



**HOLLYWOOD  
EDUCATION  
INSTITUTE**

# Catalog 2021

(January 4, 2020 – December 17, 2021)

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# Hollywood Education Institute | Catalog 2021

The *Hollywood Education Institute Catalog* is the document of authority for all students. The information provided in the *Hollywood Education Institute Catalog* supersedes any information that may be contained in any bulletin, newsletter, or other written form of communication. The institute reserves the right to change its policies, rules, regulations, requirements for graduation, course offerings and any other contents of this catalog at any time. The *Hollywood Education Institute Catalog* was published in January 2021 as the document of authority for the following academic year: January 1, 2021 – December 31, 2021. It is also available on the school website [www.hollywoodinstitute.net](http://www.hollywoodinstitute.net)

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

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. Our address and physical location where the classes will be held:

Hollywood Education Institute  
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#### Disclosures:

- Hollywood Education Institute is Certified by the Bureau of Private Postsecondary Education (BPPE)
- Hollywood Education Institute is accredited by the Accrediting Council for Continued Education & Training (ACCET).
- Hollywood Education Institute does not offer any licensure programs, and as such, students who enroll in any of Hollywood Education Institute's programs are not eligible to sit for licensure examinations in California and/or any others state.
- Hollywood Education Institute does not offer job placement, and its programs are not recognized for employment positions.
- None of the lessons will occur in a language other than English

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 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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## **Mission Statement**

It is the mission of Hollywood Education Institute to help students develop the English language skills required for their academics. Hollywood Education Institute currently offers a mixture of the following subject areas: Standard English as a Second Language (ESL), Semi-Intensive English as a Second Language (ESL), Intensive English as a Second Language (ESL).

Our objectives are as follows:

- To provide highly qualified and motivated instructors who will keep students engaged in their language acquisition goals.
- To accommodate individual learning needs by implementing a variety of industry-proven teaching methods and techniques.
- To impart a general understanding of general social customs in the USA through our guidance, courses, social activities, and organized field trips.
- To provide a safe, clean, and spacious learning facility, equipped with learning tools such as a computer lab to facilitate learning.
- To adhere to the strictest principles of ethics in order to allow students the comfort and assurance of studying in a professional, ethical, and socially enriching environment.

## **Goals**

- To provide a quality and thorough ESL program to prospective ESL students.
- To provide ESL students with the academic skills and strategies to help them be successful in their academic pursuits.
- To provide students with the cultural knowledge and awareness which they will need to function academically and socially in the United States.
- To provide non-cultural activities to foster a close-knit student body and a sense of fun to go along with high academic goals.
- To cultivate mutually beneficial international partnerships to sustain the institution's economic vitality, growth and student admissions benchmarks.
- To continuously explore marketing opportunities that help promote and garner attention for the institute internationally and domestically as a leader of quality English as a Second Language.
- To maintain quality and accessible admissions standards in the process of actively recruiting and admitting high-ability prospective students to our institute.
- To adhere to the highest standards of English language instruction by attracting and developing talented and experienced faculty.
- To value mutual understanding and friendly relationships established among students, peers and instructors through classes, outdoor activities, and campus events.
- To accomplish mission with sustainable financial resources.

## **History**

Hollywood Education Institute is a private institution founded in 2006 to assist individuals in acquiring the following skills: speaking, listening, reading comprehension and writing in English as a Second Language for academic and professional purposes. The school is located in a multi-ethnic and multi-cultural community within the Greater Los Angeles area that attracts a significant number of international students and immigrants. As evidenced by the enrollment data for the past nine years, the school has experienced a continued market demand for the programs it offers. The history of successful training is evidenced by the school's completion rates for its ESL.

## **Facilities**

Hollywood Education Institute occupies a leased office space in a professionally managed office building.

The institution's occupancy measures roughly 3764 sq. ft. Upon entering the school, you walk into the reception area (17' x 4'). If you go straight, you will see the School Director's office, (16' x 11') which has the file room attached to it (5' x 12'). To the left side of the office, there are 4 classrooms in total, three of which are the same size; (20' x 14') the 4th one is the biggest one (20' x 19'). There is also an extra space, which is used by the staff. To the right side of the School Director's office, one can see the computer lab, (17'x14') which has a testing room attached to it (6' x 6'). Right across the computer room, you can find the lounge, (19' x 14') which is used by students and instructors. The institution shares two restrooms (one for females and one for males) with the other tenant on the third floor; these restrooms are accessible with a key.

### **Equipment**

There are numerous computers with internet access in the computer lab (to which students have full access) and an electronic sign-in/out computer station in the reception area. Projection machines, speakers, digital and video cameras, radio, CD players, televisions, and whiteboards are all available for in class use. Printers, copy machines and additional computers are located in the reception area and the School Director's office. There are also numerous chairs in the computer lab. The lounge is equipped with countertops, tables, microwaves, mini-fridges and chairs for the students and instructors to use. Foldable desk/chairs are utilized by students during class time. All the classes are equipped with projectors, which are used for audio/video visual material for the students. Also, students have access to Wi-Fi for academic and non-academic purposes.

### **Materials**

Each level is assigned with two to three books which were carefully selected by the Hollywood Education Institute Academic Director.

### **Notice of Student Rights and Responsibilities**

Hollywood Education Institute is dedicated to supporting and maintaining an academic environment with values which include civility, dignity, diversity, education, equality, honesty, and safety.

When students choose to accept admission to Hollywood Education Institute, they accept the rights and responsibilities of its student body and are expected to uphold its previously stated values by maintaining a high standard of conduct.

Hollywood Education Institute has developed policies and procedures that outline specific standards to be followed and measures taken when handling its state of affairs. The purpose of this Notice of Student Rights and Responsibilities is to inform students that they are endowed certain rights and are expected to conduct themselves in an appropriate manner. It does not replace the aforementioned policies and procedures, nor does it constrain the procedures or guidelines outlined in those policies. As such, students are required to educate themselves on their rights and responsibilities by reading and confirming that they understand all student related policies and procedures.

### **Admissions**

#### **Admission Requirements:**

Students may gain admission to Hollywood Education Institute by satisfying the following requirements:

1. Applicants must be at least 18 years of age and able to provide proof of age.
2. All individuals that wish to apply must complete an Admissions Application. Admissions Applications can be requested from the school administration office and downloaded from the school website. The application must be completed thoroughly, or it will be returned without action.

3. All applicants must submit an appropriate application fee with the Admissions Application. If the fee does not accompany the Admissions Application, the application will not be processed. The application fee is non-refundable.
4. All applicants are required to submit all required documents in order to assess the admission eligibilities.
5. All applicants from both domestic and international must submit a high school diploma or its equivalent, final transcripts which show completion of high school or GED. Once accepted for admission; students must complete the enrollment process and register for classes.
6. The enrollment process includes completing the Placement Examination which is the in order to determine his/her proficiency level and selecting their preferred program/class schedule. Hollywood Education Institute uses examination which developed by the curriculum team in order to measure the students' knowledge and be place in one of our 4 levels.
7. Admission is only valid for the term in which the applicant was accepted. Payment of all fees and tuition are due at the time of registration.
  - 7.1 New students are required to pay enrollment fees and tuition at time of registration. Students who fail to pay at registration are required to pay in full within three weeks of his/her individual start date. New students who fail to pay enrollment fees and tuition within 3 weeks of start date will be terminated.
  - 7.2 Students who are extending their length of study are required to pay tuition at registration for the upcoming unpaid quarter. Students who fail to pay at registration are required to pay in full within three weeks of his/her new individual enrollment date. Continuing students who fail to pay tuition within 3 weeks of new enrollment start date will be terminated.
8. The school requires all candidates who previously applied but did not complete the enrollment process to repeat the entire process. Any student who has withdrawn or has been dismissed from the school and wishes to return must submit a new application for readmission to the school.

