each week, the Academic Coordinator will review the student's cumulative attendance and weekly test scores to determine if the student meets the standards for satisfactory progress. The consequences may include reinstatement to satisfactory progress status **or termination**, as follows:

- If the benchmarks for attendance and academic performance are achieved and maintained until the end of the student's program, the student is considered in good standing.
- If the student has not achieved and maintained 80% cumulative attendance by the end of the four-week probation period, or if the student falls below 80% cumulative attendance at any time after the end of the probation period, the student will be terminated.

Important Note for F-1 students: if the student is on an F-1 visa, the student's SEVIS record will be terminated. In such a case, the student must depart the U.S. immediately.

- If a student fails to meet the standards for academic progress by the end of the probation period, the student will be required to repeat the current level.
- Students will not be able to extend their program while their cumulative attendance is below 80%.
- Students will not be able to request vacation while their cumulative attendance is below 80%.

The rationale for repeating a level is based on IH San Diego's system of sequential performance levels. Students must achieve the curricular objectives and competencies

at each level of study in order to be ready to progress to the next level of study. In some cases, a student who is placed on probation may not have a sufficient number of weeks remaining in his course of study to achieve the benchmarks for attendance and academic progress. In such cases, the student will be informed that he will not receive a certificate of completion at the end of his program of study.

Appeals

If a student does not agree with the terms of probation, the student may appeal the determination by submitting a letter of appeal to the Academic Coordinator. The letter of appeal should include the basis and specific reasons for the appeal, along with substantiating documentation.

After receiving the written notice of probation, the student will be given (5) days to prepare and submit a letter of appeal. The Academic Coordinator will review the letter of appeal, discuss any issues with teachers as appropriate, and issue a written response within (5) days.

Dispute Resolution Policy:

Individuals should always try to resolve issues informally. If a more formal approach is necessary, the institution provides a fair and reasonable mechanism for resolution.

Step One: Try to resolve the issue directly with the other party. If this fails, proceed to Step Two

Step Two: Speak to the Academic Coordinator or Student Services Officer, depending on the nature of the issue. If you are dissatisfied with the outcome, proceed to Step Three

Step Three: Put your complaint in writing and submit it to the Center Director. The Director will meet with all parties involved and issue a written decision to all parties. If you remain dissatisfied with the outcome, proceed to Step Four

Step Four: The parties involved, together with International House San Diego, will appoint an outside mediator/arbitrator. IH San Diego and the aggrieved party will share equally in the cost of mediation/arbitration.

ACCET Complaint Procedure:

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

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints must be submitted in writing and mailed, or emailed to the ACCET office.
2. The letter of complaint must contain the following:

- a. Name and location of the institution
 - b. A detailed description of the problem(s)
 - c. The approximate date(s) that the problem(s) occurred
 - d. The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students
 - e. What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET
 - f. The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved
 - g. The status of the complainant with the institution (e.g. current student, former student, etc.)
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET

SEND TO: ACCET
 CHAIR, COMPLAINT REVIEW COMMITTEE
 1722 N Street, NW
 Washington, CD 20036
 Telephone: (202) 955-1113
 Fax: (202) 955-1118 or (202) 955-5306
 Email: complaints@accet.org
 Website: www.accet.org

IH San Diego's Leave of Absence Policy:

A leave of absence is defined as a temporary break in a student's attendance during which s/he is considered to be continuously enrolled. This does not imply that a student may take a break in his/her course of study and add the weeks to the end of his/her course booking period.

IH San Diego may grant a temporary leave of absence to students, based on the following criteria:

- 1) The student must request the leave of absence in writing, in advance of the beginning date of the leave.
- 2) The student must specify a reason for the leave of absence requested.
- 3) The student must sign and date the leave of absence request.
- 4) The leave of absence is limited to 180 calendar days in any 12-month period or 50% of the length of period for which the student is enrolled, whichever is shorter.
- 5) Multiple leaves of absence may be granted provided the total period of the combined leaves of absence does not exceed the limit describe in point #4 above.
- 6) Students who are granted a leave of absence of longer than 4 weeks will be retested upon their return and placed in the appropriate level of study.

Students enrolled under an F-1 visa may be granted a leave of absence, according to

guidelines established by the DHS, as follows:

- 1) In an emergency situation such as a serious illness or a death in the immediate family.
- 2) The leave is not to exceed 50% of the length of period for which the student is enrolled.

IH San Diego's Vacation Policy:

- 1) Students must study at IH San Diego for a minimum of 12 weeks to be eligible for a vacation.
- 2) Students may take a maximum of 3 weeks of vacation.
- 3) All students must make a request for vacation in writing 2 weeks prior to the date the vacation is scheduled. Students should speak to the Admissions Officer to make this request.
- 4) Vacation weeks must be taken in whole weeks. Unused days due to school holidays do not carry over.
- 5) Students must pay for four weeks of classes after their planned vacation.
- 6) Students must not make plans or buy plane tickets/ make other reservations until they have been approved for a vacation.
- 7) Students must be in good standing when requesting a vacation or the vacation will not be approved.
- 8) Any weeks of vacation that are taken can be added to the end of a student's course. If the student does not choose to add his/her vacation time to the end of his/her course, the student will not be refunded for this vacation time.



IH San Diego's Policy on Maintaining F-1 Visa Status:

All students who have been allowed to enter the U.S. in an F-1 nonimmigrant visa classification ***agree to maintain their status for the duration of their stay*** at International House San Diego, and while in the U.S.

To maintain your status as an F-1 nonimmigrant student, ***you must:***

- Enroll in a full course of study of 18 hours or more per week
- Maintain satisfactory student progress, based on attendance and academic achievement
 - Cumulative attendance of 80% in all classes
 - Cumulative average of 70% on all weekly tests
 - Progress through levels at appropriate intervals
- Abide by the following policies which govern student progress:
 - Attendance and Lateness Policy
 - Satisfactory Student Progress Policy
 - Leave of Absence Policy

- Provide the Designated School Official (DSO) with timely information needed to maintain your SEVIS record:
 - Report address changes to the DSO within 10 days of the change
 - Report any change in sources of financial support to the DSO
 - Report any change in program of study to the DSO immediately
 - Consult with the DSO to extend your program and duration of stay at least 2 weeks prior to the end of your original duration
 - Notify the DSO prior to traveling outside the United States (the DSO must sign your I-20 for re-entry)
 - Notify the DSO if you intend to transfer schools
 - Notify the DSO about changes in dependent status
 - Provide the DSO with a copy of your passport if it is renewed after your arrival

To maintain your status as an F-1 nonimmigrant student, you ***must never***:

- Fall below a full-time course load of 18 hours per week
- Lose your original, signed, stamped I-20
- Let your passport expire
- Leave the U.S. without proper re-entry documents
- Overstay the duration of status indicated on your I-20
- Participate in unauthorized employment

Note:

- Students will not be able to extend their program while their cumulative attendance is below 80%.
- Students will not be able to request vacation while their cumulative attendance is below 80%.

