



# **CEL Catalog**

## **December 2023**

Period covered by this catalog: January 1, 2024 - December 31, 2024

<b>Catalog</b>	<b>2</b>
<b>Catalog validity</b>	<b>2</b>
<b>Name and address of the school</b>	<b>2</b>
<b>Our mission and purpose</b>	<b>2</b>
<b>CEL programs &amp; course goals</b>	<b>3</b>
<b>California State approval</b>	<b>6</b>
<b>California Bureau of Private Proprietary Education information</b>	<b>6</b>
<b>Catalog review</b>	<b>6</b>
<b>Location of class sessions</b>	<b>6</b>
<b>Faculty qualifications</b>	<b>6</b>
<b>Admissions Policies</b>	<b>7</b>
<b>Federal and state financial aid programs</b>	<b>8</b>
<b>Student tuition recovery fund</b>	<b>8</b>
<b>Transferability of credits and credentials</b>	<b>10</b>
<b>Accreditation</b>	<b>10</b>
<b>Standards for student achievement &amp; Attendance</b>	<b>11</b>
<b>Facilities, equipment and materials</b>	<b>11</b>
<b>Total charges - Estimated schedule of total charges</b>	<b>12</b>
<b>PROGRAM COSTS:</b>	<b>12</b>
<b>Library and learning resources</b>	<b>13</b>
<b>Policy on the retention of student records</b>	<b>13</b>
<b>Any unanswered questions</b>	<b>14</b>
<b>Bankruptcy</b>	<b>14</b>
<b>Transfer agreement</b>	<b>14</b>
<b>Placement Services</b>	<b>14</b>
<b>ESL Language services</b>	<b>14</b>
<b>Degree programs</b>	<b>14</b>
<b>Credits</b>	<b>14</b>
<b>STUDENT'S RIGHT TO CANCEL</b>	<b>15</b>
<b>REFUND POLICY (CANCELLATION AFTER START DATE)</b>	<b>15</b>
<b>Housing information</b>	<b>16</b>
<b>CEL building</b>	<b>16</b>
<b>Leave of absence/Vacation</b>	<b>17</b>
<b>Probation and dismissal policies</b>	<b>17</b>
<b>Visa</b>	<b>18</b>

## Catalog

The Bureau for Private Postsecondary Education in the State of California requires the CEL school to publish the following information and to share it with prospective students. In addition to this information, students also receive a brochure and a California Enrollment Agreement.

## Catalog validity

This catalog is valid from Jan 1st until Dec 31, 2025. It can be obtained online at [www.englishcollege.com](http://www.englishcollege.com) as well as by requesting one from the school.

## Name and address of the school

CEL San Diego  
233 A Street Suite 400  
San Diego, CA 92101  
Phone: +1 619 234 7466  
E-Mail: [info@englishcollege.com](mailto:info@englishcollege.com)  
Website: [www.englishcollege.com](http://www.englishcollege.com)

## Our mission and purpose

CEL's mission is to provide English language instruction and cultural enrichment experiences to speakers of other languages who want to improve their English skills for personal, professional, or academic reasons. Our educational programs take an integrated skills approach to language learning with a focus on communicative language teaching. We aim to establish a professional yet friendly atmosphere in our offices, common areas, and classrooms so that every student feels accepted into a friendly and supportive environment where learning can take place.

Our curriculum supports the two primary goals contained within our mission statement: 1. the goal of improving students' English skills for personal, professional, or academic reasons and 2. doing so using an integrated skills approach and the communicative approach. CEL limits class size to 10 in an effort to achieve a very intimate, friendly, and supportive learning environment as stated in our mission. We provide a wide range of services to support our students during their stay in a new country and city. The housing, activities, and friendly service from the CEL staff are offered to foster an enjoyable, comfortable, and safe stay while students learn English and explore a new culture and new city.

To ensure our policies are in alignment with our mission statement, we review our mission before making adjustments to policies or large scale changes in our academic programs and school operations. We collect input and feedback from a variety of sources including agents, students, and service providers as described below in our discussions on student needs analysis and monitoring of providers. We use this information to align the school goals as described in the mission with the goals of our students. In addition, CEL continually strives to implement policies that will enhance our students' educational and cultural experience, which is in alignment with our mission statement.