#### **Procedures:**

1. When the prospective student enters Hollywood Education Institute, she/he will be greeted by an Administrative Assistant, who will also complete the following tasks:
  - A. Inform the School Director that a prospective student is on campus.
  - B. Have the prospective student complete any necessary paperwork.
2. Once the prospective has completed all necessary paperwork, the School Director/Designated School Personnel will meet with the prospective student and guide her/him through the admissions process. The following should be completed during the initial meeting with the applicant:
  - A. Gather/share background information by fact finding, to determine the applicant's eligibilities and educational training to date.
    - i. The School Director/Designated School Personnel will determine what the prospective student's goals are, both long term and short term.
    - ii. The School Director/Designated School Personnel will then provide the potential student with the admissions and program related information.
    - iii. Take the prospective student on a tour of the facilities.
    - iv. Once the tour is completed, the School Director/Designated School Personnel will then inquire about the prospective student's opinion of the campus and what it has to offer.
    - v. The School Director/Designated School Personnel will then review the program tuition with the prospective student and refer them to complete their application for Admission.
    - vi. Once the Application is completed, the School Director/Designated School Personnel will check if the applicant needs assistance in any way

obtaining documents. If he/she does require assistance acquiring documentation, the school personnel will support him/her in an effort to ease the process for the applicant.

- vii. The School Director will determine the admissions eligibilities for the student.
  - B. If the applicant chooses to move forward, the School Director will go over the admissions disclosures with the student. The student will then review the Enrollment Agreement with the School Director to ensure all information is accurate and fully understood by the student. If student do not fully understand English version, student can request translated enrollment agreement, disclosures and statements as their language. However, Hollywood Education Institute is only use English version of Enrollment Agreement as official document.
3. The student will not be enrolled unless all required documents are provided by the student.

### **Ability-to-Benefit Test**

Students who do not have proof of high school graduation must pass CELSA Ability-to-Benefit (ABT) test. The CELSA ABT test will only be given by an independent test administrator who is certified by the Association of Classroom Teacher Testers.

Passing Scores: Federal guidelines require that a "passing" ability to benefit score be the mean. The mean is a 97 scaled score on either form 1 or form 2 of the test. The raw score of 37 on form 1 and 34 on form 2 equate to a scaled or "passing" score of 97.

Retesting: Students are allowed to re-test once if requested within 15 days of the previously administered test. This is due to the fact that students will be given an alternative form of the test previously administered. After students have taken the test, student's answer sheet will be sent to ACTT (Association of Classroom Teacher Testers) for review within two (2) days of the test. ACTT will score the test and return the results to the school via email within two (2) working days and will also send the copies of the test results to the school directly.

### **Level Placement**

Hollywood Education Institute's placement examination is designed to assess the level of English language proficiency as well as to evaluate the language-readiness of the students and is scored on the following point scale:

<b>Total Score</b>	<b>Level Placement</b>
59 and below	Beginning
60-79	Intermediate I
80-99	Intermediate II
100 and above	Advanced

Beyond the evaluation methods outlined above, students are not required to provide further proof of English proficiency.

### **Transfers**

Hollywood Education Institute has numerous articulation agreements with colleges and universities throughout the United States that will offer conditional admission to Hollywood Education Institute graduates.

The following colleges have a special agreement with Hollywood Education Institute and will enroll graduates of Hollywood Education Institute with no TOEFL score:

- Southern California State University (SCSU)
- Wesley College
- New York Film Academy
- Anderson University

- San Joaquin Delta College
- Widener University
- Goldenville University

However, students who wish to transfer to Hollywood Education Institute from another colleges and universities must complete the placement examination and the admission process detailed above. Hollywood Education Institute offers non-credit courses and therefore does not recognize any credits earned at the other institutions.

### **Transfer of Credit, Challenge Examinations, Achievement Tests and Experiential Learning**

Hollywood Education Institute does not award credit from transfer of credit, challenge examinations, achievement tests, based on experiential learning.

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

The transferability of credits you earn at Hollywood Education Institute is at the complete discretion of an institution to which you may see to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you 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 Hollywood Education Institute to determine if your certificate will transfer.

At this time, Hollywood Education Institute offers non-credit courses and therefore does not recognize any credits earned at the other institutions in course of ESL study or through challenge examinations and achievement tests.

### **Special Needs**

Hollywood Education Institute understands the importance of providing an equal playing field for all students and hopes to someday have the ability to provide the accommodations needed to create such an environment for all prospective students who require these accommodations; however, at the moment Hollywood Education Institute is not equipped to provide the needed accommodations, and for that reason it is extremely apologetic.

### **Non-Discrimination Policy**

Hollywood Education Institute is in accordance with the United States Equal Employment Opportunity Commission (EEOC) and 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, religious affiliation/belief, ethnic/national origin, sex/gender, sexual orientation, marital status, pregnancy, age, disability, veteran 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 School Director who is assigned the responsibility for assuring that this policy is followed.

### **Gainful Employment**

The job classification prepares graduates of Standard ESL, Semi-Intensive ESL, and Intensive ESL programs are 25-3011 Adult Basic Education, Adult Secondary Education, and English as a Second Language Instructors, using the United States Department of Labor's Standard Occupational Classification codes, at the Detailed Occupation (six-digit) level.



## **Programs**

- Standard ESL
- Semi-Intensive ESL
- Intensive ESL

### **Standard ESL (1636.8 hours)**

Standard ESL program is designed to develop and expand upon students' abilities to comprehend and utilize the English language. The foci of the program are Grammar and Writing, Reading and Vocabulary, and Listening and Speaking. Each discipline is provided for Beginning, Intermediate, and Advanced levels. Students are tested, prior to enrollment, in order to determine placement level. Upon completion of each level, students will be assessed in order to determine eligibility for advancement.

The ESL program is a 24-month program that is divided into eight 11-week quarters. There are four proficiency levels: Beginning, Intermediate I, Intermediate II, and Advanced. Each proficiency level is divided into two quarters and each quarter is divided into three modules and a student must complete an assessment at the end of each module and receive cumulative score of 70% or higher in order to pass the quarter. Students who have successfully completed a quarter are evaluated for advancement to the subsequent level at the end of each quarter. A student has completed the entire program and is eligible to graduate upon completing and successfully passing the Advanced level. Students may also request a certification of completion for each level he/she has successfully completed.

ESL Level 1 – Beginning (204.6 hours per quarter): These courses cover the beginning level of reading and vocabulary, listening and speaking, and grammar and writing. Upon completion of these courses, students should be able to correctly write basic sentences and comprehend conversational sentences. Class activities and assignments are geared towards expanding student knowledge and usage of English vocabulary and structure.

At the end of the course, students will be able to:

- Analyze issues presented in readings and relate them to previous writing experiences.
- Successfully display an understanding of the steps involved in rudimentary writing by using appropriate strategies and techniques.
- Through participating in class discussions, students will be able to express their opinions and reflections on specific topics.
- By writing simple but well-structured sentences, students will be able to synthesize new ideas and reflections.
- Successfully use targeted grammar structures with at least 70% correctness.

### **Prerequisite: None**

ESL Level 2 – Intermediate I (204.6 hours per quarter): These courses cover the intermediate level of reading and vocabulary, listening and speaking, and grammar and writing. At the beginning of class, students are expected to correctly write simple sentences and cohesive paragraphs. Class activities and assignments are aimed towards expanding student knowledge and usage of English vocabulary and structure. In addition, these courses will focus on transitioning from paragraph to essay. Furthermore, students will review reading strategies, study skills, computer skills (word processing), and library and research activities. Finally, students will be writing both in and outside of the classroom.

At the end of the course, students will be able to:

- Successfully demonstrate an understanding of “ESL Level 1: Beginning.”
- Analyze issues presented in readings and relate them to previous writing experiences.
- Successfully display an understanding of the steps involved in academic writing by using appropriate strategies and techniques.
- Through participating in class discussions, students will be able to express their opinions and reflections on specific topics.
- By writing simple but well-structured compositions, students will be able to synthesize new ideas and reflections.
- Successfully use targeted grammar structures with at least 80% correctness.

**Prerequisite: Beginning Level**

ESL Level 3 – Intermediate II (204.6 hours per quarter): These courses cover the high intermediate level of reading and vocabulary, listening and speaking, and grammar and writing. At the beginning of class, students are expected to correctly write complex sentences and cohesive paragraphs. Class activities and assignments are geared towards expanding student knowledge and usage of English vocabulary and structure. In addition, these courses will focus on transitioning from paragraph to essay. Furthermore, students will review reading strategies, study skills, computer skills (word processing), and library and research activities. Finally, students will be writing both in and outside of the classroom.

