

**International Christian Education College**  
**3807 Wilshire Blvd. Suite 730**  
**Los Angeles, CA 90010**

**Office (213) 368-0316 CP (213) 631-2483**

**[www.icecusa.com](http://www.icecusa.com)**

**Catalog of Courses**  
**January 1, 2021 to December 31, 2022**

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### **3 Instructional Location**

International Christian Education College  
3807 Wilshire Boulevard, Suite 730  
Los Angeles, CA 90010

### **4 BPPE Approval**

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

### **5 Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 Fax (916) 263-1897

### **6 Review Documents**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

### **7 Complaints**

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 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

## 9 Programs

<b>Name of Program</b>	<b>Early Childhood Education, Supervision &amp; Administration</b>
Program Description	The purpose and educational objective of this program is to train students to function and prosper in the early childhood education environment by utilizing the skills learned at International Christian Education College. Students will learn the teaching and administration skills needed for employment in early childhood development programs.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 480 hours
Final Tests or Exams	None
Required Internship or Externship	None
Courses	Child Development Child, Family and Community Curriculum Development Arts and Crafts for Young Children Administration and Supervision Working with Infants and Toddlers After School Program for School Age Children Practicum

<b>Name of Program</b>	<b>Basic English</b>
Program Description	This class is designed for those students who enter with no prior learning experience in English. The objective of this integrated skills program is to develop the listening, grammar, reading, and writing skills of the student at the beginning level
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 288 hours
Final Tests or Exams	None
Required Internship or Externship	None
Topics to be Covered	Social Communication - Simple Present (Interrogative); Greetings, Congratulations, Manners; Can/May Personal Life - Simple Present (cont.), Going to Future, Family life - Simple Past Community and Consumer Life - Present Progressive Staying Healthy - The Presents: Negative/Interrogative Housing - Descriptive Adjectives, Wh-questions Transportation / Travel - There is/There Are Finding a Job - Present Perfect, Prefixes Life at Work - Passive Voice (Present) In the News - Will Future

<b>Name of Program</b>	<b>Intermediate English</b>
Program Description	This class is designed for those students who have completed the Basic English program. The objective of this integrated skills program is to develop the listening, grammar, reading, and writing skills of the student an intermediate level
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 288 hours
Final Tests or Exams	None
Required Internship or Externship	None
<b>Topics to be Covered</b>	<p>Small Talk - Descriptive Adjectives  Expressing Agreement - Simple Past Tense  Shopping Language - Comparative Adjectives  Asking for More Information - Simple Present, Interrogative  Expressing Likes and Dislikes - Present Progressive  Opinions, Expressing/Asking - Adverbs of Frequency  Polite Interrogative - Count/Non-count Nouns  Polite Requests - Modal Verbs Can / Can't  Giving and Receiving Advice - Should, Ought to, Have to  Expressing Agreement/Disagreement - Will Future  Giving Instructions - Imperatives  Making Suggestions - Modals  Expressing and Asking for Opinions - Comparatives  Agreeing and Disagreeing - Infinitives of Purpose  Starting a Conversation - More Modals  Leading a Small Group Discussion - WH-questions  Checking Comprehension - Future Tense  Oral Presentation - Used to  Supporting Your Opinions - Present Perfect  Interrupting to Take a Turn - Articles</p>

<b>Name of Program</b>	<b>Advanced English</b>
Program Description	This class is designed for those students who have completed the Intermediate English program. The objective of this integrated skills program is to develop the listening, grammar, reading, and writing skills of the student an advanced level
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 288 hours
Final Tests or Exams	None
Required Internship or Externship	None
<b>Topics to be Covered</b>	<p>Stating an Opinion - The Passive Voice  Expressing Disagreement - Gerunds and Infinitives  Polite Interrupting - Present Unreal Conditionals  Expressing Surprise and Shock - Adjective Clauses  Asking for and Giving Examples - Past Modals  Ranking Ideas - Tag Questions  Paraphrasing - Direct and Indirect Speech  Supporting the Argument - Phrasal Verbs  Hesitating in Response to A Question - Present and Past Verb Tenses : Contrasting  Expressing Frustration - Future Perfect and Future Progressive  Topic Sentences - Passive Voice  The Three-Part Paragraph - Gerunds and Infinitives  Opinion Essays - Past Unreal Conditions  Descriptive Essays - Identifying Adjective Clauses  Cause and Effect - Advisability and Obligation in the Past  Punctuation - Tag Questions  Concessions - Direct and Indirect Speech  Chronological Order - Phrasal Verbs  Outlining - Future Progressive  Challenging an Argument - Wish Statements- Expressing Unreality  Opinions - Noun Clauses  Starting and Keeping a Conversation Going - Adjective Clauses  Probing for Information, Hesitating to Respond - Adverb Clauses  Emphasizing a Point - Spoken Discourse Connectors  Reporting and Reacting to News - Count/Non-count Nouns  Framing an Argument - Verb + Gerund or Infinitive  Responding to Complex or Controversial Questions - Direct and Indirect Speech  Sentence Connectors - Passive Voice  Expressing Doubts or Reservations - Modals  Cause and Effect Essays - Adverb Clauses and Discourse Connectors  Cover Letters and Resumes - Specific Uses of Gerunds and Infinitives  Using Descriptive Language - Reporting Ideas and Facts with Passive Voice</p>