## CEL programs & course goals

CEL offers the following programs:

- General English: Integrated skills: speaking, grammar, listening, reading, writing, and vocabulary
- Language development: vocabulary and additional practice for all language skills

CEL cares deeply about the satisfaction of our clients. Some of our students apply directly to CEL, but most of our students book their courses through agents. Therefore, we consider both students and agents to be our clients, and consequently their opinions, requests and suggestions are of paramount importance.

We send each student a one week survey that they can submit any time during their stay to rate their satisfaction and to voice their opinions, suggestions or concerns. Additionally, each student is required to complete an exit survey. CEL reads with care every survey that we receive from our current and graduating students because these surveys help us gauge student satisfaction and allow us to identify ways to improve. We always maintain open communications with our clients and are happy to receive face-to-face feedback as well as emails or phone calls.

Agents are encouraged to contact the school at any time, and students always have direct access to staff and administrators on-site. We welcome their requests, concerns, and opinions because we are always looking for opportunities to grow, improve and better serve our clients. Additionally, the Marketing Director and the CEO meet with agents often throughout the year. Trends in comments, requests or suggestions may prompt us to change policies or curriculum and may lead to program creation or change in order to better suit the needs of our clients.

By carefully analyzing our student achievement data and monitoring trends in weekly feedback given by the Level Up Exam team and all teachers during the Monday faculty meetings, the education team is able to identify changes necessitated by a dynamic student body. Student populations, their language strengths and weaknesses, cultural and educational differences, and goals, inform our curricular design. We review and revise curriculum annually or more if warranted.

The course goals for General English courses are to achieve the corresponding proficiency level as defined by the CEFR scale (as seen in chart above). The course objectives and SLOs are aligned with each other and the CEFR scales and descriptors of proficiency. See the [2019 CEL General English Course Goals & Objectives and SLOs](#) document attached below.

For example, one marker of an A2 level student on the CEFR global scale is someone who “Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.” For the corresponding level at CEL (Basic B), one of the course objectives for speaking is, “Students will participate in short social exchanges or exchanges of information related to familiar topics and activities with other classmates and the teacher.” This corresponds with one SLO for Speaking, “Students can ask and answer questions on simple and direct information related to familiar topics and activities,” and one for listening, “Students can identify and extract the main points in short, clear, simple discussions, conversations, etc.”

As you can see from the example, the SLOs describe an observable and measurable language skill, and its corresponding course objective guides instruction and lesson planning to address that particular skill which, in turn, permits the students to achieve the course goal.

CEL is an immersion school and supports the use of an eclectic blend of teaching methods, approaches, techniques and strategies. For example a teacher may approach grammar content using the audio-lingual method, the structural approach, or both. They may choose to incorporate Total Physical Response (TPR) into an activity or lesson, or teachers can design a task-based language learning activity to reinforce target vocabulary or build specific speaking interaction skills. However, at the center, all of our programs take an integrated skills approach to language learning. Every program focuses on developing the four skills: speaking, listening, reading, and writing. Additionally, the programs are student-centered and frequently use the communicative language teaching method.

### **General English**

The objectives of the General English Course are to help students use English with accuracy and confidence. There are six course levels: Basic A (A1), Basic B (A2), Intermediate A (B1), Intermediate B (B2), Advanced A (C1) and Advanced B (C2). The cost of this course will vary depending on the number of weeks for which you enroll. Please refer to the CEL website and price list documents for the specific cost of the period for which you enroll.

Every level has a duration of 10 weeks (150 clock hours). Students will have to take a written and oral exam to progress to the next level. They need to pass all parts of the final level exam.

### **Cambridge Exam Preparation**

The objectives of Cambridge Exam Preparation courses help students to learn and master effective test-taking strategies as well as improve their general abilities to communicate in

English. The Cambridge English exams are popular with individuals who want a certificate showing their English proficiency, especially for job opportunities in their own country.

Students enrolled in CEL Cambridge English exam preparation courses have the opportunity to take the exam upon completion of the FCE or CAE courses. Students may talk to the Academic Director for more details. The cost of these courses will vary depending on the number of weeks for which you enroll. Please refer to the CEL website and price list documents for the specific cost of the period for which you enroll.

FCE and CAE have a duration of 8 weeks (120 clock hours). The final exam is an external exam provided by Cambridge English.