At the completion of this course, students will have the ability to:

- Analyze personal experiences with specific reference to an outside text
- Incorporate ideas more fully and fluently
- Read and respond critically to outside text
- Write with greater focus by generating a thesis that states a controlling purpose
- Use quotations and paraphrase into essays with correct attribution
- Use the writing process effectively to develop ideas and substantively revise their essays
- 

**Prerequisite: Intermediate I**

ESL Level 4 – Advanced (204.6 hours per quarter): These courses cover the advanced level of reading and vocabulary, listening and speaking, and grammar and writing. Upon completion of these courses, students should be able to read and write college level sentences and cohesive paragraphs. Also, students should be able to converse sufficiently and be prepared for college level academic work. Class activities and assignments are aimed towards expanding student knowledge and usage of English vocabulary and structure. In addition, these courses will focus on transitioning from paragraph to essay. Furthermore, students will review reading strategies, study skills, computer skills (word processing), and library and research activities. Finally, students will be writing both in and outside of the classroom.

At the completion of this course, students will have the ability to:

- Analyze personal experiences with specific reference to an outside text
- Incorporate ideas more fully and fluently
- Read and respond critically to outside text
- Write with greater focus by generating a thesis that states a controlling purpose
- Use quotations and paraphrase into essays with correct attribution
- Use the writing process effectively to develop ideas and substantively revise their essays
- Edit final drafts to eliminate systematic errors in English sentence structure, mechanics, and usage

**Prerequisite: Intermediate II**

### **Semi-Intensive ESL (2112 hours)**

The Semi-Intensive ESL program is designed to help students hone their English language skills by focusing on students' speaking skills. The program builds upon the Standard ESL program. In other words, the Semi-Intensive program is Standard ESL plus an additional elective class, which changes every quarter. For instance, for the Winter 2019 quarter, Semi-Intensive students will take their Standard ESL courses, and in the afternoon, they will take a Phonetics and Accent reduction class.

### **Intensive ESL (2464 hours)**

The Intensive ESL program is designed for students who want to hone their English language skills by focusing on students' speaking and writing skills. The program builds upon the Standard and Semi-Intensive ESL programs. In other words, the Intensive ESL program is a combination of Standard ESL, Semi-Intensive ESL, plus an additional elective class, which changes every quarter. As an illustration, for the Winter 2019 quarter, Intensive students will take their Standard ESL courses, a Phonetics and Accent reduction class, and lastly, they will take the Academic Writing course.

### **Elective Classes**

#### **English Literature**

This English Literature course will focus on reading and analyzing significant works of English literature. Students will develop broader reading skills, while learning to understand the values of literature. The objective of the course is to enable students to appreciate literature by developing their critical and aesthetic senses.

#### **Phonetics and Accent Reduction**

The Phonetic and Accent Reduction course will introduce and define the phonetic alphabet as well as illustrate how each phonetic sound is utilized within the English language (i.e. American English). The process of morphology will address how sounds and syllables are used to form words and how words can be broken down into these individual syllables, digraphs, affixes and root words. Students will be able to audibly recognize the differences in speech patterns and rhythm. Finally, they will learn to recognize the phonetic differences between their native language and American English and how to use this knowledge as a tool for accent reduction.

#### **Academic Writing**

This Intro to Academic Writing course will focus on developing students' abilities to think, organize and express their ideas clearly and effectively in writing. We will focus on various forms of writing skills. Students in this class will have to use reading, research, and critical thinking skills while writing in different styles. Students will develop peer review skills and become stronger editors while creating rough and final drafts of paragraphs and a final essay.

#### **Public Speaking**

This course is an introduction to speech communication which emphasizes the practical skill of public speaking, including techniques to lessen speaker anxiety, and the use of visual aids to enhance speaker presentations. Civility and ethical speech-making are the foundations of this course. Its goal is to prepare students for success in typical public speaking situations and to provide them with the basic principles of organization and research needed for effective speeches.

#### **Intensive Conversation**

Intensive Conversation course will continue developing students' oral and auidial communication skills. Students will practice utilizing Standard American English in both formal and non-formal conversations. In addition to increasing their lexicon of Standard English vocabulary and

American idioms, they will also continue to develop their ability to consider and develop responses to different subject matter. Students will also have the opportunity to interact with classmates through group conversation and pair dialogue. As well as understand that the English language is continuously changing and has many standard and non-standard forms.

### **American Culture**

The American Culture course presents language instruction using the context American culture, society, community, food, travel, and a variety of other topics chosen to give students practical knowledge about living in the United States. Language skills addressed in this course include reading, listening, writing, and speaking through sort, written excerpts, dialogues, discussion questions, and written exercise's with chapter topics related to the overall theme of American Culture.

### **Hours**

Hollywood Education Institute is open from 9:00 AM to 5:00 PM on Monday thru Friday.

Standard ESL Classes are from 9:00 am – 12:45pm (Mon.-Fri.)

Semi Intensive ESL Classes are from 9:00 am – 2:35 pm (Mon-Fri.)

Intensive ESL Classes are from 9:00 am- 3:50 pm (Mon.-Thu.), 9:00 am – 2:35 pm (Fri.)

### **Length of Programs**

Standard ESL Program, Semi Intensive ESL Program and Intensive ESL Program are 24-month program with four levels: Beginning, Intermediate I, Intermediate II, and Advanced. Each level is broken down into two quarters and is completed in 22 weeks.

### **Student/Teacher Ratios**

To maintain quality education, Hollywood Education Institute have set the maximum Student/Teacher Ratios per classroom to ensure that student will received the highest quality of education. Hollywood Education Institute will increase number of classrooms for that level when the number of students has exceeded maximum student/teacher ratio. Hollywood Education Institute quarterly measure student/teacher ratios

### **Maximum Student/Teacher Ratios**

ESL Classes:

- Beginning: 15/1
- Intermediate I: 15/1
- Intermediate II: 15/1
- Advanced: 15/1

### **Student Records Confidentiality Policy**

All educational and financial records are confidential and are protected by the Family Educational Rights and Privacy Act (FERPA). Hollywood Education Institute is legally and ethically obligated to safeguard the confidentiality of any information in these records and therefore, the school personnel only have access to the specific information required in the performance of their job function.

Students may access their own personal records during regular business hours upon reasonable notice, but access can only be had in the presence of a duty authorized representative of the school.

All student admission, academic, and financial files are securely filed in locked fireproof cabinets, located in the School Director's office. The office is locked when the Director is not present in the office to make sure the records are protected from theft and/or tampering. Electronic files are

safeguarded with passwords known only to the School Director and any other authorized personnel.

Documents or printed pages that contain personally identifiable information such as student identification numbers, name, address, phone, etc. are shredded rather than thrown in the trash.

For information regarding retention of records, see the school's Record Retention Policy.

### **Records Retention Policy**

In accordance with the California Education Act Title 3 section 94900(b) and Title 5 section 71930(b) (1) Hollywood Education Institute's student recordkeeping policy will require that all student records are retained onsite for five (5) years, and transcripts kept permanently. The academic and financial records shall be maintained in separate files.

Student record file cabinet is fireproof, lockable, and to be maintained in a secure administrative office at the school. In addition, as an extra measure for security and safekeeping of records, all academic and financial records will be electronically scanned and/or photocopied and stored at an offsite location. This will insure that, should one copy be destroyed, a backup copy exists.

Only the authorized staff will have access to the student records, and the privacy of these records is considered to be of paramount importance.

In addition to permanently retaining student transcripts, the institution shall maintain for a period of 5 years the pertinent student records from the date of completion or withdrawal.

The student records to be kept include:

- A copy of the signed and dated enrollment agreement.
- A copy of the students' grades.
- A record of the courses attempted, whether or not completed.
- A record of the student's attendance.
- A copy of all documents signed by the student.
- A copy of all complaints received from the student.
- A record of any refund made, the date made, and the check number, as applicable; the refund record will show how the calculation for the refund was made. See Refund Policy for detailed refund information.

### **Copyright Policy**

Hollywood Education Institute is in compliance with the *Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code* which states:

Any student, faculty and/or staff who violates any of the exclusive rights of the copyright owner as provided by sections 106 through 122 or of the author as provided in section 106A (a), or who imports copies or phonorecords into the United States in violation of section 602, is an infringer of the copyright or right of the author, as the case may be. For purposes of this chapter (other than section 506), any reference to copyright shall be deemed to include the rights conferred by section 106A (a). As used in this subsection, the term "anyone" includes any State, any instrumentality of a State, and any officer or employee of a State or instrumentality of a State acting in his or her official capacity. Any State, and any such instrumentality, officer, or employee, shall be subject to the provisions of this title in the same manner and to the same extent as any nongovernmental entity.

