



**AMERICAN ENGLISH**  
LANGUAGE SCHOOL



## COURSE CATALOG

January 1, 2021 - December 31, 2021

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## General Information

### Accreditation and Approval to Operate

American English Language School is a private institution that is accredited by the Commission on English Language Accreditation (CEA), which is recognized by the United States Department of Education.

We are approved to operate by the Bureau for Private Postsecondary Education (BPPE). This means that our institution is compliant with minimum standards stated in the California Private Postsecondary Education Act of 2009.

### Disclosure Statement

American English Language School has not ever petitioned for bankruptcy, operated as a debtor in possession, or had a petition in bankruptcy filed against it.

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

The transferability of credits you earn at American English Language School is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn at American English Language School is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending American English Language School to determine if your certificate will transfer.

### Note to Students

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

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

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

# School Information

## Mission Statement

American English Language School's mission is to provide the highest quality English-language learning experience for students who want either conversational or academic proficiency in order to live, work, or study in an English-speaking environment. By maintaining a low student/instructor ratio and a comprehensive curriculum that focuses on life skill development and cultural immersion, we ensure that the AELS experience is uniquely rewarding for our students.

## Goals and Objectives

Our goals at each level of our ESL program encourage student progress from our Basic Level goal, beginning to communicate basic needs in a variety of real-life/survival situations, to our most advanced Level 5 goal, developing competence to live and work in the U.S. with sufficient proficiency in order to function in most common environments. Students will achieve these goals directed by a series of objectives, such as writing responses of varying lengths using a variety of styles and speaking with (and listening to) a partner in role-play and conversational capacities.

| Level | Course Goals  | Course Objectives  | SLOs   |
|-------|---|--|--|
| Basic | Students will begin to communicate basic needs in a variety of real-life/survival situations. | Students will practice: <ol style="list-style-type: none"> <li>1. Vocabulary</li> <li>2. Phonics and correct pronunciation</li> <li>3. Writing simple sentences</li> <li>4. Reading short paragraphs</li> <li>5. Speaking with and listening to a partner to ask and answer questions</li> <li>6. Focused listening</li> </ol> | Students will be able to: <ol style="list-style-type: none"> <li>1. Identify and label pictures of common items and actions in order to read common signs, simple notes and messages.</li> <li>2. Use knowledge of phonetics in order to pronounce many unfamiliar words correctly.</li> <li>3. Write basic sight words and simple sentences related to immediate needs, and tell personal information about oneself in order to fill out basic personal information on simplified forms.</li> <li>4. Recite and summarize short paragraphs in order to become more familiar with sentence structure and sight words.</li> <li>5. Ask and answer questions using simple sentences in order to express and understand basic needs like making purchases, describing symptoms and</li> </ol> |

|   |   |   |  |
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|   |   |   | illnesses, expressing preferences, etc.<br>6. Identify important words and some learned phrases in recorded materials  |
| 1 | Students will begin to develop the necessary language competence needed to successfully function in survival and social environments. | Students will practice: <ol style="list-style-type: none"> <li>1. Vocabulary</li> <li>2. Writing simple sentences using prepositions and adjectives</li> <li>3. Writing short paragraphs on familiar topics using a model</li> <li>4. Reading short paragraphs</li> <li>5. Speaking with and listening to a partner to ask and answer questions on familiar topics (Role-play)</li> </ol> | Students will be able to: <ol style="list-style-type: none"> <li>1. Describe a familiar picture or situation by selecting appropriate vocabulary</li> <li>2. Write simple notes and messages based on familiar situations in order to communicate with others through personal messages or simple phone messages.</li> <li>3. Write messages based on familiar situations in order to fill out personal information on various types of forms</li> <li>4. Read and interpret simple material on familiar topics in order to understand such written items as simple directions, schedules, signs, maps, and menus.</li> <li>5. Discuss familiar topics in order to participate in simple face-to-face conversations, such as in a doctor's office or store, or participate in simple telephone conversations.</li> </ol> |
| 2 | Students will achieve the necessary language competence needed to successfully function in survival and social environments.          | Students will practice: <ol style="list-style-type: none"> <li>1. Vocabulary</li> <li>2. Writing compound and complex sentences</li> <li>3. Writing short paragraphs on familiar topics using a model</li> </ol>  | Students will be able to: <ol style="list-style-type: none"> <li>1. Select proper vocabulary in order to describe both familiar and some unfamiliar objects and situations.</li> <li>2. Write simple, compound, and complex sentences based on familiar situations in order to communicate with others more clearly and take notes.</li> <li>3. Write short paragraphs in order to perform routine tasks, such as writing e-mail messages, personal</li> </ol>   |