### **TOEFL Exam Preparation**

The objectives of TOEFL Exam Preparation courses help students to learn and master effective test-taking strategies as well as improve their general abilities to communicate in English. The TOEFL exams are popular with individuals who want a certificate showing their English proficiency, especially for job opportunities in their own country or who would like to continue their education in the USA and transfer to a college or university.

Students enrolled in CEL TOEFL English exam preparation courses have the opportunity to take the exam upon completion of the TOEFL courses. The minimum level required to take a TOEFL exam preparation course is a completed Intermediate B course (B2 level). Students may talk to the Academic Director for more details. The cost of these courses will vary depending on the number of weeks for which you enroll. Please refer to the CEL website and price list documents for the specific cost of the period for which you enroll.

This course has a duration of 8 weeks (120 clock hours). The final exam is an external exam provided by ETS.

### **Business English**

The objectives of the Business English Program are to help students learn the vocabulary, body language, and cultural aspects of business in the English speaking world. Students will practice interviewing skills, presentations, and other business activities. The courses do not teach how to do business; they teach students how to use English in a business setting, and students will gain confidence and ability with their business English skills. Please refer to the CEL website and price list documents for the specific cost of the period for which you enroll.

This course has a duration of 4 weeks (60 clock hours). Students will have to take a written and oral exam at the end of the course. They need to pass all parts of the final level exam to obtain the certificate.

## California State approval

CEL San Diego is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE). 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.

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.”

## California Bureau of Private Proprietary Education information

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, P.O. Box 980818, Sacramento, CA 95798-0818, Website address [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone and fax numbers (888)370-7589 or by fax (916)263-1897; (916)431-6959 or by fax (916)263-1897.

## Catalog review

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.

## Location of class sessions

All classes are held at 233 A Street, Suite 400, San Diego CA, 92101, USA.

## Faculty qualifications

All teachers must have earned a bachelor's degree and TEFL, CELTA, or TESOL certification.

Experience requirements: As for experience requirements, one year of comparable teaching experience is preferred. Novice teachers will receive additional support, monitoring, and guidance during their first year at CEL. Exam preparation teachers must have additional training or experience related to the exam that they will be preparing students for.

Proficiency requirements: All teachers must be native speakers with the exception of the Basic A course. Non-native speakers will have to demonstrate near native language proficiency by attaining a master's degree or higher in English or TEFL/TESOL.

Faculty are required to have a TEFL, CELTA, or TESL certificate, as well as a bachelor's degree. CEL adheres to these requirements to employ teachers with the skills to best teach ESL students and to fulfill the academic portion of our Mission. In addition, CEL asks that all faculty are native English speakers in order to better educate students on the American language and culture. Our exception to that rule is for the Basic A course, for which a teacher needs to meet the proficiency requirements stated above. We believe that at this level a proficient speaker is equally as effective as a native speaker. Exam preparation teachers are required to have further training and/or experience in order to be sure they are fully capable of meeting the course SLOs.

## Admissions Policies

In order to ensure that the school only enrolls students who are qualified and who can benefit from the school's programs, the following admissions criteria are adopted. To be admitted to the school, an applicant should meet the following requirements:

1. Students must be 16 years old or older
2. Students must complete an application form, sign and pay in full or prove financial responsibility when booking through a representative in order to enroll.
3. Students must be given this catalog, and School Performance Fact Sheet.
4. Passports and other pertinent documents must be reviewed and signed upon arrival.
5. 12 students per class maximum.
6. Students who would like to study 18 hours or more a week need to have a student visa
7. Students traveling on a tourist waiver or B1/B2 visa should only be enrolled for less than 18 hours a week
8. Required levels of English
  - a. General English: no previous knowledge of English required
  - b. Cambridge Exam Preparation FCE: a B2 level of English is required
  - c. Cambridge Exam Preparation CAE: a C1 level of English is required
  - d. TOEFL Exam Preparation: a C1 level of English is required
  - e. Business English: a B2 level of English is required
  - f. The level of English will be tested before the enrollment to ensure that applicants have the necessary level of English to participate and succeed in the program

## Language Proficiency Requirements

There is no minimum level of English language proficiency. All instruction is in English. A test will be given online prior to the first day to determine the students' ability to benefit and level placement.

## Federal and state financial aid programs

CEL does not participate in any U.S. federal and state financial aid programs. If a student obtains a loan he or she will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. CEL does not participate in any federal student financial aid funds, but a student is entitled to a refund of the monies not paid from federal student financial aid funds.