The legal or beneficial owner of an exclusive right under a copyright is entitled, subject to the requirements of section 411, to institute an action for any infringement of that particular right committed while he or she is the owner of it. The court may require such owner to serve written notice of the action with a copy of the complaint upon any person shown, by the records of the

Copyright Office or otherwise, to have or claim an interest in the copyright, and shall require that such notice be served upon any person whose interest is likely to be affected by a decision in the case. The court may require the joinder, and shall permit the intervention, of any person having or claiming an interest in the copyright.

Academic Director is in charge of enforce copyright policy. Academic Director are randomly observed classroom monthly to ensure that all the instructors and students are abide by the policy.

### **Assessment Policy and Procedure**

At Hollywood Education Institute, assessment holds the clear and distinct purposes of supporting teaching and learning by identifying what students are capable of doing and their level of informational knowledge, and assuring satisfactory progress.

Prior to enrollment students are expected to complete a placement examination in order to determine their level of placement.

Once enrolled, students are assessed three times during an eleven-week period via course related module tests, midterm, and final examinations.

Post contract completion, students are asked to complete an achievement examination in order to measure their level of improvement, while enrolled at Hollywood Education Institute.

The grading scale is as follows: A (90-100%), B (80-89%), C (70-79%), D (60-69%), and F (59% and below).

Class participation (i.e. homework, presentations, and group projects) is factored into numeric grades and accounts for 10% of the cumulative score.

Class Participation and Homework	Module 1 Test	Midterm	Final	Total
10%	30%	30%	30%	100%

Homework and participation account for 10% of a student's final grade. Of that 10%, 5% comes from the homework assignments and the other 5% comes from participation points. All homework assignments are graded using a standardized grading rubric. Participation points are awarded based on students' in-class behavior using an electronic database.

Homework/Participation = 10% of students' final grade.  
Of that 10%, Homework is worth 5% and Participation is worth 5%

*Homework:* There are 10 homework assignments (one homework assignment per week, except for the final week). Each homework assignment is worth 9 points for a total of 90 points. The following is a conversion table. Homework is graded using a grading rubric.

### Homework – Grade Breakdown

Points Earned		Percentage Worth
82-90	→	5%
73-81	→	4.5%
64-72	→	4%
55-63	→	3.5%
46-54	→	3%
37-45	→	2.5%
28-36	→	2%
19-35	→	1.5%
10-18	→	1%
1-9	→	.5%
0	→	.0%

*Participation:* There are 10 available participation points (One point is awarded per week, except for the final week). Participation points are awarded based on students' behavior and in-class engagement (e.g. student pays attention and speaks during pair activities). Instructors use an electronic database to award participation points.

### Participation – Grade Breakdown

Points Earned		Percentage Worth
10	→	5%
9	→	4.5%
8	→	4%
7	→	3.5%
6	→	3%
5	→	2.5%
4	→	2%
3	→	1.5%
2	→	1%
1	→	.5%
0	→	.0%

Grades and all assessments are collected and maintained by the school's administration. Instructors score all tests and examinations. Administrative staff and Instructors manage the grading and Satisfactory Progress Report in electronic.

Placement and achievement examinations, which are administered prior to enrollment and post contract completion, are administered electronically. Placement and achievement examinations are developed and maintain by the curriculum team. Course specific assessments such as midterms and final examinations are developed by faculty members. All tests and assessments are reviewed and modified as needed by the Academic Director.

### Satisfactory Academic Progress Policy

Satisfactory Academic Progress is defined as each student maintaining a cumulative grade point average of 70% = C or better. For determining satisfactory progress and facilitating discussion of

the student's training progress, a progress report is administered to the student each module, for all programs.

### **Grading Format**

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
D = Poor	60% - 69%
F = Failure	Below 60%
I = Incomplete	

All student is required to maintain a cumulative minimum attendance of 80% and progress a cumulative grade point average of 70% = C or better at the end of each 11-weeks quarter. The program of Standard ESL, Semi-Intensive ESL and Intensive ESL are consisting of four academic proficiency levels (i.e. Beginning, Intermediate I, Intermediate II, and Advanced), and each level is divided into two 11-weeks quarter.

Each 11-weeks quarter have 3 examination: Module 1 Test, Midterm and Final.

<b>Program</b>	<b>Clock Hours</b>
Intensive ESL (4 Levels)	2464.0
Semi-Intensive ESL (4 Levels)	2112.0
Standard ESL (4 Levels)	1636.8

### **Graduation Requirement**

Students must have a cumulative grade point average of 70% or "C" grade and 80% cumulative attendance in order to be considered for graduation. Upon successfully graduating the program level, meeting all completion requirements, students will receive a Certificate.

The Certificate will be available to graduates no later than 30 days from last day of attendance unless Student Services receives a written request to provide it earlier.

All programs require that students take a placement and exit exam. No internships are required to complete any of Hollywood Education Institute's programs.

### **Proficiency Levels**

If a student does not achieve a 70% or a "C" at the end of 11-weeks quarter he/she must repeat the current program level with a documented learning plan.

### **Academic Probation**

A student achieving a grade point average below 70% or a "C" at the time of evaluation will be advised of his/her unsatisfactory academic progress and placed on academic probation with a documented learning plan for 11 weeks in any programs until such time as his/her grade point average reaches a minimum of 70% or "C". A student's visa remains active while on probation. If the student fails to achieve a "C" average within 11 weeks, he/she will be withdrawn and the student's withdrawal will be reported to the SEVIS.

Hollywood Education Institute will automatically administratively withdraw a student after s/he has been absent for a maximum of 30 consecutive calendar days.

The student will be notified verbally and in writing if he or she is being administratively withdrawn for unsatisfactory academic progress.

### **Language Training Length**

A student may obtain training from Hollywood Education Institute for a maximum of 36 months.



## **Appeal**

If a student does not agree with a progress report or probation status, he/she may appeal the statements/decision. He/she must submit a written appeal to the School Director within one week of the progress report meeting with documentation to support the appeal, where appropriate. The Director will make a decision within seven days and notify the student of her decision in writing.

## **Attendance Policy and Procedure**

Hollywood Education Institute has developed the following policy and procedure to elucidate the attendance requirement of students. Hollywood Education Institute students must maintain a total attendance percentage of eighty percent or higher (i.e. 80% overall attendance) regardless of visa status. Tardiness and/or early departures result in reduced class/clock hours. A student is considered tardy if he/she is not on campus by the time their first class is scheduled to begin or in their assigned classroom within the first five minutes of the scheduled class time (e.g. if a class is scheduled to begin at 9:00 a.m., a student must have logged into the school's attendance application by 9:00 a.m. and in their assigned classroom by 9:05 a.m.). A student is considered an early departure if he/she does not remain in their assigned classroom until the class has been dismissed (e.g. if a class is scheduled to end at 10:05 a.m., a student must remain in class until 10:05 a.m.). Total attendance percentage is tracked and calculated electronically and students can view their total attendance percentage while logging in and out of the attendance application. As an added measure, both tardiness and early departures are tracked with the use of an attendance roster, which is completed daily by an instructor for his/her class.

Hollywood Education Institute will automatically administratively withdraw a student after s/he has been absent for a maximum of 30 consecutive calendar days.

The student will be notified verbally and in writing if he or she is being administratively withdrawn for unsatisfactory academic progress.

## **Leave of Absence Policy**

A leave of absence is defined by Hollywood Education Institute as a temporary break in a student's attendance during which she/he is considered to be continuously enrolled. The student must sign and date the Leave of Absence Request Form together with the required documentation for the LOA request. No additional charges are assessed for applying or taking Leave of Absence. Any Student enrolled under an F-1 visa, in addition to the school policy regarding leave of absence, need to comply with the regulations of the Department of Homeland Security.