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|   |  | <ol style="list-style-type: none"> <li>4. Reading simplified material on a variety of subjects</li> <li>5. Speaking with and listening to a partner on familiar topics</li> <li>6. Focused listening</li> </ol>  | <p>notes, letters, or basic descriptions of activities.</p> <ol style="list-style-type: none"> <li>4. Locate specific information in short familiar text and a variety of simple forms in order to successfully interpret text, fill out forms, and understand simple written instructions.</li> <li>5. Function independently in most familiar personal and work conversations in order to conduct interviews and discussions on familiar topics and some limited topics beyond immediate survival needs.</li> <li>6. Demonstrate understanding of spoken material by restatement or paraphrasing.</li> </ol>   |
| 3 | Students will begin to develop competence to live and work effectively in the U.S. | <p>Students will practice:</p> <ol style="list-style-type: none"> <li>1. Vocabulary</li> <li>2. Writing short paragraphs on familiar topics without a model</li> <li>3. Actively reading non-simplified materials on familiar subjects</li> <li>4. Speaking with and listening to a partner on familiar topics and some unfamiliar topics</li> <li>5. Giving oral presentations</li> </ol> | <p>Students will be able to:</p> <ol style="list-style-type: none"> <li>1. Differentiate between items using more descriptive vocabulary.</li> <li>2. Write short paragraphs in order to perform routine tasks, such as writing letters, short work orders, directions, or work communication.</li> <li>3. Compare and contrast written information in order to make decisions about housing, products, job positions, etc.; interpret common written material related to everyday needs and jobs in order to find information in directories, reference materials, tables, etc.</li> <li>4. Clarify meaning by explaining and paraphrasing in order to participate in conversations and communicate both face-to-face and on the telephone on a variety of topics; participate in group discussions of current issues in the news in a social or work setting with limited difficulty.</li> </ol> |



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|   |  |  | 5. Outline a response to a familiar topic in order to express an opinion or report on a topic.   |
| 4 | Students will develop competence to live and work in the U.S. with some difficulty in order to function in most common environments. | <p>Students will practice:</p> <ol style="list-style-type: none"> <li>1. Vocabulary</li> <li>2. Writing paragraphs on familiar topics and some unfamiliar topics without a model</li> <li>3. Actively reading non-simplified materials on everyday subjects</li> <li>4. Interpreting routine forms, charts, graphs, and labels with moderately complex formatting</li> <li>5. Speaking with and listening to a partner on familiar topics and many unfamiliar topics</li> <li>6. Giving oral presentations</li> <li>7. Meeting civic responsibilities</li> </ol> | <p>Students will be able to:</p> <ol style="list-style-type: none"> <li>1. Select and understand appropriate vocabulary related to most life needs and some technical vocabulary related to work needs in order to read and create materials related to life needs and work needs such as common workplace communication.</li> <li>2. Prepare and compose common documents, such as resumes and business letters, in order to get a job or communicate in the workplace</li> <li>3. Analyze non-simplified written materials on everyday subjects in order to complete daily reading tasks, including searching for and identifying internet documents, interpreting nutrition information, and interpreting bills.</li> <li>4. Interpret forms effectively in order to perform common tasks like filling out medical forms and job applications.</li> <li>5. Function independently in everyday community, social and work situations except when under tension or pressure; debate a position on a topic in order to express personal values and judgments; engage in problem solving discussions including predicting consequences of actions.</li> <li>6. Perform a personal speech in order to express personal beliefs; research a topic and give an oral report on it in order to relay information to others.</li> </ol> |