## Student tuition recovery fund

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. Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate will change from two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges to zero dollar (\$0.00) per one thousand dollars (\$1,000) of institutional charges. Institutions will still be required to complete and submit all STRF Assessment Reporting Forms on a quarterly basis and maintain specified student information for STRF-eligible students.

<https://bppe.ca.gov/lawsregs/strf.shtml> (5, CCR Section 76120)

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 N. Market Blvd. Ste. 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (916) 574-8900 or by fax (916) 263-1897.

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. 9
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 you 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. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

## Transferability of credits and credentials

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

The transferability of credits you earn at College of English Language (CEL) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the CEL Certificate or Diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or diploma that you earn at this institution is 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 CEL to determine if your certificate or diploma will transfer.

## Accreditation

Commission of English Language Accreditation is a specialized accrediting agency which focuses on post-secondary intensive English language programs and institutions. In order to obtain such accreditation through CEA, languages schools are provided with a systematic approach by which institutions are able to demonstrate their compliance through accepted standards, and continuous improvement to assist schools in providing an environment with the highest level of learning for all students.

CEA is a recognized accreditor by the US Secretary of Education. In doing so, the US Secretary determines the quality of education or training provided by the CEA accredited institute is reliable and provides the highest level of education.

The College of English Language strives to guarantee the highest possible quality of services to our clients. In order to properly meet these standards, our services are regularly evaluated to meet accreditation requirements set by bodies such as the United States Student and Exchange Visitor Program (SEVIS).

As an accredited institution, CEL is qualified to issue I-20's to welcome students from all around the world with an F1 student visa.

## Standards for student achievement & Attendance

### **Advancement**

It generally takes 8 -12 weeks for students taking 20 lessons per week to master a level. Every two to four weeks you will have a progress check and your teacher will talk to you about your progress and your course. If you have not mastered the required material, you may stay in a particular level until you pass the level test and complete the requirements for that level.

### **Final Transcript and Certificate**

After finishing a course at CEL, all students receive a final transcript. The transcript shows the dates of study, final grades, final proficiency levels based on the Common European Framework, and cumulative attendance. In order to receive a CEL Graduation Certificate showing successful completion of the course, a student must have a final cumulative attendance of at least 85%. Students enrolled in the Standard Course must have a score of at least "C" in participation and progress. Students with a score of "D" in participation or progress will not qualify for a certificate.

## Facilities, equipment and materials

Our current facilities were designed and built out for CEL, which has allowed our school to ensure the facilities best meet our needs. CEL classrooms were designed to fit 12 students as we limit the number of students to 12 per classroom. We have a student lounge with computers equipped with Internet and free wireless Internet access to our students throughout the school. In the last year, we added additional work areas and more classrooms due to increased student enrollment. We have a classroom with sliding partition doors to enable us to use the space in a flexible manner. During our high season we utilize our classroom space with both morning and afternoon classes to ensure our small class sizes and appropriate use of space throughout our facilities.

## Total charges - Estimated schedule of total charges

### COURSE NAME

COURSE NAME	LESSONS /WEEK	PRICES PER WEEK					
		1-6	7-12	13-19	20-29	30-39	40+
General English 20 - GE20 ⓘ	20	\$350	\$340	n/a	n/a	n/a	n/a
General English 23 - GE23 ⓘ	23.75	\$390	\$380	n/a	n/a	n/a	n/a
General English 24 - GE24 ⓘ	24	\$390	\$380	\$360	\$320	\$300	\$280
General English 28 - GE28 ⓘ	28	\$430	\$420	\$400	\$360	\$340	\$320
Academic Year 24 - AY24 ⓘ	24	n/a	n/a	n/a	\$320	\$300	\$280
Academic Year 28 - AY28 ⓘ	28	n/a	n/a	n/a	\$360	\$340	\$320
TOEFL Exam Preparation 23 - GE20+TOEFL3 ⓘ	20 + 3.75	\$390	\$380	n/a	n/a	n/a	n/a
TOEFL Exam Preparation 24 - GE20+TOEFL4 ⓘ	20 + 4	\$390	\$380	n/a	n/a	n/a	n/a
TOEFL Exam Preparation 28 - GE24+TOEFL4 ⓘ	24 + 4	\$430	\$420	n/a	n/a	n/a	n/a

The minimum level for TOEFL is low advanced (C1). The maximum duration is 8 weeks.  
Academic Year includes personalized academic counseling.