A leave of absence will be granted based on:

### **Medical Leave**

- a. medical letter from doctor
- b. student remains in United States for F-1 student
- c. written Leave of Absence Form

### **Vacation**

- a. completion of at a minimum of six months of enrollment
- b. student remains in United States for F-1 student
- c. no longer than 4 weeks of vacation
- d. written Leave of Absence Form

### **Personal Leave**

- a. only one Leave of Absence will be granted during any 12-month enrollment period
- b. must be out of the United States for F-1 student
- c. justifiable reasons for the leave

- d. no longer than 4 weeks of leave
- e. written Leave of Absence Form

### **1. Medical Leave Policy**

A medical leave is a temporary break in study for documented medical purposes during which time an international F student remains in the United States and is considered to be continuously enrolled with a reduced course load, consistent with federal regulations. If a Medical Leave is required, a student must submit in writing to the Administrative Staff the request, expected return date, and the initial date of request, if unforeseen circumstances prevent the request prior to the leave date. The request must have the student's signature and have supporting medical documentation from hospitals, licensed doctor and possibly medical record, business card, and other related documents attached to the request. This request does not automatically reflect the approval.

If the Medical Leave is NOT approved, or the student does not return from an approved leave, the student will be considered to have withdrawn from the school if not in attendance. Students with an F-1 visa will have the withdrawal entered into their SEVIS record reporting the withdrawal to the Student Exchange Visitor's Program (SEVP).

If the leave is approved, the student may return prior to or at the end of the leave and resume training without paying additional tuition. Students requesting a Medical Leave must understand that upon return, a revised course completion date will be established, which will delay their graduation date. Remember, a Leave of Absence delays your graduation. Time taken on a Medical Leave does not count in the satisfactory academic and attendance formula.

Upon return from a Medical Leave Hollywood Education Institute will administer the placement test for ESL classes that is used as a guide for English level placement if student absence over 4 weeks.

No additional charges are assessed for applying or taking a Medical Leave.

### **2. Vacation Policy**

An international F student may be granted a vacation, which is a temporary break in the student's attendance during which s/he is considered to be continuously enrolled. F-1 students must remain in United States. If a vacation is requested, a student must submit in writing to the Administrative Staff the basis of the request, expected return date, and the initial date of request with the student's signature. This request does not automatically reflect the approval. A vacation request only be requested to begin at the completion of two six months of enrollment. A vacation requests can be submitted after the completion of at a minimum of every six months of enrollment and cannot exceed a request of more than four weeks.

If the vacation request is NOT approved, or the student does not return from vacation, the student will be considered to have withdrawn from the school if not in attendance. Students with an F-1 visa will have the withdrawal entered into their SEVIS record reporting the withdrawal to the Student Exchange Visitor's Program (SEVP).

If the vacation is approved, the student must return prior to or at the end of the vacation and resume training without paying additional tuition.

At no time can the school back date a vacation request. Therefore, it is important that the vacation is approved prior to the requested start date. Time taken on a vacation does not count in the satisfactory academic and attendance formula.

No additional charges are assessed for applying or taking a vacation.

### **3. Personal Leave Policy**

A leave of absence (LOA) is a temporary break in study during which time an international F student must be out of the United States, but considered to be continuously enrolled. If a Leave of Absence is required, a student must submit in writing to the Administrative Staff the basis of the request, expected return date, describe reason for leave of absence, and the initial date of request with the student's signature. This request does not automatically reflect the approval. A Leave of Absence is limited to a specified amount of days (no longer than four weeks). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. No leave of absence is permitted for the four-week program. Student must submit all required documents for leave of absence in order to get considered from school.

If the leave of absence is NOT approved, or the student does not return from an approved leave of absence, the student will be considered to have withdrawn from the school if not in attendance. Students with an F-1 visa will have the withdrawal entered into their SEVIS record reporting the withdrawal to the Student Exchange Visitor's Program (SEVP).

If the Leave of Absence is approved, the student return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date. Remember, a Leave of Absence delays your graduation.

At no time can the school back date a leave of absence. Therefore, it is important that the leave of absence is approved prior to any absent days. Time taken on a leave of absence does not count in the satisfactory academic and attendance formula.

No additional charges are assessed for applying or taking a leave of absence.

### **Student Conduct and Termination**

Hollywood Education Institute does not tolerate student misconduct of any nature and students may be disciplined or terminated for, but not limited to, any of the following types of misconduct:

- Academic dishonesty (e.g. cheating, fabrication or falsification, plagiarism, or forgery)
- Theft or damage or destruction of property
- Computer misuse (e.g. unauthorized entry, use, transfer, or tampering with the communications of others)
- Violation of any and/or all school policy
- Conduct that threatens health or safety of others
- Sexual assault and/or sexual misconduct
- Obstruction or disruption of teaching, research, administrative duties
- Failure to comply with directions of a school official or other public official acting in the performance of his/her duties while on school property
- Manufacture, distribution, dispensing, possession, use, or sale of, or the attempted manufacture, distribution, dispensing, or sale of alcohol and/or controlled substances (including medicinal marijuana)
- Possession, use, storage, or manufacture of firearms or weapons capable of bodily injury, explosives, firebombs, or any other destructive devices
- Invasion of privacy by making a video recording, audio recording, taking photographs, or streaming audio/video of any person in a private location without that person's knowledge and express consent

### **Classroom Conduct Policies and Procedures**

Hollywood Education Institute prides itself in providing an academic environment where students are able to learn in a clean, comfortable, and safe classroom, which is also interactive and allows

students to thrive and accomplish their educational goals. In order to accomplish this Hollywood Education Institute is obligated to assure that its student body conducts itself in a manner that will allow and guarantees a classroom environment which encompasses these qualities. The following standards of conduct are expected of each student, while in the classroom, at Hollywood Education Institute.

### **Regarding: Electronic Devices in the Classroom**

Electronic devices and other media equipment can be beneficial to one's education. As such media equipment, when needed to complete one's assignments, will be utilized by the instructor. Mobile devices such as cellphones, tablets and laptops on the other hand cannot be permitted for use in the classroom. While these devices do provide some advantages (e.g. dictionary, translation, quick research etc.) they have also been a hindrance and have been used inappropriately during classes (e.g. social media, computer games and other non-class related applications). Desktop computers in the computer lab will be utilized as needed for class assignments.

To assure that mobile devices are not being used during classes students will be asked to put all electronic devices away before each lesson commences. Translation devices may be authorized for use in classroom at the instructor's discretion.

### **Regarding: Food and Drinks in the Classroom**

Consuming nutritious meals is a vital aspect of sustaining one's energy and focus; accordingly, Hollywood Education Institute provides its student body adequate periods of respite and leisure areas to partake in meal breaks while attending classes. However, in order to maintain a safe and clean classroom environment food is not allowed in any general-purpose classroom.

Students must refrain from eating in all general-purpose classrooms at all times. This includes short intervals between classes/lessons. All food consumption must take place in the designated break and leisure areas. Students who purchase their meals prior to class time of bring sack lunches must leave all food items in the designated food areas.

Drinks in general purpose classrooms are allowed; however, drinks must be in a covered or twist-off top container. Cans and open containers are not allowed in order to prevent spillage.

If students are caught with food in the classroom, they will be asked to take their food to the designated food area and will receive a reduction in his/her attendance percentage for that class. Repeated infractions will be reported to the School Director and students will be reprimanded accordingly.

### **Regarding: Disruptive Behavior**

It is vital that students are active participants in the learning process. In order to assure that all students are provided the opportunity to participate and gain the most out of class lectures student cooperation must be accomplished. While most students are active participants in their education some students seem to be reluctant to take the initiative or assume responsibility for their education. While each individual is responsible for his/her own actions, this lack of responsibility by some does have negative effects on the education of other students.

This lack of responsibility is evident in the disruptive behavior of some students. Disruptive behavior is defined here as any action or non-action on the part of a student that negatively affects course lessons (e.g. talking during lecture, arriving late and creating unnecessary attention to oneself, not actively taking part in classroom discussions or assignments, not having a textbook or other necessary course materials, or any of the other infractions discussed throughout this policy and procedure.

### **Regarding: Speaking English in the Classroom**

Students at Hollywood Education Institute receive high quality English instruction in a positive and active learning environment. Students are expected to arrive at school focused, attentive, and ready to speak English in every class. Hollywood Education Institute holds high learning standards in the classroom that require students to utilize newly learned English skills actively on a daily basis, while refraining from speaking their first language.