Name of Program	TOEFL Preparation
Program Description	A program of study designed to assist students in preparing for the TOEFL (Test of English as a Foreign Language,) the IELTS (International English Language Testing System), or the TOEIC the Test of English for International Communication. The objectives of the course are to improve each student's aural, writing and reading skills thus enabling the student to obtain a higher score on one or more of the tests which serve a variety of purposes, primarily as screening test for non-native speakers when applying to colleges and universities.
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 48 hours
Final Tests or Exams	None
Required Internship or Externship	None
Topics to be Covered	Vocabulary Development English Grammar Fundamentals Syntax Development of Integrated Skills: Reading, Writing, Speaking and Listening.

## 10 Professions – Requirements for Eligibility for Licensure

None of the educational services offered lead to occupations that require licensure.

## 11 Faculty

### Clara Kim

M.A. Arts History and Education Central Connecticut State University, CN  
Ten Years Teaching Experience

### Jeannie L. Hahn

M.A. Early Childhood Education Pacific Oaks College, CA  
Fifteen Years Teaching Experience

### Sun, Ok Jin

M.A. Early Childhood Education Chung-Ang University, South Korea  
Fifteen Years Teaching Experience

### Vivian Yang

A.A. Early Childhood Education Shin Hung, South Korea  
Fifteen Years Teaching Experience

### Susan Talebian

Ph. D. USC, Los Angeles, CA, USA

### Michelle K. Lee

MS CSUN, Northridge, CA, SUA

### Kim, Steve Kwan Jin

DCE (Doctor of Christian Education), COHEN University, Torrance, CA, USA

### Shon Jooyoung

MA, CHUNG-ANG University, Seoul, Korea

### Joyce Kyung Mi Seo

Ph. D BIOLA University, La Mirada, CA, USA

### Jenny An

Certificate ICEC (International Christian Education College), Los Angeles, CA, USA

## 12 Admissions Policies & Recognition of Credits

The general criteria for admission are:

1. Student will be provided with a school catalog, and Student Performance Fact Sheet which must be reviewed with a school official and signed and dated by the student.
2. Student shall complete and submit an Application for Enrollment and an Enrollment Agreement along with any required documentation. A copy will be kept in student's records.
3. Student must pay all applicable fees, as per the current published fee schedule prior to the issuance of an enrollment contract or make other arrangements acceptable to the school.
4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
5. For programs other than English, no Ability to Benefit Students will be admitted. Proof of high school graduation or its equivalent—passing of 12th grade, is required.
6. This institution has not entered into an articulation or transfer agreement with any other institution.
7. For our English programs, applicants without a high school diploma, Certificate of Proficiency, or G.E.D. certificate will be administered the Combined English Language Skills Assessment (CELSA) Ability to Benefit Test. This test is administered by an independent third party administrator and the cost of the test is paid by the student. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test. If the student does not attain a qualifying score on the second test, the student may re-test after 15 days. A qualifying score for Basic English programs are as follows:
  - a. 0-22 Basic English
  - b. 23-35 Intermediate English
  - c. 36-72 Advanced English
  - d. 73-75 No ESL training needed.

## 13 Student's Right to Cancel

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 3807 Wilshire Blvd. Suite 730, Los Angeles, CA 90010 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rated refund. The institution shall pay or credit refunds within 45 days of a student's notice of cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

## Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has



not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

#### **14 Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

#### **15 Attendance Policy – All Programs**

This institution requires that a student attend a minimum of 70% of scheduled class and other such assigned hours.

#### **16 Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave

of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### 17 Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee	STRF	Books & Materials	Total Program Charges
Early Childhood Education, Supervision & Administration	2,520.00	\$50.00	\$0	\$970.00	\$3,540.00
Basic English	\$850	\$100	\$0	\$90	\$1,040.00
Intermediate English	\$850	\$100	\$0	\$90	\$1,040.00
Advanced English	\$850	\$100	\$0	\$90	\$1,040.00
TOEFL Preparation	\$850	\$100	\$0	\$90	\$1,040.00

#### Name of Program - Early Childhood Education, Supervision & Administration

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$3,540.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$3,540.00

#### Name of Program - Basic English

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$1,040.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$1,040.00

#### Name of Program - Intermediate English

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$1,040.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$1,040.00

#### Name of Program - Advanced English

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$1,040.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$1,040.00

#### Name of Program - TOEFL

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$1,040.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$1,040.00

### 18 Policies and Procedures Regarding Financial Aid

The school does not participate in Federal financial aid programs, but it does participate in State aid through Cal Jobs, ITRAIN. This state agency provides their own policies and disclosures to students who qualify under their program.