### EXAM PREPARATION CAMBRIDGE

COURSE NAME	LESSONS /WEEK	PRICES		
		8	11	12
Cambridge Exam Preparation FCE 23 - FCE23 ⓘ	23.75	\$3,280	\$4,510	\$4,920
Cambridge Exam Preparation CAE 23 - CAE23 ⓘ	23.75	\$3,280	\$4,510	\$4,920
Cambridge Exam Preparation FCE 30 - FCE30 ⓘ	30	\$3,680	\$5,060	\$5,520
Cambridge Exam Preparation CAE 30 - CAE30 ⓘ	30	\$3,680	\$5,060	\$5,520

## PROGRAM COSTS:

\$ \_\_\_\_\_ Tuition  
 \$ \_\_\_\_\_ Registration Fee (non-refundable)  
 \$ \_\_\_\_\_ California Student Tuition Recovery Fund Fee (non-refundable) (calculated at \$0.0 per \$1000)  
 \$ \_\_\_\_\_ Other Charges for \_\_\_\_\_  
 \$ \_\_\_\_\_ Charges paid to an entity other than CEL that is specifically required for participation in the educational program  
 \$ \_\_\_\_\_ TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE  
 \$ \_\_\_\_\_ ESTIMATED TOTAL CHARGES FOR THE ENTIRE PROGRAM  
 \$ \_\_\_\_\_ TOTAL CHARGES YOU ARE REQUIRED TO PAY ON ENROLLMENT

## Library and learning resources

CEL provides an onsite library equipped with learning materials and resources for every offered program to support students during their stay. The library contains additional exercise books for the different programs.

CEL offers the latest facilities and learning resources for students and free Wi-Fi. All facilities are available for students to access during business hours.

## Student grievances Policy

We want you to have the best CEL experience possible. If you are unhappy in any way, we encourage you to speak with a CEL staff member as soon as possible. If you are unhappy with your English lessons, please first speak with your teacher. Your teacher is here to help and only wants the best for your English education.

Students are informed during orientation and on all documents to contact our housing team if any questions or concerns arise. Any reported deficiencies are investigated and corrected immediately. The housing team is trained to follow all student complaints procedures as detailed in Student Complaints standards.

CEL has a dedicated housing team in charge of placing students in housing and taking care of possible complaints. Our housing team is available for students during all business hours. Our team checks with students on their first day to be sure all students are happy with their housing. Students are informed during orientation that they can always reach out to our housing team with any problem students might have. In addition to giving in-person feedback, students are encouraged to submit the one week evaluation. Our housing team reviews the housing feedback on a weekly basis. The housing team will follow up swiftly about any issues presented in that initial feedback form.

A student or any member of the public may file a complaint at any time 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 ([www.bppe.ca.gov](http://www.bppe.ca.gov))

## Policy on the retention of student records

CEL retains records of each student who is and has been enrolled in a CEL program. The electronic record indicates if the student is entitled to a certificate or diploma, i.e., has remained in good standing throughout the course. CEL maintains and retains your student records for a period of 7 years and you may request a duplicate certificate or diploma at any time at no cost provided that you were a student in good standing.

## Any unanswered questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at (1747 N. Market Blvd. Ste 225, P.O. Box 980818 West Sacramento, CA 95798-0818, ([www.bppe.ca.gov](http://www.bppe.ca.gov)), ((888) 370-7589 or by fax (916) 263-1897, (916) 574-8900 or by fax (916) 263-1897).

## Bankruptcy

CEL does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Section 1101 et seq.).

## Transfer agreement

CEL has not entered into any transfer agreement.

## Placement Services

CEL does not offer courses designed to lead to a particular career, occupation, vocation, job or job title. Our students are not eligible for employment in the USA and/or do not move on to jobs in the USA that are related to their study in our English Language program.

## ESL Language services

CEL does not provide any translators.

## Degree programs

CEL does not offer any degree programs

## Credits

CEL doesn't grant any credits.

## STUDENT'S RIGHT TO CANCEL

If you have applied directly at CEL, the following cancellation fees will be charged:

Cancellation received 28 days or more before start date: registration fee  
The institutional cancellation fee amount will not exceed \$250.

Cancellation received 14 days or more before start date: registration fee  
The institutional cancellation fee amount will not exceed \$250.