While Hollywood Education Institute understands that speaking English at all times can at times be exhausting or frustrating for students, pursuing educational goals requires hard work and determination. In order to assure that all students are provided the opportunity to learn English to the highest degree, student cooperation in speaking only English must be upheld by every student in the classroom. Many students understand that speaking English in the classroom is crucial for language development, but some students frequently speak to fellow classmates in their first language. Not only does this hinder the learning environment of the classroom, it negatively affects the education of the individual and class as a whole.

In order to assure the highest quality of English education at Hollywood Education Institute, students must adhere to speaking only English within the classroom. Hollywood Education Institute provides adequate breaks of leisure between classes during which they may freely speak their first language.

### **Disciplinary Actions:**

**If a student fails to abide with the aforementioned standards of conduct, disciplinary actions will be applied in the following sequential steps:**

- 1) The student will receive warning from the instructor
- 2) If the student fails to heed the instructor's verbal warning, his or her attendance will be deducted by the instructor
- 3) If the student continues to breach the standards of conduct, the student will be issued an initial warning letter by Academic Director
- 4) If the student's breaching of the code of conduct persists, the student will be issued a final warning letter by Academic Director
- 5) If after the four initial steps the student still does not abide with the aforementioned standards of conduct, the student will be terminated by the School Director

### **Placement**

Currently Hollywood Education Institute does not provide assistance with job placement or internships of any kind.

### **Academic Counseling**

Students are provided assistance with gathering any necessary academic records from Hollywood Education Institute required as part of the university or vocational school's application process. Hollywood Education Institute also provides literature and informational material on some of the local universities and vocational schools but does not assist students in choosing any vocational or university programs.

### **Housing**

Hollywood Education Institute does not have a dormitory, but it does provide housing literature and other informational material regarding housing to students (e.g. flyers, brochures, web links, and list of student housing organizations), it does not provide any assistance with housing arrangements; as such, Hollywood Education Institute does not secure, assess or evaluate student housing locations. The decision to use or not use student housing is the sole responsibility of the student. However, there are many apartment buildings and housing available in the area and

the cost ranges from \$1000-\$1500 for a studio or a one-bedroom apartment. Hollywood Education Institute has an agreement with Universal Student Housing (USH), which provides housing for many of our students; more information can be found on [www.ushstudent.com](http://www.ushstudent.com).

### Transitional Counseling

In addition to providing students with academic and housing information, Hollywood Education Institute also provides Transitional Counseling to its overseas students. Transitional counseling includes but is not limited to providing students with information and documentation needed to apply for visas, gather academic records, prepare for international travel, utilize social networks, gain an understanding of the local area and any other information overseas students may require to be able to travel to and study in the United States.

### Student Services

In addition to counseling and housing information we provide these student services

- Computer lab as learning resource
- Helping the students to adapt to the environment
- Providing information about transportation and sightseeing around campus area
- Helping students to find friends with similar hobbies and help them bond
- Answering students' questions and helping them to lead worry-free student life
- Airport transportation: \$100 (per request)
- Parking is available in a parking facility and/or area next to the school building.

Hollywood Education Institute does not have a library.

### Public Library near us

#### Pio Pico - Koreatown Branch Library



**Address:**694 S. Oxford Avenue, Los Angeles, CA 90005

**Phone:**213-368-7647

**Fax:**213-639-1653

**Librarian:** Beth Feinberg, Senior Librarian

#### Hours of Service

**Mon:** 10:00 AM- 8:00 PM

**Tues:** 10:00 AM -8:00 PM

**Wed:** 10:00 AM – 8:00 PM

**Thurs:** 12:00 PM – 8:00 PM

**Fri:** 9:30 AM – 5:30 PM

**Sat:** 9:30 AM-5:30 PM

**Sun:** Closed

### Resources & Services

libraries provide free access to computer workstations which are connected to the Library's information network. In addition to providing Internet access, these workstations enable the public to search LAPL's many electronic resources including the online catalog, subscription databases, word processing, language learning, literacy and a large historic document and photograph collection.

#### This branch also has:

- Free Public Wi-Fi
- Wireless & Mobile Printing
- Adult Literacy Center

- Computer Training Center
- Early Learning for Families Area
- Friends of Library Group
- Meeting Room Rental

## Central Library



**Address:** 630 W. 5th Street, Los Angeles, CA 90071

**Phone:** (213) 228-7000

**Fax:** (213) 228-7069

**Librarian:** Kren Malone, Director

**Hours of Service**

**Mon:** 10:00 AM- 8:00 PM

**Tues:** 10:00 AM -8:00 PM

**Wed:** 10:00 AM – 8:00 PM

**Thurs:** 12:00 PM – 8:00 PM

**Fri:** 9:30 AM – 5:30 PM

**Sat:** 9:30 AM-5:30 PM

**Sun:** 1:00 PM – 5:00 PM

### Resources & Services

All branch libraries provide free access to computer workstations which are connected to the Library's information network. In addition to providing Internet access, these workstations enable the public to search LAPL's many electronic resources including the online catalog, subscription databases, word processing, language learning, literacy and a large historic document and photograph collection.

### This branch also has:

- Free Public Wi-Fi
- Wireless & Mobile Printing
- Adult Literacy Center
- Computer Training Center
- The Source
- Zoom Text Computer for the Visually Impaired

### Video Surveillance Policy and Procedure

In the daily operation of Hollywood Education Institute, the safety of property, visitors, and employees is protected and maintained by conventional means such as: staff observation, safe behavior and conduct, and the consistent application of Hollywood Education Institute's policies and procedures. However, in some circumstances, the additional protection provided by surveillance cameras is essential in maintaining lawful and safe use of school premises.

Hollywood Education Institute recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of school employees, students, visitors, and property. As such, Hollywood Education Institute has developed the following policy and procedures for its video surveillance system.

Disclosure signs will be made visible in all areas where video cameras are located. Each sign shall provide the following notifications: You are being watched. Areas of this building are under video surveillance. Images may be collected that allow an individual to be identified. The use of video surveillance is solely for the purposes of controlling theft, ensuring the safety of school staff, students and property by facilitating the identification of individuals who behave in a disruptive manner or cause damage to school/student property.

Access to the video surveillance records, e.g. logbook entries, CD, video tapes, etc. shall be restricted to authorized personnel.

All tapes or other storage devices that are not in use must be stored securely in a locked receptacle located in an access-controlled area. Hollywood Education Institute will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Old storage devices must be disposed of in a manner that ensures all personal information is erased prior to disposal, and cannot be retrieved or reconstructed.

All formal requests for video records should be directed to the school director's office with the exception of requests by law enforcement agencies or the court, in which case the school's attorney shall be immediately contacted prior to releasing any information.

Any employee of Hollywood Education Institute who becomes aware of any unauthorized disclosure of a video record in violation of this policy and/or a potential privacy breach has a responsibility to ensure that the school director is immediately notified.

### **Field Trip/Extra-Curricular Activities Policy and Procedure**

Hollywood Education Institute considers the health and safety of its students a top priority. However, there are risks involved in any type of excursion and it is important for you to prepare for both known and unknown circumstances. The excitement of being in a new environment may make it easy to become careless or distracted, but ultimately, you are responsible for your own personal safety.

Hollywood Education Institute:

- Cannot guarantee or assure the safety of participants (students on field-trip or involved in an extracurricular activity) or eliminate all risks.
- Cannot monitor or control all the daily personal decisions, choices and activities of individual participants.
- Cannot prevent participants from engaging in illegal, dangerous or unwise activities.
- Cannot assure that participants will be free of illness or injury during the excursion (field-trip and/or extracurricular activity).
- Cannot assume responsibility for acts and events that are beyond our control.

Hollywood Education Institute recommends the following precautions:

- Be aware of your surroundings and the people in it.
- Avoid walking alone.
- Notify program field-trip/extra-curricular activity coordinators or faculty members of any and all changes and emergencies.
- Note phone numbers of field-trip/extra-curricular activity coordinators and/or faculty members.
- Keep in contact with field-trip/extra-curricular coordinator and/or other field-trip/activity participants.
- Keep all emergency and medical insurance information on your person in the event of an emergency

### **Student Complaint/Grievance Policy**

Hollywood Education Institute has developed the following policy to address student, faculty and/or staff grievances/concerns in a tactful and logical fashion.

A grievance is defined as a claim that a member/s of Hollywood Education Institute's faculty, staff, and/or student body has violated a published policy.