### 19 Loan Repayment

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

### 20 Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy

filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## **21 Placement Services**

Our placement program is designed to provide students with employment opportunities and to assist in preparing them in their job search. I.C.E.C. is in continuing contact with employers so as to identify their needs and the skills required for employment in the early childhood education field. This contact assists I.C.E.C. in keeping the curriculum current and assist students in their effort to be properly prepared for employment as preschool teachers or preschool directors at child day care centers and family child day care programs.

## **22 STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

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

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

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

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

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

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

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

“The transferability of credits you earn at International Christian Education College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Early Childhood Education, Supervision & Administration, Basic English, Intermediate English, Advanced English, TOEFL Preparation is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending International Christian Education College to determine if your certificate will transfer.”

### **24 Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year.

### **25-2 Mission, All Programs, & Training Outcomes**

The mission of this institution is to provide a high quality educational experience to each enrolled student. Our goal is to have each student acquire the essential analytical and critical abilities, attributes, and skills necessary to obtain employment as childcare supervisors, teachers or school directors. This training empowers individuals through skill training and the identification and development of values needed to achieve higher levels of career excellence in the child education field.

Our language programs serve local residents who aspire to increase their language skills and develop the proficiency required for entrance into English speaking colleges and universities. The goal of our programs is to have each student acquire the essential attributes and skills that are commensurate with their program and level of instruction. The classroom activities provide focused and intensive training to prepare students with reading, writing, speaking and listening comprehension skills by implementing an integrated skills approach to the instruction.

### **25-3 Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

## 25-4 Language Proficiency

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, students must achieve a score of 0-61 on the TOEFL iBT Test for placement in the beginning level English program. To be placed in an Intermediate English program, students must achieve a score of 62-90 on the TOEFL iBT Test. To be placed in an Advanced English program, students must achieve a score of 91-120 on the TOEFL iBT Test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

The following applies to student entering our Childhood Education programs.

To qualify to entrance students must attain a score of 91-120 on the TOEFL iBT test.

## 25-5 Language of Instruction

Instructions will be given in no language other than English.

## 25-6 Financial Aid

The school does not provide either State or Federal financial aid nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## 25-7 Experiential Credit

This institution does not award credit for prior experiential learning.

## 25-8 Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, A-, B+, B, B- ... F system. The minimum passing grade is a D-. The minimum allowable grade point average to maintain satisfactory progress is a C, or 2.0.

In calculating a student's grade point average, the following policy applies:

A	4 Grade Points	A-	3.67 Grade Points
B+	3.33 Grade points	B	3 Grade Points
B-	2.67 Grade Points	C+	2.33 Grade Points
C	2 Grade Points	C-	1.67 Grade points
D+	1.33 Grade Points	D	1 Grade Point
D-	0.67 Grade Points	F	0.00 Grade Points

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

**I Incomplete** If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W Withdraw** The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## **25-9 Description of the Facilities & Type of Equipment Used for Instruction**

International Christian Education College is located on the seventh floor of a professional high rise office building in the Wilshire district of Los Angeles. The college occupies 1845 square feet of space with one classroom capable of seating up to 30 students. The facility includes: audio/visual equipment, desktop computers, reference texts and manuals, a student lounge, and standard classroom furnishing.

## **25-10 Library Resources**

A comprehensive range of academic materials, practice exams and support resources are available to all I.C.E.C. English students through a dedicated internet site at [www.toefltestsuccess.com](http://www.toefltestsuccess.com). Students may utilize a personal computer to access [toefltestsuccess.com](http://www.toefltestsuccess.com). Students may access this site at any time, except during class hours. No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge is the essential element for completion of the programs offered.

## **25-12 Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

## **25-13 Student Housing**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing. Housing in the immediate area is available in multi-story and garden apartments. Monthly rent for a one bedroom unit is approximately will range between \$1,450 and up per month.

## **25-14 Student Grievance Procedures – Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

International Christian Education College  
3807 Wilshire Boulevard, Suite 730  
Los Angeles, CA 90010

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

- See section 7                      Complaint procedures
- See section 13                    Right to Cancel
- See section 22                    Student Tuition Recovery Fund
- See section 23                    Notice Concerning Transferability of Credits
- See this section                  Student Grievance Procedures
- See section 25-15                Student Rights to Inspect Records and Obtain Transcripts

- See section                    Non-Discrimination Policy
- See section                    Academic Freedom
- See section                    Sexual Harassment

## **25-15 Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain signed and dated copies of the Application for Admission, SPFS, and Enrollment Agreement, a copy of the student's high school diploma, GED, or equivalent, and a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

## **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

## **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

## **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

## **Academic Freedom**

International Christian Education College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

International Christian Education College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

## **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

## **English as a Second Language Instruction**

This institution provides ESL instruction.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

## **Renewal of Catalog**

This institution publishes a revised catalog in January of each year.

## **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do not lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.