Cancellation received 3 days or more before start date: registration fee  
The institutional cancellation fee amount will not exceed \$250.

All cancellations must be submitted in writing to the CEL Admissions and Housing office.

## REFUND POLICY (CANCELLATION AFTER START DATE)

If you cancel your course within your first class session or the 7th day after enrollment, whichever is later your institutional cancellation fee amount will not exceed \$250.

Course: As long as you are in the first 60% of your program, you can cancel at any time and your tuition fees will be refunded on a prorated basis. They are calculated from the last recorded day of attendance (any part of a week attended is considered a full week for refund calculations). Please note, there is no refund if you withdraw from a course after sixty (60) percent of the course has been completed.

## Housing information

CEL provides housing for our students. You can choose between homestay and residential accommodation.

Category	Room types	Distance to CEL	Weekly price range
Homestay	Twin or single	Max. 75 minutes by public transportation	\$260 - \$490
Premium Homestay	Twin or single	Max. 35 minutes by public transportation	\$420 - \$490
CEL Shared Apartment Standard	Twin or single	30 - 45 minutes by public transportation	\$270 - \$630
CEL Shared Apartment Premium	Twin or single	15 - 35 minutes by public transportation	\$320 - \$780
CEL Shared Apartment Superior Pacific Beach	Twin or single	45 minutes by public transportation	\$380 - \$900

For more information on housing, please visit our website.

## CEL building

CEL is situated in the Pacific Beach neighborhood of San Diego. It is close to shops, restaurants and public transportation.

We have 14 modern classrooms, equipped with the latest technology such as TV's and sound systems for easy audio-visual learning. Students are able to enjoy free Wi-Fi, air conditioning, a lounge with access to several computers for personal use or self-study and a rooftop patio with breathtaking views of the city.

In order to achieve maximum academic success, classes are kept small with an average of 6 - 7 students and a maximum of 12 students per class. Our staff is composed of experienced teachers who are eager to support students to achieve mastery of the English language. Interactive methods of teaching engage students in the learning process to help them communicate effectively and with confidence. Our Student Services, Admissions & Housing teams are always available on site and happy to help students with any inquiries.

## Leave of absence/Vacation

Who can take a vacation?

Students who want to take a vacation must:

- Attend at least 12 weeks of class without any other breaks/vacation
- Have an attendance of 84.6 or higher

What about my accommodation?

Your accommodation cannot be extended or moved to be added on your booked stay. Accommodation fees/tuition are non-refundable.

How is vacation time earned?

Vacation is earned as follows:

- 12 weeks of attendance = maximum 3 weeks of vacation
- 24 weeks of attendance = maximum 4 weeks of vacation

When does the 12 weeks begin?

The 12 weeks begins on the first day back to school after any other vacation (to your home country, within the US, or anywhere else). If you have not taken any other vacation, the 12 weeks begins on your first day of school.

Can I divide my vacation time into smaller vacations?

No, you must take your vacation weeks off at one time.

I am returning to my home country for several months, can I take any vacation time before?

You can return any time to your home country for up to 5 months. Students who wish to go home can take a week of vacation time before they leave in order to prepare for travel.

## Probation and dismissal policies

A student who fails to meet CEL's academic standards for two consecutive quarters can be dismissed. He/she may apply for readmission and will be placed on "academic probation status" during the first quarter. CEL reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance does not meet the CEL standards and/or who fails to abide by the rules and regulations of CEL . Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog

## Visa

All students who wish to study on an Intensive Plus or Super schedule must secure an F-1 Student Visa at their local U.S. Consulate before traveling to the U.S. CEL is authorized to issue a Certificate of Eligibility (Form I-20) to qualifying students for full-time study. Students use the I-20 form to apply for an F-1 Student visa. CEL does not charge fees for providing the I-20 form. Participants are responsible for paying any third party fees associated with obtaining a visa. CEL has no responsibility for any participant's entry, exit, or status while traveling to, from, or within the US, and that all travel documents are the responsibility of the participant.

## Student Records

CEL retains student records and maintains records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in our institution for at least five years. Transcripts are kept indefinitely.

CEL maintains, for each student granted a certificate of participation by us, permanent records of all of the following:

1. The certificate granted and the date on which that certificate was granted.
2. The courses and units on which the certificate was based.
3. The grades earned by the student in each of those courses.