Hollywood Education Institute supports an open-door policy; consequently, students, faculty and/or staff are free to address any and all concerns directly to the School Director. In any event where the School Director is not immediately available students are free to express their concerns to their instructors or a member of the school's administrative staff.

For issues related to academics, the classroom, or instructional material students may address their concerns to the Academic Director and/or their instructors. In similar fashion, administrative issues may be communicated directly to the Administrative Manager and/or a member of the school's administrative staff.

Concerns and/grievances may be expressed verbally and/or in writing, and Hollywood Education Institute shall take each/every concern into consideration and respond in a timely manner.

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

**Bureau for Private Postsecondary Education (BPPE)**

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (916) 574-8900

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

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

Complaints and grievances may also be directly made to the following regulatory body:

**Accrediting Council for Continuing Education and Training (ACCET)**

1722 N St NW

Washington DC, 20036

Phone: (202) 955-1113

Fax: (202) 955-1118

[complaints@accet.org](mailto:complaints@accet.org)

Hollywood Education Institute shall take each/every concern into consideration and respond in a timely manner

# 2021 Academic Calendar

## Winter Quarter 2021

December 14, 2020-Dec. 18, 2020	Registration
January 01	New Year's Day
January 04	Classes Begin
January 18	Dr. Martin Luther King Jr. Day
January 21	Module 1 Test
February 13	Field Trip
February 15	President's Day
February 18	Midterm
March 12	Culture Day
March 18	Final Exams
March 19	Classes End

## Spring Quarter 2021

March 15-March 19	Registration
April 05	Classes Begin
April 22	Module 1 Test
May 14	Field Trip
May 20	Midterm
May 31	Memorial Day
June 11	Culture Day
June 17	Final Exams
June 18	Classes Ends

## Summer Quarter 2021

June 14-June 18	Registration
July 04	Independence Day
July 05	Independence Day (observed)
July 06	Classes Begin
July 22	Module 1 Test
August 13	Field Trip
August 19	Midterm
September 06	Labor Day
September 10	Culture Day
September 16	Final Exams
September 17	Classes End

## Fall Quarter 2021

September 13-Sep. 17	Registration
October 4	Classes Begin
October 21	Module 1 Test
November 11	Veteran's Day
November 12	Field Trip
November 18	Midterms
November 25-26	Thanksgiving
December 10	Culture Day
December 16	Final Exams
December 17	Class Ended
December 25	Christmas Day

- All class are held at the following location:

### Current Tuition and Fees

The following is a tuition, hours and fees necessary for the term of instruction and the completion of the course of study.

Weeks	Standard ESL	Semi-Intensive ESL	Intensive ESL
4	\$510	\$564	\$909
11	\$1,400	\$1,550	\$2,500
22	\$2,800	\$3,100	\$5,000
44	\$5,600	\$6,200	\$10,000

- Hours required for completion all levels combined for ESL program: 1636.8
- Hours required to complete each level of Standard ESL program: 396
- Hours required to complete each level of Semi- Intensive program: 528
- Hours required to complete each level of Intensive ESL program: 616

### Estimate Total Charges for the Entire Educational Program and total charges for a period of attendance

The estimated total charges for each program (when paid in full) and total charges for a period of attendance would not exceed the amount listed below plus any appropriate fees.

Standard ESL (88 weeks): \$11,200

Semi- Intensive ESL (88 weeks): \$ 12,400

Intensive ESL (88 weeks): \$20,000

Tuition and other fees are payable in advance unless another arrangement has been made prior to commencing classes. All students are required to sign an enrollment agreement upon enrollment, which will detail the tuition and all other charges owed for the program and the payment terms.

Hollywood Education Institute may refuse to provide certain student services to students who have an outstanding balance. Hollywood Education Institute may also refuse re-admission to any student who has left the institution without paying all outstanding balances.

### Hollywood Education Institute Fees:

- Application fee: \$100 (non-refundable)
- Processing fee\* (includes: student-school correspondence, document support): \$100
- Student Tuition Recovery Fund (STRF): \$0 (non-refundable)
- Textbooks and materials fee: \$86-\$115 (Depends on program) (non-refundable)
- Shipping and Handling fee: \$100 (optional)
- Bank wire transaction fee: \$50 (per transaction/optional)
- Airport transportation: \$100 (per request)
- Return/Bounced Check: \$35
- **Methods of Payment:** Cash, Check, Credit Card, Debit Card, Bank wire transfer

**\*Processing fee is a mandatory fee for the students who do not hold student (F-1) visa.**

### Textbooks are non-refundable according to the following terms:

- Textbooks marked condition, highlighted, writing or underlining.
- The cover and pages of the book damage or soiled.
- Textbooks with water damage.

## **Student Visas**

Students applying for F-1 student visas are required to show proof of enrollment by presenting an I-20 form to the consulate office. After to Hollywood Education Institute providing a student with the I-20 form, a student must complete a SEVIS I-901 form, pay the SEVIS I-901 fee by themselves, and be enrolled in the Student and Exchange Visitor Information System (SEVIS). Hollywood Education Institute give to student information how to completing SEVIS I-901 with extra charge. I-20 forms are sent via Express Mail and \$100 Shipping and Handling fee is required prior to I-20 being mailed.

## **United States Citizenship and Immigration Service (USCIS) F-1 Regulations Policies and Procedures**

### **Maintaining Student Status**

A student admitted to the United States of America in F-1 visa status must follow and comply with the policies and requirements of USCIS. The following guidelines are set by the USCIS:

- Maintain and keep a valid passport.
- Maintain and follow the attendance policy at the school listed on the form I-20.
- Maintain a full-course/full-time of study, which requires a minimum of 18 clock hours a week.
- Maintain current enrollment at the school listed on the form I-20.
- Follow all the rules and regulations of the school listed on the form I-20.
- Limit engagement of any employment to either 20 hours a week on or off-campus and obtain the required authorization to work if employed off- campus.
- Report any change in address and/or telephone number to the school and USCIS within 10 days.
- Meet Satisfactory Academic Progress, including attendance policy and program completion

Hollywood Education Institute will automatically administratively withdraw/terminate a student after s/he has been absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks of the institution).

The student will be notified verbally and in writing if he or she is being administratively withdrawn for unsatisfactory academic progress.

Hollywood Education Institute staff having session with International students at least once a quarter to communicate an up-to-date information of maintaining non-immigrant student status and school rules and regulations.

Hollywood Education Institute record international student data electronically. Administrative Manager report data to PDSO/DSO which monitoring the up-to-date status of international student in SEVIS weekly.

### **Concurrent Enrollment**

An F-1 student can be enrolled in two different SEVIS- approved F-1 schools at the same time as long as the enrollment in both schools amounts to a full-time course of study.

The school that the student us attending for the purpose of completing a specific program and that is maintain the student's form I-20 will be responsible for ensuring that the student is pursuing a full course of study.

### **Transfer from another school procedure**

Students currently attending a postsecondary institution in the USA will be able to transfer their I-20 from their current institution to Hollywood Education Institute.

After completed application form and procedures, a Transfer Form will be sent to the admitted student. To complete the SEVIS transfer procedure, we must verify that the student is in valid F-1 status/attendance at the school in the term preceding the student's transfer or preceding an

authorized vacation. The form will be completed by the student's current international student adviser.

### **Transfer to another school procedure**

If a student decides to transfer to different institution after or prior of his/her studies, as well as the end date of the form I-20, the student must inform the school of the intention to transfer, complete the Intent to Transfer Form provided from the new school. Student also need to complete cancellation process. Hollywood Education Institute will execute the form return it to the new school. The Transfer process must be completed within 60 days from the program end date at Hollywood Education Institute. There are no fees or conditions required to transfer to another school.

### **Inform to school regarding your plan**

Student should inform school ahead of time. School should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States  
Students should report if you are planning to do any of the following:

- Change your program or enrollment status.
- Transfer to a new school or take a leave of absence.
- Take a break/vacation from school.
- Travel outside the United States.
- Move to a new address.
- Request a program extension.
- Change of US Address

**For more information, please visit <https://studyinthestates.dhs.gov/>**

### **Financial Aid**

Hollywood Education Institute does not participate in any federal or state financial aid programs and as such is unable to provide financial assistance to students.