|   |   |  |  |
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|   |   |  | 7. Identify/interpret civic responsibilities in order to meet them.  |
| 5 | Students will develop competence to live and work in the U.S. with sufficient proficiency in order to function in most common environments. | <p>Students will practice:</p> <ol style="list-style-type: none"> <li>1. Writing paragraphs and short essays on most common topics without a model</li> <li>2. Actively reading non-simplified materials on a variety of subjects</li> <li>3. Interpret routine forms, charts, graphs, and labels with complex formatting</li> <li>4. Performing research</li> <li>5. Speaking with and listening to a partner on most common topics</li> <li>6. Giving oral presentations</li> <li>7. Meeting civic responsibilities</li> </ol> | <p>Students will be able to:</p> <ol style="list-style-type: none"> <li>1. Compose most types of short writing related to social and work tasks, such as letters, logs, memos, and forms, with reasonable accuracy</li> <li>2. Read and evaluate a variety of specialized or technical materials, such as operating instructions, manuals, and technical information, as well as most reading tasks related to life roles without significant difficulty</li> <li>3. Interpret routine charts, graphs, and labels in order to fill out more detailed forms, such as medical information forms and job applications.</li> <li>4. Perform research on a variety of topics in order to ...</li> <li>5. Participate effectively in most social and work situations.</li> <li>6. Prepare and perform an opinion speech in order to speak confidently when interacting with the public, including negotiating and compromising.</li> <li>7. Identify and understand the process for establishing residency and citizenship in order to understand one's rights and meet all civic responsibilities.</li> </ol> |

Facilities

Our campus is located in the beautiful, safe city of Brea in Orange County, California. Our classrooms are set up with one large table, as opposed to individual desks, for students to

sit facing each other. This encourages a community feeling and eases interaction between students. Students may also access our library to improve their reading and listening skills outside of class time.

When you are not in class, take advantage of all the entertainment and eateries within walking distance or just a short drive away. Catch a movie at the nearby theater, try one of the many unique restaurants, or even visit the Brea Mall. We are also right across from Tamarack Park, which offers a great opportunity to relax, eat your lunch, or be active.

### Library and Computer Use

AELS has a small library and computer lab that can be accessed by students with advance permission from the Director. The library contains a variety of reading and listening materials at many different levels. Once you have received permission from the Director, you may check out these materials through an Assistant Director. The computer lab offers a convenient way for students to access our website or listen to a wide selection of podcasts and audiobooks to improve their listening skills. Students may access a computer by first checking in at the front desk to reserve a computer.

### Student Complaint Policy and Procedure

The Director has an open-door policy to encourage students to discuss problems before they become larger issues. A complaint becomes formal when it cannot be resolved in an informal meeting with the Director or a staff member.

For formal complaints, students must personally speak with or email the Director (info@aels.edu). Following this action, the Director will promptly set up an appointment with the student and any other involved parties to discuss the plan of action, which will be documented on the bottom of the Student Complaint Form. Completed complaint forms will be kept in our online database.

### Academic Integrity Policy

Turning in any work which is not a product of the student's own efforts is prohibited and will result in a mandatory conference regarding the behavior and possible expulsion from our program. Academic dishonesty includes cheating on tests, plagiarism, fabrication, forgery, obstruction, multiple submissions of the same work from previous levels, complicity, misconduct in creative endeavors, or misuse of intellectual property.

### Communications Policy

MyAELS accounts are AELS's main form of communication between instructors and their students. Email may also be used. Students are required to check their MyAELS accounts

and email accounts at least once daily to make sure they are getting information in a timely manner.

### Safety Policy

While at AELS, it is important to practice safe behavior. Please stay in well-lit areas before and after classes, and do not walk through the parking lot alone if possible. Also, if you should see a safety concern while on or near the AELS campus, please report it immediately to a school employee. Additionally, while off campus during Culture Week activities, please be cautious at all times. Carry a cell phone with you if possible, and always travel in groups.

## Administration and Faculty

AELS and its students demand a lot from our teachers, so teachers must be highly qualified. All instructors at AELS possess at minimum a B.A. degree (preferably in English, TESOL, Applied Linguistics, or ESL) from a fully accredited four-year university, and have TESOL certification. Additionally, and most importantly, they all love to teach.

Joshua Greer  
Instructor

B.A. in Communications  
TESOL Certification

Margaret Greer  
Instructor

B.A. in Intercultural Studies  
TESOL Certification

Rebecca Hawkins  
Instructor

B.A. in English  
TESOL Certification

Our administration team consists of the Director, the Assistant Director of Faculty, the Assistant Director of Administration, and an IT Specialist who work together to improve our institution and its policies and procedures.

# Admission

## Admission Policies

In order to be admitted to American English Language School, you must be over the age of 18 and have a high school diploma (or the equivalent).

AELS does not accept credits earned from other institutions. Your starting level will instead be determined by your score on the placement test you will take with us. You are NOT required to submit proof of your level of English language proficiency. We are able to accept students at all language levels.

For more information about how to apply to AELS, visit our website:

<https://www.aels.edu/admission.php>

## Enrollment Policy

No more than 8 students will be enrolled in any class at a time. As enrollment rates rise, adequate resources will be put in place prior to the commencement/formation of each new class. Should the number of applicants exceed our available resources, students will be put on a waiting list until adequate resources have been secured.

## Placement Procedure

A few weeks prior to your intended start date, you will be required to take a three-part placement exam to test your reading, listening, and speaking abilities. The placement test takes approximately three hours with one break in the middle. You will actually take two tests: the first has more general questions ranging in difficulty, and the second has questions closer to your expected level based on your score from the first test. Following the exam, you will be scheduled for an appointment to go over your placement results and the enrollment agreement.

## Placement Appeal Policy and Procedure

Students may make **ONE** placement appeal. If a student wishes to start at a level lower than was indicated by his or her placement score, he or she will be allowed to without appealing. If students wish to appeal for the purpose of starting at a higher level, they will pay an administrative cost (\$75) and take the test specified for the level they wish to be placed at. If they achieve a passing score for that level, they can be placed in the higher level.

## Ability-to-Benefit Students and Prior Experiential Learning

American English Language School does not currently accept Ability-to-Benefit students, nor do we award credit for prior experiential learning.

### Transfer Agreements with Colleges and Universities

American English Language School does not currently hold any articulation or transfer agreements with any other colleges or universities.

### International Student Visa Assistance Services

We provide visa services limited to filing I-20 forms, maintaining SEVIS records, and helping students pay their I-901 fee. We can also provide information about the visa process and what to expect. There is no charge for these services.

### Probation and Dismissal Policies

In the event that the student is not able to complete the level with satisfactory results (getting at least 80% of the possible portfolio points and at least 80% of the overall points), the student must repeat the class. If he/she fails to achieve satisfactory results after the second time taking the class, the student will be placed on probation and must enroll in private tutoring. The student will need to show proof of enrollment in private tutoring in order to be eligible to enroll in the class a third time. If the student is unable to pass the class after three times, the student's enrollment at AELS will be terminated. The student may choose to transfer to another school or return to their home country.

### Student Tuition Recovery Fund

The State of California created 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 and economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

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

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in and 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 of 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 service rendered and evidence of the cancellation of the student loan or loans.

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

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

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



# Student Services

## Academic Advising

For those students who need a little extra help understanding our grading system or how they can improve their grades, we offer academic advising. You can make an appointment with the Assistant Director of Administration to get answers to any of your academia-related questions. Students may also ask their instructors for academic advising when possible.

## Immigration Advising

We provide a limited form of immigration advising when students have questions about how to get their F-1 visa or what they need to do to maintain status. However, in the event that the student's immigration issue requires legal advice, the student will be referred to an immigration attorney. Contact the Director in person during our regular school hours if you have immigration questions.

## Personal Advising

Living and studying in a new country can be difficult. If you have questions regarding your new community or need help adjusting to American culture, you can contact the Director in person during our regular school hours.