### **Textbooks**

#### **Listening and Speaking**

Level	Text
Beginning	Q: Skills for Success 1, Listening and Speaking
Intermediate I	Q: Skills for Success 2, Listening and Speaking
Intermediate II	Q: Skills for Success 4, Listening and Speaking
Advanced	Q: Skills for Success 5, Listening and Speaking

#### **Grammar and Writing**

Level	Text
Beginning	Fundamental of English Grammar
Intermediate I	Grammar and Beyond 2
Intermediate II	Grammar and Beyond 3

Advanced	Grammar and Beyond 4
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### Reading & Vocabulary

Level	Text
Beginning	Q: Skills for Success 1, Reading and Vocabulary
Intermediate I	Q: Skills for Success 2, Reading and Vocabulary
Intermediate II	Q: Skills for Success 3, Reading and Vocabulary
Advanced	Q: Skills for Success 4, Reading and Vocabulary

### Afternoon/Friday Classes

Class	Text
American Culture	English U.S.A. Every Day
English Literature	A World of Fiction: Twenty Timeless Short Stories.
Phonetics and Accent Reduction	Mastering the American Accent with Audio CDs
Academic Writing	Practice Makes Perfect: English Grammar for ESL Learners, 2nd ed.

❖ **The following courses currently do not require textbooks:**

*Intensive Conversation, Public Speaking*

- ❖ All tuition and fees are due on the last day of the current registered quarter.
- ❖ Students are contacted via telephone, email, and in person by the School Director or authorized person in order to collect any and all delinquent tuition and/or monies owed to Hollywood Education Institute.

### STUDENT'S RIGHT TO CANCEL:

You have the right to cancel this agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. Cancellation occurs when the student gives written Notice of Cancellation to the School Director. The student can mail, hand deliver, email, or fax the cancellation; the cancellation notice cannot be accepted verbally (i.e. via telephone). Date of determination is defined as the date the written notification is post marked or the date the letter is delivered to the institution in person. Cancellation notices are to be addressed to: Hollywood Education Institute, 3470 Wilshire Blvd., Suite 350, Los Angeles, CA 90010.

### REFUND POLICY:

Hollywood Education Institute shall refund 100 percent of the amount paid for the institutional charges, less an application fee of \$100.00, any non-refundable charges listed in the Enrollment Agreement, if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later. In addition, Hollywood Education Institute

shall refund 100 percent of amount paid for the institutional charges, less application fee. If cancellations are due to the following: (a) rejection of an applicant by the institution and (b) program cancellation by the institution.

Hollywood Education Institute shall return any/all unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance (11 weeks quarter). The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. Students who have completed more than 60 percent of the period of attendance will not receive a refund or credit of any kind. Hollywood Education Institute shall pay or credit refunds within 45 calendar days of a student's cancellation or determination of withdrawal.

As stated in section 71750(c)(1) of the California Education Code a pro rata refund pursuant of section 94920(d) of the California Education Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: the amount owed equals the daily charge for the program (total institutional charge, divided by the member of the days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

#### **WITHDRAWAL FROM COURSE:**

You may withdraw from the school at any time after the cancellation period and receive a pro rata refund if you have completed 60 percent or less, up to and including your last date of recorded attendance, of the scheduled days in the current payment period of your program. The refund will be less an application fee of \$100.00, any non-refundable charges listed in the Enrollment Agreement. If you have completed more than 60% of the period of attendance for which you were charged, the tuition is considered earned and you will not receive any refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student provides Hollywood Education Institute with a written notice of withdrawal (not required to process or receive refund);
2. The student does not provide Hollywood Education Institute with notice of withdrawal (written or verbal) and is absent for a maximum of 30 consecutive calendar days (excluding any scheduled breaks). In such a case, Hollywood Education Institute will administratively withdraw the student automatically after the 30 consecutive calendar days have passed;
3. Hollywood Education Institute is provided a transfer form from another institution;
4. The school terminates the student's enrollment for failure to maintain satisfactory academic progress, comply with the attendance policy, abide by the rules and regulations of the institution and/or meet financial obligations to the institution (including the requirement to pay all tuition and all other charges owed for the program of study within thirty (30) days of the due date) or
5. The student fails to return from a leave of absence

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. A pro rata refund will be the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days the student was scheduled to attend, prior to withdrawal. For programs beyond the current "payment period," if the student withdraws prior to the next payment period, all charges collected for the next period will be refunded.

**FINANCIAL AID AND LOAN PAYMENT:**

Currently, Hollywood Education Institute does not participate in any federal or state financial aid programs.

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, in accordance with the terms and conditions of the loan agreement, which may include but not be limited to, the repayment of the loan in the case of a student's cancellation or withdrawal from his/her program of study. 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.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Hollywood Education Institute does not provide any type of payment plans.

**Bankruptcy**

Hollywood Education Institute has no pending petition in bankruptcy, and is not operating as a debtor in possession. Further, Hollywood Education Institute has not filed a petition within the preceding five years, or has had a petition in a bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et Seq.)

**Student Tuition Recovery Fund (STRF)**

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834 , (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved



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

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

A student whose loan is revived by a loan holder or debt collector after a period of non-collection 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.

### **Catalog Update Policy**

Hollywood Education Institute updates its catalog annually. Hollywood Education Institute reserves the right to change the catalog information when necessary.

### **Attendance Policy for the Online Course**

Success in this course is dependent on your active participation and engagement throughout the course. As such, students are required to complete all assignments and assessments by the due date, and to actively participate in class discussions.

Additionally, students must to:

- Log on to E-learning system to complete the assignments, assessments, discussions and/or other deliverables as directed by the instructor and outlined in the syllabus;
- Participate in the threaded discussions, this means that, in addition to posting a response to the thread topic presented, students are expected to respond to each other and comments and questions from the professor and/or other students;

Acceptable indications of attendance include completing assessments and/or performing tasks or activities on a given day.

If you find that you cannot meet the class' minimum discussion requirements due to such a circumstance, please contact your instructor as soon as possible.

Students will not be marked present for the course in a particular day if they have not posted on the discussion forum and/or submitted assignments/essays and/or completed assessments.

### **What does it mean to "attend" an online class?**

Attendance is critical to the student's success in taking an online class. Taking attendance allows the institution to make clear determinations of when a student last attended class. When it comes to attendance in an online course it may seem a little unclear how attendance is defined. Listed below are very specific information that can help guide our decision-making when designing courses for an online environment.

### **What is an acceptable indication of attendance?**

The acceptable indications of attendance in an online course can include:

- Student submission of an academic assignment
- Student submission of an exam
- Documented student participation in an interactive tutorial or computer-assisted instruction
- A posting by the student showing the student's participation in an online study group that is assigned by the institution
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters

### **What does not sufficiently indicate attendance?**

In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student." Essentially, a student must be required to do more than just "log in" to be documented as having attended an online course.

### **Family Educational Rights and Privacy Act (FERPA) of 1994**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records:

1) The right to inspect and review the student's education records within 45 days of the day the Institution receives a request for access. Students should submit to the Registrar or other appropriate official written requests that identify the record(s) they wish to inspect. The Institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request an amendment of the student's education records that the student believes are inaccurate or misleading. They should write the Institution official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Institution decides not to amend the record as requested by the student, the Institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to consent disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to institution officials with legitimate education interests. An institution official is a person employed by the Institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institution has

contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another institution official in performing his or her tasks. An institution official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Institution discloses education records without consent to officials of another institution in which a student seeks or intends to enroll.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hollywood Education Institute to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington,  
D. C. 20202-4605

### **Distance Education Delivery Methodologies**

The online courses are instructor-led, the instructor being the primary source of learning. The online courses are administered asynchronously through the Institution's learning management systems (LMS). Educational materials and assessments are delivered to students in different formats such as text, image, audio, and video. The materials and assessments are organized by date, as specified in the syllabus.

Students log on to the LMS to take courses on their own schedule. Certain materials and assessments are given a timeframe in which students need to finish the work before the said contents are locked out. Assessments given on a specific day can be taken any time but only on the same day. If the Institution is able to administer the courses synchronously, the instructors will notify the students using the LMS in advance so that the instructor and students will be available at the same time. The primary form of delivery will be audio and video.

### **Hollywood Education Institute: Faculty and Staff Members**

#### **CEO/School Director**

Samuel Rhee, PhD.

#### **Faculty**

Gabriela Guzman - Academic Director

Colin Johnson - ESL Instructor

Emelyn Duarte - ESL Instructor