## Health Insurance

While AELS does not require you to have health insurance, we highly recommend that you maintain at least some level of coverage. Medical costs all across the United States are high. If you are injured, you may have to pay very high fees. If you are unsure of your options, contact the Assistant Director of Administration for a list of local health care providers.

Many students from other countries don't realize just how costly healthcare can be in America without the help of insurance. The estimated costs below will give you an idea:

Doctor Visit: \$300-\$1,500 (depending on if you need blood work or x-rays)

Overnight Hospital Stay: \$1,200-\$1,600

Ambulance Ride: \$400-\$1,200

Going without insurance can make even small health problems into overwhelming financial problems. Having health insurance can reduce these costs to a much smaller fee, often just a \$30-\$50 co-pay.

## Housing

AELS does not have dormitory facilities and does not currently provide a Homestay option. Students are responsible for finding their own housing. However, we can recommend a Homestay placement service or a list of nearby apartments upon request.

Homestay placements can usually be secured for around \$1,000/month, and apartments in the area are approximately \$1,500-\$2,000 for a one-bedroom apartment.

### Cultural Opportunities

The English learning experience is not just about learning the language. You need to learn English not only inside the classroom but also outside the classroom. You come here to learn English with the opportunity to learn about American culture as well. Because we feel it is so important for you to take advantage of the cultural opportunities around you, we have added cultural activities as a mandatory part of each quarter. See your current syllabus for a description of which activities you will be involved in during the twelfth week of your quarter (called "Culture Week"). We also post a "Culture Calendar" in the lobby that has various local events of interest and a list of local museums, theaters, etc. that you may visit on your own time.

### MyAELS Account

MyAELS is a web-based information system personalized for the convenience of AELS students. By logging onto MyAELS students may access their current and previous schedules, profiles, report card, etc. In order to use the system, a student must have been accepted to the school and have a valid e-mail address filled out on the application form. Once your enrollment has been confirmed, you will receive a password to use. You will sign in using your personal email address and the password that is given to you. You should change your password after logging in so that no one else will know your password. Be sure to create a password that you will remember because the Director will not be able to get your password for you if you forget it.

## Program Information

Instruction occurs entirely in English. In order to prove your initial English proficiency level when entering our program, you will be required to take our placement test prior to registering for any classes.

Classes are held on campus at American English Language School at 3230 E. Imperial Hwy, Suite 301, Brea, California 92821.

Our ESL Program is a balanced, multi-skill program of study that provides students from all cultural and academic backgrounds with the opportunity to obtain proficiency in the English language. The goal of our curriculum is to provide the student with the requisite reading, writing, speaking and listening skills needed to function in all types of social situations and jobs. We also introduce students to American culture and government. Each level in our six-level ESL program takes twelve weeks to complete. Throughout each level, our ESL instructors will emphasize conversation and life skill-building through the context of real-world applications, such as basic communication, consumer economics, community resources, health, occupational knowledge, government and law, and lifelong learning. While the topics remain nearly the same from level to level, the degree of difficulty will gradually increase and student proficiency is expected to grow measurably from level to level. A student may enter our program at whichever level is determined appropriate by the student's score on our placement test.

### CASAS Competencies

Our ESL textbooks, curriculum, and tests are aligned with the CASAS (Comprehensive Adult Student Assessment System) competencies, which outline the learning goals for each of our ESL levels. These competencies include such things as interpreting certain kinds of documents and advertisements, writing letters and emails, and researching topics for a presentation. CASAS standardized tests are used at the end of each level to monitor how much progress each student is making. We also use their ESL proficiency scale, which can be found at <https://www.casas.org/docs/pagecontents/eslslid.pdf>.

### AELS's Teaching Methods

Learning a new language can be very exciting, but can also be a challenging process. We have worked hard to find methods of instruction that will make the process easier and more enjoyable for you. We have outlined some of the methods we use here. If you look closely, you'll see us using these methods in your classroom! For a more detailed outline of our methods, please e-mail us at [info@aels.edu](mailto:info@aels.edu).

### *Constructivism*

Constructivism is the theory that people learn better when they use their personal experiences to connect with what they are learning. At AELS, we believe in this theory and try to use students' personal experiences and backgrounds to help them learn the material more easily. While in class, instructors may ask you to tell them about your

hobbies or preferences, or ask you about your ideas on a subject so that we can use those things to help you understand a lesson better.

### *Communicative Approach*

Have you ever had a hard time practicing English because you don't have a lot of people to practice your speaking with? Have you ever had a teacher that taught you grammar, but never showed you how to use English in everyday life? While living in the United States, you may find that communicating with people is unpredictable. By constantly having discussions and practicing conversation in class, we are trying to prepare you to speak comfortably in many situations that you will find outside of school.

### *Full Immersion*

American English Language School is what is known in the industry as a "full immersion" school. We use 90-10 immersion, which describes a teaching method where almost 100% of class time is spent speaking, reading, and writing the foreign language. All of our instruction is done in English and all of our class materials are in English (although students are allowed to bring their own bilingual dictionary). With the exception of Basic Level through Level 2, where students may use a word from their native language only as necessary to assist another student in learning the new language, all student responses are to be given in English only. We highly believe that surrounding yourself in the language you are trying to learn as much as possible will give you the maximum benefits in your learning. We highly encourage using English outside of school as well as inside. Try to watch TV in English, go to English-speaking businesses, listen to the radio in English, etc. Try not to rely on your bilingual dictionary.

### *SDAIE (Specifically Designed Academic Instruction in English)*

Because many of our students have never been in an all-English environment before or have only had very limited exposure, we try to modify the way we teach to make lessons easier to understand. Some ways we do this are by trying to speak more slowly, using many ways to describe words and ideas, using student's knowledge while teaching, and making sure we utilize all our available resources to help students.

### *Multiple Intelligences*

Each of our students has unique needs and may learn differently. Some people may learn best by seeing pictures. Others learn by listening. These different learning styles are called Multiple Intelligences. One advantage to having such small class sizes is our ability to be attentive to students with multiple intelligences. We are flexible in designing our lesson plans and instructional strategies to accommodate students with various learning styles and facilitate learning. Sometimes this requires using specific supplementary activities or slightly modifying activities from the textbook. As educators, we want to remove any learning obstacles. Being aware of different learning styles is the best way for us to do this.

### Curriculum and Program Structure

We recognize that our students come from diverse cultures and academic backgrounds. We also recognize that every student has different strengths, weaknesses, focuses, and

needs. As such, our curriculum is structured into four integrative parts: 1) reading comprehension, 2) writing and grammar, 3) listening skills, and 3) speaking skills. In the reading comprehension portion, students will develop and reinforce their reading and comprehension abilities, while learning about American culture and government. In the writing and grammar section, students will develop and sharpen writing skills and formal grammar skills. Students will develop and sharpen listening and oral skills in order to improve conversation skills. Many of the skills will overlap and be reinforced to achieve competency in reading, understanding text, writing effectively and communicating professionally.

### Class Descriptions

Our ESL program consists of six levels: Basic Level and Levels 1-5. See class descriptions below for more information on what is studied in each of our ESL levels:

ESL Basic Level—240 hours

(Beginning)

Students will begin to communicate basic needs in a variety of real-life/survival situations. They will study English through units titled “Personal Information,” “Our Class,” “Food,” “Clothing,” “Our Community,” “Healthy Living,” “Work,” and “Lifelong Learning and Review.”

ESL Level 1—240 hours

(Low Intermediate)

Students will begin to develop the necessary language competence needed to successfully function in survival and social environments. They will study English through units titled “Talking with Others,” “Let’s Go Shopping,” “Food,” “Housing,” “Our Community,” “Health and Fitness,” “Working on It,” and “People and Learning.”

ESL Level 2—240 hours

(High Intermediate)

Students will achieve the necessary language competence needed to successfully function in survival and social environments. They will study English through units titled “Everyday Life,” “Let’s Go Shopping,” “Food and Nutrition,” “Housing,” “Our Community,” “Health,” “Work Work Work,” and “Goals and Lifelong Learning.”

ESL Level 3—240 hours

(Advanced)

Students will begin to develop competence to live and work effectively in the U.S. They will study English through units titled “Balancing Your Life,” “Consumer Smarts,” “Housing,” “Our Community,” “Health,” “Getting Hired,” “On the Job,” and “Citizens and Community.”

ESL Level 4—240 hours

(Adult Secondary)

Students will develop competence to live and work in the U.S. with some difficulty in order to function in most common environments. They will study English through units titled “Balancing Your Life,” “Personal Finance,” “Buying a Home,” “Community,” “Health,” “Getting Hired,” “On the Job,” and “Civic Responsibility.”

ESL Level 5—240 hours

(Proficient)

Students will develop competence to live and work in the U.S. with sufficient proficiency in order to function in most common environments. They will study English through units titled “Balancing Your Life,” “Personal Finance,” “Automotive Know-How,” “Housing,” “Health,” “Retail,” “The Office,” and “Civic Responsibility.”

### Certificate of Completion

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. As such, American English Language School awards a certificate of completion to those students who successfully complete the final level of our program. Successful completion is defined as earning at least 80% of the possible Portfolio points AND at least 80% of the overall points for that level.

### Standards for Student Achievement and Completion of Program

A standard letter grading system is used in all levels of our ESL program. You will need to finish the level with at least 80% of the possible Portfolio points AND at least 80% of the overall points as well in order to be considered passing.

### Full-Time Student Status

Those students holding an F-1 visa are required to maintain full time status, which is defined as attending class at least 18 hours a week. Any student who falls below an 80% attendance rate will be warned. If the issue persists, the student’s F-1 visa may be terminated.

### Class Repeat Policy

In the event that the student is not able to complete the level with satisfactory results (the requirements for which are listed under the Grading and Performance Standards portion of this handbook), the student must repeat the class. If he/she fails to achieve satisfactory results after the second time taking the class, the student will be placed on probation and must enroll in private tutoring. The student will need to show proof of enrollment in private tutoring in order to be eligible to enroll in the class a third time. If the student is unable to pass the class after three times, the student’s enrollment at AELS will be terminated. The student may choose to transfer to another school or return to their home country.

### Retention of Student Records

AELS will retain your student record, which includes your student profile information and detailed grade reports, in our online system for 5 years after your completion of or withdrawal from the program. After the retention period has passed, only your transcripts with a report of your final grade for each completed level will be available. Transcripts are

retained permanently. We keep hard copies of the unit tests, midterm exams, and portfolio materials until the end of term. Hard copies of the final exam answer sheets are retained for 30 days after the end of the term.

# Schedule

## Quarter Schedule

Each of our six ESL levels are designed for the duration of twelve weeks, with the eleventh week reserved for final exams and the twelfth week allocated for cultural exploration (“Culture Week”). In total, counting all quarter breaks, all six levels would take 18 months to successfully complete. Please see our academic schedule below:

|                                     |   |
|-------------------------------------|---|
| <b>Winter Quarter</b> (Jan. – Mar.) | First ten weeks starting the first Monday of January<br>Eleventh week is Final Exam<br>Twelfth week is Culture Week<br>Thirteenth week is Quarter Break |
| <b>Spring Quarter</b> (Apr. – Jun.) | First ten weeks starting the first Monday of April<br>Eleventh week is Final Exam<br>Twelfth week is Culture Week<br>Thirteenth week is Quarter Break   |
| <b>Summer Quarter</b> (Jul. – Sep.) | First ten weeks starting the first Monday of July<br>Eleventh week is Final Exam<br>Twelfth week is Culture Week<br>Thirteenth week is Quarter Break    |
| <b>Fall Quarter</b> (Oct. – Dec.)   | First ten weeks starting the first Monday of October<br>Eleventh week is Final Exam<br>Twelfth week is Culture Week<br>Thirteenth week is Quarter Break |

Each week, there are 20 instructional hours. All ESL levels will adhere to the same schedule. Please see the daily schedule below:

|         |  |
|---------|--|
| 2 hours | Instruction from the Main Textbook   |
| 2 hours | Instruction from the Grammar Challenge and Reading & Writing Challenge Textbooks |

\*Listening and Speaking will be practiced all throughout class time.



## Observed Holidays

New Year's Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day

## Attendance Policy

Those students holding an F-1 visa are required to maintain full time status, which is defined as attending class at least 18 hours a week. Any student who falls below a 80% attendance rate will be warned. If the issue persists, the student's F-1 visa may be terminated.

AELS also expects that students will willingly participate in class each day as a means of making progress. This can include getting involved in class discussions, bringing all necessary materials to class each day, and actively engaging with the teacher during review of your work. Teachers will keep track of your participation each day by recording it in the MyAELS portal. An absence will equal a 0% participation score for the day, significant tardiness or low participation will equal a participation score of 50% for the day, and full attendance with willing participation will equal a participation score of 100% for the day. You will be able to see your score for the day and an average score for the month/quarter. Students whose averaged participation score falls to 80% or below will need to meet with the Director to create a plan of action to get the student more involved in the class. A history of poor participation in class may result in probation and ultimately removal from the program.

## Leave of Absence Policy

Students may choose to skip one quarter in a year without penalty as long as it is not the first quarter for which they have registered at this school. However, if the student is going to miss more than one quarter in a year (or two consecutive quarters), he or she will be required to reapply and take the placement test again before registering for their next class. International students who miss more than one quarter in a year (or two consecutive quarters) will have their visa terminated and will need to reapply to get another I-20 form issued.

# Tuition

## Cost

### Regular Tuition

| Months | Price   |
|--------|---------|
| 3      | \$2,400 |
| 6      | \$4,800 |
| 9      | \$7,200 |
| 12     | \$9,600 |

### Discounted Tuition

| Months | Price   |
|--------|---------|
| 3      | \$2,400 |
| 6      | \$4,500 |
| 9      | \$6,500 |
| 12     | \$8,500 |

\* To receive our tuition discount above, you will need to pay the full tuition amount 4 weeks before the start date of the class. The application fee is non-refundable. The fee for each F-2 dependent is \$100. I-901 SEVIS fee goes directly to the government and is non-refundable. Tuition deposit will be credited towards your tuition.

Total Charges for One Quarter = 3 Months Tuition + Textbooks for 1 level (\$60)

Total Charges for Whole Program = 18 Months Tuition + Textbooks for 6 levels (\$360)

## STUDENT'S RIGHT TO CANCEL

The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The student must meet with the Director immediately in the event that the student wishes to cancel his or her Enrollment Agreement.

## Withdrawal Policy

If a student determines that he or she will need to withdraw from the current course, no grade will be posted to the record. Instead, a "W" will be recorded. Withdrawal status can only be granted after a meeting with the Director to discuss the circumstances and the student's options. If it is determined that withdrawal is the best option, it will be considered effective immediately following the meeting and a pro-rated refund will be given if applicable. A withdrawal meeting can be set up by emailing an Assistant Director with a formal notice of intent to withdraw. If you have not met with the Director and simply stop coming to class, you will not automatically be withdrawn. Withdrawal will not occur unless a formal notice of intent has been sent and a meeting with the Director has

taken place. Instead, your final grade will be reported at the end of the quarter and will become part of your official record. Be aware that missing class can affect your visa status.

### Refund Policy

Tuition will be refunded on a pro-rata basis for students who withdraw after completing 60% or less of the scheduled period of attendance. For students who have completed 61% or more of the scheduled period of attendance, tuition is generally non-refundable. However, we understand that extreme circumstances can affect a student's ability to attend class. It is at the Director's sole discretion to issue a credit/refund on an individual basis after meeting with the student to discuss options.

### Loans

If the 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. American English Language School does not participate in federal or state financial aid programs.

### Financial Aid

American English Language School does not participate in federal or state financial aid programs. If a student obtains any other type of loan to pay for our educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid programs.